

2014-2015 Checklist for PTA Leaders

To Do Between Now and June 30th

- _____ Elect new officers for 2013-2014 at a general meeting. If by June 30th your unit does not have new officers elected by the general membership you need to contact the Council. (OUTGOING PRESIDENT)
- _____ Send name, address, phone number, and e-mail address for all officers and Council delegates to the PTA Council by July 1st. (OUTGOING PRESIDENT)
- _____ Send name, address, phone number, and e-mail address for all officers to Maryland PTA by July 1st. (OUTGOING PRESIDENT)
- _____ Meet with the person who did the job before you to get any pertinent information about your new position and the procedure book. (ALL INCOMING OFFICERS)
- _____ Set up a meeting with the principal or other key staff, like the school secretary, to introduce yourself. (INCOMING PRESIDENT).
- _____ Select an audit committee who will audit the books after July 1st. The audit committee is approved by the Board and consists of at least 3 PTA members who do not have check signing authority. The audit committee should be available in July to audit. (ALL INCOMING AND OUTGOING OFFICERS SHOULD ENSURE THE BOOKS ARE AUDITED – IT IS FOR YOUR PROTECTION)
- _____ Have all bills from 2012-2013 paid by June 30th. (OUTGOING TREASURER).
- _____ Make sure that your sales tax owed to the State of Maryland is paid up to date in June so it is reflected in this fiscal year. Whether your unit is on a quarterly schedule or is on a semi-annual schedule, you will have to file in June. (OUTGOING TREASURER)
- _____ The outgoing treasurer and the incoming treasurer should meet to review the past year's books so that the incoming treasurer can complete the IRS Form 990 in the fall. (OUTGOING AND INCOMING TREASURERS)
- _____ Register your attendance for the MD PTA Convention on July 12th and 13th at Sheraton Baltimore North in Towson, MD. The convention will include PTA business, election of State officers, and training. Training for PTA leaders is an approved PTA expense.
- _____ Set the date for the summer meeting of the Executive Committee and the Board of Directors. Publicize the date with your officers and proposed Board. (INCOMING PRESIDENT)

To Do in July

- _____ July 1st – Congratulations, you are now a member of the Board of Directors of your PTA!
- _____ Change the signers on the checking account at the bank, if necessary. The signers should be the treasurer, president, and at least one other officer. (TREASURER SHOULD ENSURE THIS IS COMPLETED)
- _____ Find out if your unit has met all the items for the standards of continuing affiliation. (PRESIDENT & TREASURER) If you need help, contact the Council:
 - _____ Bylaws are current
 - _____ Dues for 2021-2013 were paid and balanced with the Council and State
 - _____ Unit has a copy of the current insurance policy with BB&T
 - _____ Unit is incorporated
 - _____ Unit has an EIN number from the IRS

- _____ All sales tax has been paid and is up to date
- _____ All 990 tax forms were filed with the IRS and a copy sent to MD PTA
- _____ Fiscal year is set as July 1 – June 30 with the IRS
- _____ All personal property tax forms were filed with the State of Maryland and a copy sent to MD PTA
- _____ The unit is registered under the Charitable Solicitations Act in Maryland
- _____ Unit has attended training
- _____ Ensure that the audit committee conducts an audit of the books, after July 1st and before any checks are written. (ALL OFFICERS)
- _____ Check the mailbox at the school periodically during the summer. (PRESIDENT)
- _____ Be on the lookout for a mailing from the PTA Council late July or early August. (PRESIDENT)
- _____ The Executive Committee (officers) should meet, if possible, in July:
- _____ The Executive Committee should establish the preliminary goals of the organization. The goals of the PTA should support the goals of the school (as written in the School Improvement Plan) and the mission and purposes of the PTA. (ALL OFFICERS)
- _____ The Executive Committee should meet to approve the committee chairpersons. Once the committee chairs are approved by the Executive Committee, there is a Board of Directors. (OFFICERS)
- _____ The Executive Committee should establish a date and time to develop the preliminary budget. The Budget Committee is chaired by the Treasurer. Other members of the Board of Directors may also serve on the budget committee. (OFFICERS)
- _____ The President should let Council know the contact information for the Council delegates and Reflection chairs.
- _____ Members of the Board of Directors should be given a blank Plan of Work document, so they can outline the programs and activities of their office or committee that promote the goals of the PTA. Plans of work should be completed in July and approved in August. (BOARD OF DIRECTORS)
- _____ Attend the MD PTA Convention on July 12th and 13th at the Sheraton in Towson, MD.

