

**Summer Checklist
District 1 PTA
Local Unit Treasurers**

Upon Election April/May/June:

- ✓ Download or request a copy of PTA Money Matters and begin reading it.
- ✓ Make sure a working budget has been approved by the general membership prior to the end of the current school year so that you have working budget items that can continue operation during the summer months that school is out.
- ✓ Meet with the outgoing treasurer to understand your local unit's
 - Deposit reconciliation process
 - Check request process
 - Location of safe
 - Chain-of-custody requirements for checks, receipts, cash deposits
 - Other internal controls that your unit uses to protect against fraud, embezzlement
 - Discuss current year budget and understand what went well and what didn't hit budget estimates so that you are informed when you meet with your incoming president.
- ✓ Prepare any suggested changes you wish to make to the above processes
- ✓ Meet with your incoming president to discuss budget priorities for the upcoming school year.
- ✓ Attend the meeting with your school principal and incoming president to discuss calendar and budget priorities for the upcoming school year.
- ✓ Assist executive officers in determining fundraising goals and projects for the new school year.
- ✓ Review your insurance policy and make sure it will meet the needs of your board. Contact the insurance company if you have questions or contact the District 1 PTA insurance liaison volunteer.

July/August:

- ✓ Make sure your signatures are changed at your PTA/PTSA bank as of July 1.
- ✓ Assist the president in preparing the back-to-school packets.
 - Teacher reimbursement request forms (if your unit does this)
 - Check request forms for volunteers that have made approved purchases over the summer.
 - Proposed budget for approval by the general membership at the first meeting in the fall.
- ✓ Recruit a team of volunteers to assist with the counting of and reconciliation of deposits for the busy weeks of the early school year. What is your "system"? What does the school require? What will your needs be? Memberships, fundraiser receipts, spirit wear receipts, school store receipts, etc.
- ✓ Attend SCPTA and District 1 PTA training sessions as scheduled or send a qualified proxy to gather important information you will need – be sure to follow up and read/call presenters if you have questions.
- ✓ **MAKE SURE YOUR PREDECESSOR COMPLETED A FINANCIAL REVIEW IN EARLY JULY AND GAVE YOU A COPY OF THE REVIEW, SENT A COPY OF THE REVIEW TO SCPTA AND DISTRICT 1 PTA TREASURER ALONG WITH THE APPROPRIATE COPY OF THE IRS 990 FORM – THIS SHOULD BE COMPLETED IMMEDIATELY AFTER THE FINANCIAL REVIEW. FAILURE TO COMPLETE THESE TWO ITEMS CAN PLACE YOUR UNIT'S 501.C.3 STATUS IN JEOPARDY!!!!**
- ✓ Review the comments or suggested changes in your financial review and make the needed changes to improve your unit's internal processes.

HAVE A GREAT YEAR!