



Summer Activities for Incoming Presidents

Financial Activities

- **Year end audit** – The fiscal year end for PTA is June 30 and your year-end Audit should be completed by the outgoing (2020/2021) Unit Auditor. Audits should be completed as soon as possible during the summer months to allow for the incoming treasurer to get started with the 2021-2022 records. Audits are to be uploaded into MYPTEZ at <http://www.myptez.com/>. (Uploading instructions are posted.)
- **Annual Financial Report** – Your Incoming Treasurer is responsible for completing the Annual Financial Report. This report form is available on the Council website under Forms at www.cucptsa.com called “Unit Financial Annual Report” and is for the period 7/1/2020 – 6/30/2021. If you have any questions on this report, contact the CUCPTSA Treasurer, Lisa Mealia at mealiafamily@gmail.com or your Mentor.
- **2020-2021 Taxes** – Once the June 30, 2021 audit is complete, Federal taxes for the unit may be compiled. A paid preparer may be used – this cost should be included in the 2021-2022 Budget. Taxes are due on November 15. Be sure to follow any new regulations for the 2021 taxes. A link to information from the State PTA can be found on the Council website at www.cucptsa.com.
- **Check Signing Authority** – You must visit your bank during the summer to complete new bank authorization signature cards based on your incoming board. Check in your bylaws to determine who can and cannot sign checks. All units must require two signatures on all checks.
- **2021-2022 Budget** – During the summer months the incoming president must meet with the new treasurer and board to develop a proposed budget for the coming year.

Training:

All incoming presidents, treasurers and secretaries are required to complete one of the training classes offered by CAPTA in the summer, Fourth District in Fall or by Council to ensure that they are familiar with PTA policies and procedures. The Fourth District Trainings are scheduled for August at the Orange County Department of Education campus. More details will be emailed from your Council President, Elizabeth Mordock.

Unit PTA Website:

Update your PTA website with 2021-2022 school year information after school is out in June. Include the new Association Meeting dates and Membership information.

Unit Meetings:

The Council President will request a list of your unit Association Meetings for the Council website. **Please submit the dates and times of your meetings (Association only, not executive meetings) in the summer BEFORE school starts to kkwestling@gmail.com.**