To Do in August

- _____ The Board of Directors should meet in early August. (BOARD OF DIRECTORS)
- _____ The goals of the PTA are approved. (BOARD OF DIRECTORS)
- _____ Plans of Work must be approved. (BOARD OF DIRECTORS)
- _____ The unit's calendar of meetings and events is approved, based on consensus and the Plans of Work. (BOARD OF DIRECTORS)
- _____ The Budget committee is appointed and approved by the Board of Directors, if it is not the officers. (BOARD OF DIRECTORS)
- _____ Once the calendar is approved by the BOD, fill out an FCPS Use of Facilities Form to reserve your meeting space for the year. Attach a copy of the insurance certificates to the form. (PRESIDENT)

- _____ The Budget Committee meets to establish the proposed budget. (APPROVED BUDGET COMMITTEE)
- _____ The proposed budget is presented at the next Board of Directors meeting for approval from the BOD prior to the 1st General membership meeting. (BOARD OF DIRECTORS)
- _____ If there isn't a BOD meeting prior to the first General Membership meeting, then the proposed budget should be developed by the officers in July. The BOD must meet before the general membership approves the budget. (OFFICERS)
- _____ As plans of work are approved, the proposed budget can be amended to reflect the approved amounts in the plans of work. (BOARD OF DIRECTORS)
- _____ Include this language at the bottom of the budget, "The Board of Directors has the authority to move budgeted funds within categories." (BOARD OF DIRECTORS)
- _____ Include in the proposed budget an allocation for the PTA convention and for carry-over. (BOARD OF DIRECTORS)
- _____ Once the goals are approved, the plans of work are approved, and the proposed budget is established, the BOD may approve a fundraising campaign to raise the funds necessary to complete the work of the PTA. PLAN FIRST – FUNDRAISE SECOND!
- _____ Membership cards come in August. When they arrive, count the number of cards you have and send back the postcard for verification (if included – last year this was not required - PRESIDENT OR MEMBERSHIP CHAIR).
- _____ Check the mailbox at the school (PRESIDENT).
- _____ Begin the membership campaign. Give each member who joins a membership card. (MEMBERSHIP CHAIRPERSON)
- _____ Verify that every member of the Board of Directors has joined the PTA. (MEMBERSHIP CHAIR, SECRETARY OR PRESIDENT)
- _____ Conduct the 1st General Membership meeting of the year. (PRESIDENT)
- _____ The General Membership approves the budget. (GENERAL MEMBERSHIP)
- _____ Once the budget is approved by the general membership, it may not be changed unless it is amended and approved by the general membership. The Board of Directors does not control the money of the organization – the general membership does. (EVERY MEMBER OF THE PTA – ENFORCED BY THE PRESIDENT AND TREASURER)

To Do in September

- _____ If the unit did not have a general membership meeting in August, have one in September to approve the budget (see August).
- _____ Continue membership campaign. (MEMBERSHIP CHAIR)
- _____ Make a dues payment to the PTA Council and to MD PTA. (TREASURER)
- _____ Conduct fundraising, as needed to support your goals and programs. (WAYS AND MEANS)
- _____ Have a Board of Directors meeting to conduct the business of the organization. (BOARD OF DIRECTORS)
- _____ Attend the PTA Council's General Membership meeting on August 26, 2013 for training and to receive the Council's Handbook. (BOARD OF DIRECTORS)