

Sixth District PTA

PTA Calendar

of

Essential Requirements

Monthly Items (These items will need to be done most months)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.

- _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.

- _____ President receives financial reports from treasurer prior to executive board meeting.

- _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.

- _____ Secretary distributes in person or by email the minutes for officers to review.

- _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.

- _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.

- _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.

- _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.

- _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.

- _____ Send any changes and additions in your roster to your council and Sixth District.

- _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.

- _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council). NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.

- _____ Make sure all items are checked off from the previous month's list.

July – Term starts July 1st (Two pages)

_____ Coordinate with the treasurer to have signature cards for bank accounts updated with the new officer names and get check book from the outgoing treasurer.

Need a copy of election meeting minutes to take to bank.

And call bank for any additional requirements.

Examples: Minutes with original signature of secretary

One current check signer must accompany new check signers

All new check signers must go together

_____ Update materials for procedure books of officers and chairs with unit-specific items.

Roster of officers and chairs

Calendar of activities for the year

Budget (preliminary)

Bylaws (and bylaws cheat sheet)

Job description (from the Toolkit)

_____ Order PTA materials for officers and chairs:

Pocket pals

The Communicator (is also online at capta.org for free)

Items by position

_____ Annual Financial Report must be done by outgoing treasurer before the audit.

_____ Year-end audit (Jan 1 – June 30) should be done by outgoing auditor.

Need June 30 bank balance from bank statement or online.

Note: New treasurer should not take over books until books are audited.

_____ Outgoing treasurer should do the tax return for the current year (must wait until the audit is done).

Tax returns are not submitted until presented at an executive board meeting for approval.

_____ 199N or 199 (CA Franchise Tax Board)

_____ 990N, 990EZ, or 990(IRS)

_____ RRF-1 (CA Atty General)

_____ If treasurer has not received the checkbook and other financial materials, including any financial software, by August 1, please contact your Council or District for assistance.

_____ Make sure all officers and chairs have signed the Conflict of Interest/Whistleblower Form

NOTE: ALL elected officers, appointed officers and appointed chairs must sign.

Treasurer will keep copies of the signed forms.

At the end of the year the forms are attached with your copy of the tax return.

_____ Have a retreat for the executive board officers.

- Discuss goals – review fundraisers and programs. Adjust as appropriate to meet goals.

_____ Treasurer and auditor should meet to review each other's process.

_____ Plan to collect volunteer hours during the school year.

_____ If you are planning a raffle (selling tickets for money), you must register the raffle with the CA Attorney General's Office. The registration period for conducting raffles is September 1 through August 31 annually. If you don't file by September 1, you can file during the year. but it must be 60 days before you hold the raffle.

_____ If your unit held a raffle during the previous year, the outgoing treasurer must file a report for all raffles held, due on or before October 1st to the CA Attorney General's office. The Nonprofit Raffle Report (Form CT-NRP-2) must be used, regardless of the number of raffles held.

_____ Request to school to arrange for a PTA box, cubby, or designated area for mail and other items received from parents.

August (Three pages – Don't panic, just a lot of beginning of the year items)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
 - _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
 - _____ President receives financial reports from treasurer prior to executive board meeting.
 - _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Start weekly or monthly meetings with principal to coordinate and discuss PTA/school business.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
 - _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
 - _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings. If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
 - _____ Send any changes and additions in your roster to your council and Sixth District. Out-of-council units send any changes and additions in your roster directly to Sixth District.
 - _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
-
- _____ Turn in roster for next year's board to council or to Sixth District (if out-of-council), if not already done.
 - _____ If not done in July, the outgoing treasurer has to file some form of 990, 199, and RRF-1.
 - _____ As soon as the auditor is done with the audit, the outgoing treasurer should do the taxes.
 - _____ This applies to units filing the IRS forms 990EZ, 990, California 199 and RRF-1
 - _____ 990N and 199N are electronic postcards; it takes less than fifteen minutes to do if you have the Annual Financial Report of the year just ended (which outgoing treasurer should have done).
Note: If you are filing the IRS form 990N (less than \$50,000) or California 199N (less than \$50,000), then you can file the unit taxes without waiting for the audit to be completed.
Note: If your gross receipts are less than \$50,000, please do not hire a professional accountant to do your taxes. If you need help, contact the Sixth District PTA or your council.
 - _____ RRF1 must be filed with CA Attorney General's office.
Note: If your unit files a 990N, then you must attach a copy of the Annual Financial Report to the RRF1.
 - _____ Executive board needs to meet at least two to four weeks before the first association/general meeting of the year to approve the audit, annual financial report, and the final version of the budget and programs to be presented at the first meeting.

