

Checklist – Start your year off right!

Complete the previous year

- Outgoing treasurer is to complete a year-end financial report.
- Financial records go to audit (by the outgoing auditor) after the end of the fiscal year.
- Assure that officer contact information is provided to council and district (and pledge to update regularly).

Preparations by new board

- Request the outgoing president's and officers' procedure books prior to taking office. Review them along with all other material received. If they fail to receive procedure books, assist them in setting up their own.
- Encourage board members to attend any district (or council) trainings.
- Make sure each of your board members knows how to contact their counterpart at district (or council) to get questions answered..
- Check-signing officers must visit the bank to add their name as check signers after June 30.
- Previous officers should be removed as check signers.
- Meet with administrator to set schedule of regular meetings/communications.
- Board-elect should meet to fill any vacancies and begin to make plans.
- Consider reviewing the PTA bylaws with the entire board (even if they are newer than 3 years). The bylaws contain many job responsibilities and timelines/due dates. Reviewing them together gets everyone on same page with the same expectations.
- Set some ground rules for the way your team will work together.
- Consider a survey of membership that solicits feedback on previous activities and solicits suggestions and preferences for new ones.
- Use input from survey for brainstorming session(s) with the board-elect to establish board goals.
- Set realistic goals and prioritize projects.
- Set a calendar for the upcoming year and provide welcome letter/membership campaign materials to the school for any summer mailings they may be planning.
- Prepare a preliminary budget for adoption at the last association meeting of the year which will be presented again in the fall at the first association of the new year.

The first association meeting of the year is the time to make sure that your association (the membership) approves all plans, so be sure to present and record in the minutes:

- Financial Year-end Report for previous year.
- Year-end Audit must be adopted.
- Minutes of last association meeting must be approved.
- Proposed plan of goals, programs and fundraising events to support the programs need a vote of approval.
- Budget for the year must be voted upon/adopted by the association.
- Release any funds that might be needed before the next association meeting.
- Ratify any checks written since the last association meeting.
- Approve any bills that need to be paid.