23rd District PTA
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Checklist
for a Healthy PTA

- **Complete the Previous Year**
  - ☐ Have the new leaders been entered into MyPTEZ or reported to council/district? (All officers should be included with contact information; however, president, treasurer, secretary with name, email, phone, and address at a minimum must be entered)
  - ☐ Has the board-elect met to attempt to fill any vacancies?
  - ☐ Has the board-elect built it's preliminary budget and calendar for presentation to the association?

- **Preparations by the New Board (after July 1)**
  - ☐ Have the new board and outgoing board met to begin a smooth transition?
  - ☐ Have procedure binders been turned over from the outgoing board to the incoming board? (If not, make your own).
  - ☐ Have the checksigners been changed on the bank accounts?
  - ☐ Has the board adopted ground rules and expectations for behavior?

- **The First Association Meeting of the Year**
  - ☐ Present, review, and accept the minutes from the last meeting.
  - ☐ Present Annual Financial Report for the previous year
  - ☐ Present and Adopt the Financial Review for the last year
  - ☐ Present the Treasurer's Report covering the time since the last meeting.
  - ☐ Present and ratify and expenditures that have occurred since the last meeting.
  - ☐ Present and adopt the Budget for the year
  - ☐ Release funds from specific line items and for specific amounts that will be needed before the next association meeting.
  - ☐ Present and approve any bills that may need to be paid that can't wait until the next executive board meeting.
  - ☐ Present and adopt the calendar for the year

- **Membership Enrollment**
  - ☐ Is an initial membership campaign held toward the beginning of the year?
  - ☐ Are continuing opportunities provided for families and staff to join (Membership is year-round!)?

- ☐ Is membership per capita (portion not belonging to unit) forwarded to council/district monthly?
- ☐ Is a complete membership list kept that includes contact information for all members?

- **Minutes**
  - ☐ Is the attendance/sign-in sheet kept for each meeting and recorded in the minutes?
  - ☐ Are minutes kept for **all** meetings?
  - ☐ Are minutes from the previous meeting presented to the body and approved at the next meeting for all meetings?
  - ☐ Are all **action items** recorded – including approval/adoption of the budget, release of funds, approval of expenditures, all amounts discussed and all decisions made regarding activities?

- **Bylaws**
  - ☐ Does every executive board member have a copy of the bylaws?
  - ☐ Has the executive board together reviewed the bylaws to facilitate understanding?
  - ☐ Is a copy of the bylaws provided to any member who requests a copy?

- **Financial Procedures**
  - ☐ Was a 990/990EZ/990N filed by the IRS deadline (November 15) for the previous year?
  - ☐ Was a 199/199n filed by the California Franchise Tax Board deadline (November 15) for the previous year?
  - ☐ Was the RRF-1 filed with the Attorney General by the deadline (November 15)?
  - ☐ Are only the officers designated in the unit bylaws listed as signers on the PTA's banking accounts?
  - ☐ Is the budget adopted at the first association meeting of the year, with funds released and expenditures ratified?
  - ☐ Was the insurance premium remitted to AIM by the deadline (December 20)
  - ☐ Are all checks signed by **two** signers?
  - ☐ Is every disbursement/payment documented, with receipts received?
  - ☐ Are Payment Authorization Forms being used to document every reimbursement/expenditure?

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- **Treasurer's Reports**
  - ☐ Are both written and verbal treasurer reports provided at every meeting?
  - ☐ Are reports presented at both executive board and association meetings?
  - ☐ Are the balances, receipts, and disbursements recorded in the minutes each month?
  - ☐ Are checks/expenditures listed and ratified after each report is presented?

- **Financial Reviews**
  - ☐ Is a financial review completed at the end of the fiscal year?
  - ☐ Is a financial review completed each time the bank or checksigners change?
  - ☐ Is the financial reviewer using the Financial Review Checklist and Financial Review Report forms?

- **Annual Reports**
  - ☐ Is the historian (or other designated officer) recording volunteer hours for report submission?
  - ☐ Is the Annual Historian Report filed by the deadline?

- **Leadership**
  - ☐ Have executive board members completed **financial** and **positional** training?
  - ☐ Have members of the executive board completed the "Conflict of Interest" form?
  - ☐ Are leaders attending council/district meetings to ensure they have up-to-date information?
  - ☐ Are leaders actively working to bring in new leaders to help the PTA grow?
  - ☐ Is the PTA effectively communicating with its membership to help ensure participation?
  - ☐ **Are members of the executive board verified as members of the PTA?**