

Spring/Year End Checklist

	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action (Motion needed)	Association Action Due	Council	Action Due to Council
SPRING: For CURRENT fiscal year	Budget Review	Treasurer to hold budget meeting with financial team, president, principal invited	Participate in budget review	Review & approve revised budget (if any) & recommend adoption by association (MOTION to approve)	before last Association meeting	Approve revised budget (if any) (MOTION to approve)	By Last Meeting	Turn in any revised budgets to Council	June or as approved
	Gift to School (GTS)	GTS Chair & Committee to discuss needs of the school; make recommendations to board for allocation of excess funds. Amount tbd by financial team.	Appoint committee; participate in meeting; complete fiduciary agreement w/treasurer and principal	Review & approve GTS recommendation, including amounts and purpose (MOTION to approve and recommend to association)	before last Association meeting	Approve GTS recommendation including amounts and purpose (MOTION to approve)	By Last Meeting		
	Minutes	Recording Secretary ensure that minutes have been recorded and presented for each meeting. Minutes for the fiscal year are to be glue bound and stored in PTA permanent files.	Review all minutes; ensure that there are minutes for all executive board and association meetings.	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Minutes for all meetings approved by last meeting	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Minutes for all meetings approved by last meeting	Turn in to Council at the next meeting after approval.	All minutes by end of year
	Treasurer, Financial Secretary & Budget to Actual Reports	Prepared by Treasurer/ Fin. Secretary for Board monthly; Prepared for Association for period between meetings. General ledger kept in permanent files.	Review and ensure that financial reports are presented at each board and association meeting	Presented. Reports are filed for financial review. (No motion required)	Financial reports are presented at each meeting	Presented by Treasurer. Reports are filed for financial review. (No motion to approve required)	Presented at each meeting	Turn in to Council at the next meeting after approval.	All reports by end of year
	Approval of Checks for Payment	Payment authorizations are prepared by Treasurer, signed by President; Following approval by the Board, Recording Secretary is to sign all payment authorizations & record in the minutes	Review & Sign all payment authorizations & checks (two signatures are required -- by treasurer & president or 3rd signer as per bylaws)	Approve check #s and amounts with descriptions; Ratify check #s and amount of checks written. MOTION to pay bills and MOTION to ratify checks.	Meeting the payments are made. This is done at each meeting.	Approve checks for bills that need to be paid currently. Ratify check #s and amounts that have been paid between meetings. MOTION to ratify.	At each meeting		
	Year End Financials & Taxes	Close out books by end of June; all checks must be written for this year. Treasurer to prepare Annual Report & give books to Financial Reviewer; Complete Taxes and Charitable Trust	Assure that records are passed on as appropriate; Taxes are prepared	turn in all warrants/ check requests					
	Financial Review Report	Financial Reviewer & Committee reviews records of treasurer and prepares report. Copies given to president, treasurer, recording secretary and council	Review	Financial Reviewer presents report and makes MOTION to recommend adoption by the association.	Meeting after financial review completed (for periods ending Dec, June)	Presented and Adopted. MOTION to adopt the financial review report needed.	Meeting following completion (Spring, Fall)	Turn in after completion, plus minutes showing adoption	Following adoption
	Bylaws Adoption (if applicable)	If bylaws revisions submitted and approved by CAPTA, 30 day notice of any changes must be given prior to vote by Association	Ensure notice is given to members 30 days prior to meeting of vote; Sign after adoption	Approve changes prior to sending to council	After bylaws committee review	Adopted with 30 day prior notice of changes. MOTION to adopt bylaws revision (if applicable)	Mtg 30 days after return from CAPTA	Return completed signature page after adoption	asap

	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action (Motion needed)	Association Action Due	Council	Action Due to Council
SPRING: President & Board Elect (Next Fiscal Year)	Appointed Board Members (Corr. Sec. & Parliamentarian)	Find volunteers & confirm willingness to take on the job.	Make Appointments	Ratify appointments MOTION to ratify appointments	ASAP (preferably by last mtg)	None required		Turn in names & contact info	April 10th
	Fill vacant offices (if any after election)	Find volunteers & confirm willingness to take on the job.		ELECT person(s) to fill any vacant offices (majority vote of all officers w/10 day notice or 2/3 vote with no notice)	ASAP (preferably by last mtg)	None required		Turn in names & contact info for officers	April 10th (or as soon as filled)
	Committee Chairs	Find volunteers & confirm willingness to serve. Chairs can recommend successors.	Appoint Chairs	Ratify appointments MOTION to ratify appointments	ASAP (preferably by last mtg)	None required		Turn in names & contact info for Council directory	June (check council deadline)
	Financial Review Committee & Reviewer of Monthly Bank Reconciliation			Appoint at least one person to financial review committee. Appoint non-check signer as monthly bank rec reviewer	Last or first meeting	Ratify appointments MOTION to ratify appointments	No later than 1st mtg		
	Proposed Programs and/or Calendar of Activities	Gather input from chairs and board, meet with principal to plan dates	Make Calendar; meet with principal	Approve MOTION to approve programs	before last Association meeting	Approve programs for coming year MOTION to approve programs	By Last Meeting		
	Proposed Budget for Fall	Treasurer-elect to hold budget meeting w/president-elect and committee; principal, board members, comm. chairs may be included	Participate in budget review	Approve proposed budget and recommend adoption by association MOTION to approve	before last Association meeting	Approve proposed budget (Approve again at first meeting in Fall) MOTION to approve proposed budget for next year	By Last Meeting	Turn in to Council	June or after approval
	Approval of Fundraisers	Ways & Means VP to review vendors for Fall fundraiser and make recommendation; have contracts prepared	Review contract with VP/Chair of fundraising	Review and make recommendation to Association to approve fundraiser(s) & contract(s)	before last Association meeting	Approve fundraiser(s) & contract(s) as needed (post for viewing)	By Last Meeting or BEFORE fundraiser begins		
	Signing of Contracts	All contracts must be approved by the Association, then signed by president and board member	Signed AFTER approval by Association	Approve and recommend to Association to approve	Before the contract is signed and the activity undertaken	Approve MOTION to approve contracts to be signed	Before the contract is signed and the activity undertaken		
	Release of Funds	Determine which funds are needed in summer and early fall;		Approve and recommend release of funds to association		Approve release of funds for summer & Fall approved programs & budget items (list)	Spring or year end Meeting		
	Change of check signers	List outgoing and incoming check signers as per bylaws				Approve change of check signers as per bylaws. Record in minutes with names.	Spring or year end Meeting		
Council PTA Training	Financial team & president-elect attend	attendance required	Board members attend training as applicable	June (dates tba)					

Quorum is the number of members required to conduct any business/vote on anything at a meeting. Check your bylaws for your quorums.

Items in blue must be recorded in the minutes of the appropriate meeting. Include the name of the maker of the motion, wording and result.