

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 Report
 - Ratify chairs
- Make sure Treasurer has contacted tax preparer
- Officer Training at Fourth District (9/3 & 9/5) See Fourth District website
- Have all parents sign a Participation Waiver (Insurance) for each child
- Turn in to Council 2 copies of
 - Audit Report
 - Budget
 - Annual Financial Report
- 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)
 - 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 (\$232 payable to CUCPTSA)
 - 2 copies of any missing reports

November & December

- Start working on Nominating Committee
- Financial Officers prepare for audit, conducted after December 31
- Turn in to Council
 - Membership Dues
 - Tax Reports
 - Worker's Compensation Form

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
 - Audit Report (2 copies)

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-2 copies (if not done previously)

April

- Hold Board elections (if not done already)
- Make sure Historian completes the Historian Report
- Turn in to Council
 - Membership Dues
 - Historian Report

May & June

- Outgoing President
 - Hold last Board/Association Meeting of the year
 - Present preliminary budget
 - Honorary Service Awards
 - Update roster of board members in PTAEZ
 - Oversee transitions between officers
 - Attend Council Breakfast with Incoming President
 - Turn in to Council any Membership Dues
- Incoming President
 - Attend CAPTA Convention Training/4th District Training
 - 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, 2019-June 30, 2020 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, 2019.