23rd District PTA
everychild. onevoice.®

Checklist
for a Healthy PTA
General Guidance

- **Complete the Previous Year (May/June)**
  - ☐ Have the new leaders been entered into MyPTEZ or reported to 23rd District PTA? (All officers should be included with contact information (phone and email); however, president, treasurer, secretary with name, email, phone, and address at a minimum must be entered)
  - ☐ Has the board-elect met to attempt to fill any vacancies?
  - ☐ Has the board-elect built its preliminary budget and calendar for presentation to the association at the final association meeting of the year?

- **Preparations by the New Board (after July 1)**
  - ☐ Have the new board and outgoing board met to transition?
  - ☐ Have procedure binders been turned over from the outgoing board to the incoming board? (If not, make your own).
  - ☐ Have the check-signers been changed on the bank accounts?
  - ☐ Has the board adopted ground rules and expectations for behavior?

- **Membership Enrollment (Year-Round)**
  - ☐ Is an initial membership campaign held toward the beginning of the year?
  - ☐ Are continuing opportunities provided for families and staff to join (Membership is year-round!)?
  - ☐ Is membership per capita (portion not belonging to unit) forwarded to council/district monthly?
  - ☐ Is a complete membership list kept that includes contact information for all members?

- **Minutes (Taken at Every Meeting)**
  - ☐ Is the attendance/sign-in sheet kept for each meeting and recorded in the minutes?
  - ☐ Are minutes kept for **all** meetings?
  - ☐ Are minutes from the previous meeting presented to the body and approved at the next meeting for all meetings?
  - ☐ Are all **action items** recorded – including approval/adoption of the budget, release of funds, approval of expenditures, all amounts discussed and all decisions made regarding activities?

23rd District PTA
everychild. onevoice.®

Checklist
for a Healthy PTA

- **Bylaws**
  - ☐ Does every executive board member have a copy of the bylaws?
  - ☐ Has the executive board together reviewed the bylaws to facilitate understanding?
  - ☐ Is a copy of the bylaws provided to any member who requests a copy?

- **Financial Procedures**
  - ☐ Was a 990/990EZ/990N filed by the IRS deadline (November 15) for the previous year?
  - ☐ Was a 199/199n filed by the California Franchise Tax Board deadline (November 15) for the previous year?
  - ☐ Was the RRF-1 filed with the Attorney General by the deadline (November 15)?
  - ☐ Are **only** the officers designated in the unit bylaws listed as signers on the PTA's banking accounts?
  - ☐ Is the budget adopted at the first association meeting of the year, with funds released for upcoming events and previous expenditures ratified?
  - ☐ Was the insurance premium remitted to AIM by the deadline (December 20)?
  - ☐ Are all checks signed by **two** signers?
  - ☐ Is every disbursement/payment documented, with receipts received?
  - ☐ Are Payment Authorization Forms being used to document every reimbursement/expenditure?

- **Treasurer's Reports**
  - ☐ Are both written and verbal treasurer reports provided at every meeting?
  - ☐ Are reports presented at both executive board and association meetings?
  - ☐ Are the balances, receipts, and disbursements recorded in the minutes each month?
  - ☐ Are checks/expenditures listed and ratified after each report is presented?

- **Financial Reviews**
  - ☐ Is a financial review completed at the end of the fiscal year?
  - ☐ Is a financial review completed each time the bank or check-signers change?

23rd District PTA
everychild. onevoice.®

Checklist
for a Healthy PTA

- ☐ Is the financial reviewer using the Financial Review Checklist and Financial Review Report forms?

- **Leadership**
  - ☐ Have executive board members completed **financial** and **positional** training?
  - ☐ Have members of the executive board completed the "Conflict of Interest" form?
  - ☐ Are leaders attending Twenty-Third District meetings to ensure they have up-to-date information?
  - ☐ Are leaders actively working to bring in new people to help the PTA grow?
  - ☐ Is the PTA effectively communicating with its membership to help ensure participation?
  - ☐ **Are members of the executive board verified as members of the PTA?**

Association Meetings

Four (4) regular meetings per year (August, January, March, May)
Additional "special" meetings may be called with ten (10) days' notice.
All voting must occur during a meeting where quorum has been met.

- **The First Association Meeting of the Year (August)**
  - ☐ Present, review, and accept the minutes from the last meeting.
  - ☐ Present Annual Financial Report for the previous year
  - ☐ Present and Adopt the Financial Review for the last year
  - ☐ Present the Treasurer's Report covering the time since the last meeting.
  - ☐ Present and ratify and expenditures that have occurred since the last meeting.
  - ☐ Present and adopt the Budget for the year
  - ☐ Release funds from specific line items and for specific amounts that will be needed before the next association meeting.
  - ☐ Present and approve any bills that may need to be paid that can't wait until the next executive board meeting.
  - ☐ Present and adopt the calendar for the year

23rd District PTA
everychild. onevoice.®

Checklist
for a Healthy PTA

- **The Second Association Meeting of the Year (January)**
  - ☐ Present, review, and accept the minutes from the last meeting.
  - ☐ Present the Treasurer's Report covering the time since the last meeting.
  - ☐ Present and ratify and expenditures that have occurred since the last meeting.
  - ☐ *Optional:* Present and adopt any proposed budget amendments that may be needed if projections have changed.
  - ☐ Release funds from specific line items and for specific amounts that will be needed before the next association meeting.
  - ☐ Present and approve any bills that may need to be paid that can't wait until the next executive board or association meeting.
  - ☐ Provide reports on activities of the PTA since the last meeting.
  - ☐ Provide information on upcoming events and opportunities with PTA before the next meeting.
  - ☐ Elect the nominating committee as defined in the unit bylaws in Article V, Section 4.

- **The Third Association Meeting of the Year (March)**
  - ☐ Present, review, and accept the minutes from the last meeting.
  - ☐ Present the Treasurer's Report covering the time since the last meeting.
  - ☐ Present and ratify and expenditures that have occurred since the last meeting.
  - ☐ *Optional:* Present and adopt any proposed budget amendments that may be needed if projections have changed.
  - ☐ Release funds from specific line items and for specific amounts that will be needed before the next association meeting.
  - ☐ Present and approve any bills that may need to be paid that can't wait until the next executive board or association meeting.
  - ☐ Provide reports on activities of the PTA since the last meeting.
  - ☐ Provide information on upcoming events and opportunities with PTA before the next meeting.
  - ☐ Elect officers for the coming year/term (Only offices as listed in Article V, Section 2 may be elected at the meeting).

23rd District PTA
everychild. onevoice.®

Checklist
for a Healthy PTA

- **The Fourth Association Meeting of the Year (May)**
  - ☐ Present, review, and accept the minutes from the last meeting.
  - ☐ Present the Treasurer's Report covering the time since the last meeting.
  - ☐ Present and ratify and expenditures that have occurred since the last meeting.
  - ☐ Provide reports on activities of the PTA since the last meeting.
  - ☐ Provide information on upcoming events and opportunities with PTA before the next meeting.
  - ☐ Present and adopt the preliminary budget planned by the board-elect for the coming year.
  - ☐ Release funds from specific line items and for specific amounts from the preliminary budget that will be needed before the next association meeting in the Fall.
  - ☐ Present and approve any bills that may need to be paid that can't wait until the next executive board or association meeting.
  - ☐ Present and adopt the preliminary calendar planned by the board-elect for the coming year.

Have a Wonderful Year!

Need help? Reach out to us!
Help@23rdDistrict.org