

Financial activities checklist

- Visit the bank immediately upon taking office
- Add new check signers as authorized in the bylaws and listed in association minutes.
- Verify old signers are removed.
- Verify no ATM cards are associated with the account; deposit cards allowed.
- On-line access to the account is permitted as long as bill paying is blocked.

- Revise the budget that was developed in the spring.
- Review the goals and programs.
- Present and get approval of the budget by the executive board.
- Prominently display the approved budget and/or send to the school population along with the invitation to join PTA.

- Make sure the year-end audit is completed by the outgoing auditor or audit committee as soon as possible after the fiscal year end. Contact the district/council for help if the audit is not completed by August 15th.

- Arrange for a non-check signer (auditor) to review the bank statement monthly.

- Make sure the outgoing treasurer files the applicable IRS Form 990 by the due date. Due date is four months and 15 days after the fiscal year-end. If the year-end is June 30, it is due November 15.

- Get your financial books in order.
- Computer vs. manual ledgers and register: If using a computer, PTA should own the program so it can be passed from treasurer to treasurer.
- Train officers/chairmen on use of the cash verification form and how to count cash.
- Provide payment authorization/request for reimbursement form and instructions to officers/chairmen.

- Plan to attend fall training provided by council/district unless the spring training was attended.
- Make contact with council/district treasurers to determine due dates.
- Sign up for PTA Connects www.capta.org/sections/communication/connects.cfm.

- First association meeting:
- Present the annual financial report and year-end audit for adoption.
- Request approval of proposed programs and fundraisers.
- Present proposed budget for adoption, request release funds from appropriate expense categories for fall programs. Release of funds does not authorize anyone to spend funds; plans must be presented to the executive board before funds expended.
- Present treasurer report and request ratification of checks written since the last association meeting.

- Forward copies of the year-end audit report, budgets, annual financial reports and tax returns to the council/district.

- Forward membership remittances monthly.

- Forward insurance premium and Workers' Compensation form by the due dates.

- Prepare a treasurer report for every PTA meeting. Budget to actual comparison reports should be prepared for the executive board at least quarterly.

- Make sure financial activities are transparent.