- _____ Distribute the following items to executive board in preparation for executive board meeting:
 - _____ Budget, list of programs, events and fundraisers, and list of budget items for release to executive board
 - _____ Copy of annual financial statement for prior fiscal year ended June 30th
 - _____ Copy of interim financial report for period from last association meeting to June 30th and from July 1st to current
 - _____ Copy of audit with recommendation for prior fiscal year ended June 30th
 - _____ Conflict of Interest/Whistleblower Form with request to return at executive board meeting
 - _____ Fiduciary Agreement (if applicable)

- _____ Review proposed fundraisers, events, and programs with the executive board. Modify if necessary.
 - Check insurance guidelines to make sure all are within insurance coverage.
 - Consider Reflections, Red Ribbon Week, Honorary Service Programs promoted by CAPTA and National PTA.
 - Remember the 3-to-1 rule of programs to fundraisers: at least 3 programs should be held for each fundraiser held.

- _____ Budget Committee meets to finalize the following:
 - _____ Budget
 - _____ Confirm list of Programs, Events and Fundraisers (Anything not on these lists will not be covered by Insurance)
 - _____ Proposed list of budgeted amounts to be released to the executive board. (This list should include budgeted amounts for all budget items that will incur expenses prior to next association meeting. Releasing it to the executive board allows the executive board to approve expenditures without going back to the association for approval.)
 - _____ Determine if a Fiduciary Agreement is required for any school purchases or donations and work with principal to draft

- _____ Executive board continues to fill any vacant offices and ratify appointments.

- _____ Review and update proposed budget with executive board. Modify if necessary.

- _____ Set board expectations, protocols, and norms concerning procedures.
 - _____ Officers are expected to attend meetings. If unable to attend a meeting, the president must be notified. If an officer is going to miss a meeting, he or she must send a written report.
 - _____ Treasurer needs to teach how to use the cash verification form.
 - _____ Treasurer reviews payment authorization form.
 - _____ When a request for reimbursement is due.
 - _____ Expectations of working together as a board.
 - _____ All officers and chairs should give reports to the president monthly.
 - _____ Remind all officers and chairs that all contracts must be signed by two officers, one of whom must be the president. Also all contracts must be approved at association meetings during the year, prior to signing.

- _____ Hold an executive board meeting immediately before or after the beginning of the school year.
 - _____ Review and approve budget, list of programs, events and fundraisers, and release list. (Need to do a separate MOTION for each of these.)
 - _____ Have treasurer review guidelines for contracts, cash collection and expense authorization.
 - _____ Review and approve contracts. (Need to do a MOTION for each.) All contracts must be approved in advance by the PTA membership at an association meeting and signed by **two elected officers**, one of whom must be the president.
 - _____ Approve audit and recommendations [Need to do a MOTION for each].
 - _____ Collect signed Conflict of Interest/Whistleblower Forms from all elected officers and appointed chairs. At the end of the year the forms are attached to the copy of the tax return that is kept in the unit's files by the treasurer.
 - _____ Elect filled offices and ratify appointments, if any. [Need to do a MOTION for each]
 - _____ Make plans to collect volunteer hours during the school year.
 - _____ Present Professional Governance Standards to board (brochure in the Forms section of the Toolkit).
 - _____ Request a motion from the board to adopt.
 - _____ Complete the form on the brochure and send to CAPTA for recognition.

- _____ For units in council, review list of council meetings – plan with executive board who will represent the unit at each meeting (president and)
 - _____ Check council, district, CAPTA dates for Reflections, scholarships, and grant programs.

- _____ Make room reservations for each month with the school office (See your Master Calendar done in June).
 - _____ Executive board meetings
 - _____ Association/general meetings
 - _____ Programs
 - _____ Events

- _____ Check school office calendar to verify facility reservations completed.

