

Checklist for a Healthy PTA

Each board member is responsible for ensuring that a PTA stays healthy and remains in good standing. If the answer is 'yes' to the following, your PTA will continue to thrive:

Bylaws

- Are bylaws reviewed yearly and updated (sent through channels for approval) at least every five years?
- Does the PTA understand and follow PTA bylaws, policies, and procedures?
- Is a nominating committee elected each year at least two months before the annual election meeting?

Membership Enrollment

- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- Are you reaching outside your school community to elected officials, business owners and more?
- Is membership growing each year?
- Is membership per capita sent through channels at least monthly and by deadlines?
- Are you using electronic membership (so members have 24/7/365 access to join)?

Minutes

- Are minutes and an attendance record kept for all meetings?
- Are all action items recorded as motions, including approval of the proposed programs for the year, the budget, all fundraising activities, and all expenses?

Annual Reports

- Are volunteer hours being recorded? At meetings? At events?
- Are annual historian reports, with the number of volunteer hours for the year, filed by the deadline?

Leadership

- Do members of the executive board work well together?
- Does the PTA attract qualified candidates and encourage/mentor new leaders? Including diverse members of your school community?
- Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- Do leaders communicate effectively with all members? In the languages represented in your school community? Using a variety of communication tools?

Financial Procedures

- Are financial procedures in accordance with recommended PTA policies and procedures?
- Is a member, who is not a check signer, appointed to review the monthly bank reconciliation?
- Are blank checks never signed and two people always count cash?
- Is the budget approved and actual revenues and expenditures compared at least quarterly?
- Is the insurance premium and the workers' comp form/remittance sent in by deadline?
- Are all checks signed by two authorized officers? And are all expenditures properly authorized?
- Is a Year-End Financial Report prepared after the end of the fiscal year to assist in preparation of tax filings?
- Are tax filings – an RRF-1 and some form of a 990 and a 199 – submitted in a timely manner?

Treasurer's Reports

- Are written reports presented/filed monthly? Are balances, receipts, and disbursements recorded in the minutes each month? Are questions welcomed and replied to with sufficient detail to assure transparency?
- Are receipts provided for each check before the expense is approved/ratified and listed?
- Are the reports presented at both executive board and association meetings?

Audits

- Are audits conducted at least twice a year? And whenever there is a change in check signers?
- Are audits prepared and adopted in accordance with the bylaws and PTA financial procedures?
- Is the audit report, the audit checklist, and any recommendations/findings submitted to the district PTA?

