

Back to School Checklist



Summer/Fall Items to complete

- Change check signers at bank (as of July 1)
- Communication/flyers for Fall activities
- Make budget revisions as necessary
- Assist school with registration and orientation activities as agreed upon
- Prepare and begin Membership Drive; Forward names & funds to Council
- Fill any vacant offices or chairs as needed
- Create committees as needed
- Committee chairs to create event plans
- Review procedures with new Board
- Year End Annual Financial Report & Financial Review completed
- Year end tax, Charitable Trust, and Corporation filings, Raffle registry (if needed)
- Create & Distribute unit directory (*optional*)
- Prepare for Fall Programs and Fundraisers
- Complete conflict/whistleblower form
- Officers/Chairs attend trainings

Executive Board

- Approve programs and event plans
- Approve fundraiser(s) and contract(s) not approved
- Approve budget
- Appoint Financial Review Committee (unless financial reviews are completed by qualified accountant)
- Appoint member to review monthly bank reconciliation (cannot be a check signer)
- Fill any vacant offices (elected by Board)
- Fill vacant chair positions (appointed by president, ratified by board)
- Create and ratify committees as needed
- Approve Financial Review for January-June and recommend adoption by Association
- Approve expenditures for attendance at Council Mtgs
- Board members complete conflict/whistleblower form
- Items for each meeting:**
- Present minutes for correction, approve
- Present financial reports
- Approve bills to be paid
- Ratify checks paid between meetings
- Officer & Committee Reports

Association

- Approve programs and activities for year
- Approve fundraisers and contracts not approved
- Approve budget
- Ratify Financial Review committee
- Ratify Monthly Bank Reconciliation Reviewer
- Appoint or Elect (as per bylaws) 2 Council delegates and 2 alternates
- ELECT Nominating Committee members (at least 2 months prior to election meeting)
- Adopt Financial Review for January-June
- Adopt bylaws revisions (if applicable) after CAPTA approval
- Items for each meeting:**
- Present minutes for correction, approve
- Present financial reports
- Approve bills to be paid
- Ratify checks paid between meetings
- Release funds for approved budgeted programs through the next Association Meeting
- Report to Association (Summary of work done)