

PRESIDENTS MONTHLY CHECKLIST

July & August

- Change bank signers for PTA bank account(s) (see bylaws for positions authorized to be signers)
- Confirm that budget and calendar of programs & fundraisers is prepared (Reserve facilities asap)
- Forward Association meeting dates to Council (kkwestling@gmail.com)
- Review bylaws and insurance (provide copies for all Board Members to review)
- Confirm Audit is completed (cannot issue any checks until audit is done)
- Have all Board Members complete and sign Conflict of Interest/Whistleblower Form

September

- First Association Meeting
 - Make sure Secretary has minutes from previous Association Meeting to approve
 - Approve and adopt
 - Audit Report
 - Budget
 - Calendar
 - Annual Financial Report
 - Ratify chairs
- Make sure Treasurer has contacted tax preparer
- Officer Training – Council will let you know dates
- Have all parents sign a Participation Waiver (Insurance) for each child
- Upload to MyPTEZ and email to cucptsa.docs@gmail.com copies of
 - Audit Report
 - Budget
 - Annual Financial Report
 - Conflict of Interest (Unit President only)
- Turn in to Council Membership Dues (\$5.60 per member)
 - Checks payable to CUCPTSA with Membership Form

October

- Taxes due November 15th
- Make sure Treasurer has completed tax filing (Forms 990, 199, RRF-1, CT-TR-1 if under \$50,000)
 - Copies of tax filing should be given to President, Treasurer, and CUCPTSA
 - Upload taxes to PTAEZ
- Turn in to Council
 - Membership Dues (must have min. 15 members to stay in good standing)
 - Insurance Payment (Council will let you know amount)

November & December

- Start working on Nominating Committee
- Financial Officers prepare for audit, conducted after December 31
- Vote on Audit Review Committee
- Turn in to Council
 - Membership Dues
 - Tax Reports (email copy to cucptsa.docs@gmail.com)
 - Worker's Compensation Form (email confirmation to cucptsa.docs@gmail.com)

January

- Make sure Audit is done

- Review budget to see if anything needs adjusting
- Association Meeting
 - Elect Nominating Committee (see bylaws)
 - Approve and adopt Audit Report (7/1-12/31)
- Turn in to Council Membership Dues

February

- Founder's Day
- Nominating Committee should be working on slate for next year's board. Slate must be posted 28 days prior to election meeting.
- Turn in to Council
 - Membership Dues

March

- Association Meeting
 - Conduct your elections (check bylaws)
 - Approve and adopt Audit Report (if not done previously)
- Turn in to Council
 - Membership Dues
 - Audit Report- (email copy to cucptsa.docs@gmail.com and upload to MyPTEZ)

April

- Hold Board elections (if not done already)
- Make sure Historian completes the Historian Report
- Turn in to Council
 - Membership Dues
 - Historian Report (email to cucptsa.docs@gmail.com)

May & June

- Outgoing President
 - Hold last Board/Association Meeting of the year
 - Present preliminary budget
 - Approve new check signers for bank accounts
 - Honorary Service Awards
 - Update roster of board members in MyPTEZ and TOTEM
 - Help update account owners for TOTEM account
 - Oversee transitions between officers
 - Attend Council Breakfast with Incoming President
 - Turn in to Council any Membership Dues
- Incoming President
 - Hold planning meeting
 - Work on preliminary budget with Budget Committee (see bylaws)
 - Work on filling empty positions

Final PTA Association Meeting

Treasurer's 3 motions

1. I move to release funds to pay ordinary expenses during the summer recess.
2. I move to approve the July 1, 2022-June 30, 2023 proposed budget.
3. I move to authorize the incoming officers, (Insert Name of Signer #1, Insert name of signer #2, and Insert Name of Signer #3), as the only authorized signatures on the (Insert Your PTA Unit Name) checking and savings accounts, effective July 1, 2022.