- _____ Be sure a signed facility use permit is on file (if required by your school district).
 - _____ Hold Harmless Agreement (find in Toolkit in Forms section)

- _____ Start membership drive with kickoff and any challenges.

- _____ Have membership chair attend first staff meeting and encourage staff to join PTA; provide forms.

- _____ Post the budget as soon as done but no later than 10 days before the first association meeting.
 - _____ Must give notice to all members.

- _____ If you are planning a raffle (selling tickets for money), you must register the raffle with the CA Attorney General's Office. The registration period for conducting raffles is September 1 through August 31 annually. If you don't file by September 1, you can file during the year but it must be 60 days before you hold the raffle.

- _____ If your unit held a raffle, during the previous year, the outgoing treasurer must file a report for all raffles held is due on or before October 1st to the CA Attorney General's office. The Nonprofit Raffle Report (Form CT-NRP-2) must be used, regardless of the number of raffles held.

September (Two pages)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
- _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
- _____ President receives financial reports from treasurer prior to executive board meeting.
- _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
- _____ Secretary distributes in person or by email the minutes for officers to review.
- _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
- _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
- _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
- _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.
- _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
- _____ Send any changes and additions in your roster to your council and Sixth District.
- _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
- _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
- _____ Make sure all items are checked off from the previous month's list.

-
- _____ Post the budget as soon as done but no later than 10 days before the first association meeting.
 - _____ Must give notice to all members.
 - _____ Proposed budget must be approved at the first association/general meeting of the year.
 - _____ Receive financial reports from treasurer prior to association meeting.
 - _____ Order of approval for items at the association meeting (do each one individually):
 - _____ Approval of minutes from last association/general meeting from previous year – no motion needed.
 - _____ Treasurer's report – from last association meeting to June 30 – no motion needed.
 - _____ Treasurer's report – from July 1 until date of current association meeting – no motion needed.
 - _____ Ratify written checks - from last association meeting to June 30 – Need MOTION
 - _____ Ratify written checks - from July 1 until date of current association meeting – Need MOTION
 - _____ Annual financial report for the year just ended (July 1 – June 30) – no motion needed.
 - _____ Audit for Jan 1 – June 30 – Need MOTION
 - _____ Goals of the year – Need MOTION
 - _____ Programs for the year – Need MOTION
 - _____ Events for the year - Need MOTION
 - _____ Fundraisers for the year - Need MOTION
 - _____ Budget for current year (July 1 – June 30) - Need MOTION

- _____ If there are any contracts, they must be approved. Need MOTION
- _____ May need to authorize any expenditures between today and next association board meeting. Funds are released to the executive board for any budget items between now and next association meeting via a MOTION. Release of funds gives notice to the membership of the funds the executive board expects to authorize between now and the next association meeting. At the next association meeting, the membership will then ratify (approve checks already written via a MOTION) these checks.
- _____ Approve payment, if any, of council fees, out-of-council fee, and Founders Day.

- _____ Executive board should authorize the treasurer to pay the CA State PTA insurance payment, council fee if any, out of council fee if out of council, and any Founders Day donations.

- _____ Attend council or Sixth District Training (and send officers too).

- _____ Sign a fiduciary agreement with school district when writing checks to school or district to support programs or purchase equipment. Make sure to get fiduciary agreement before check signed or given.

- _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.

- _____ In in-council units, the president, EVP or both attend council-level meetings (president meetings, council general meetings). If a unit is out of council, president, EVP, or both attend Sixth District general meetings.

- _____ A copy of current bylaws should be provided to every officer.

- _____ Bylaws should be reviewed each year by the executive board.
Review to see if any changes are needed or wanted.
If yes, then appoint a bylaws committee to review or revise the bylaws in more detail.
Bylaws need to be updated every three (3) years even if no changes are needed.
NOTE: If increasing dues or adding/subtracting officers, do a straw vote at an association meeting before starting the process of sending the bylaws up channels for approval.

- _____ A copy of the bylaws should be kept at the school site for reference or for any association member that requests to view them.
- _____ Check with the school to arrange for a PTA box, drawer or designated area in which items for PTA can be placed.

- _____ Send any changes and additions on your roster to your council and Sixth District.

- _____ _____
- _____ _____
- _____ _____

October (Two pages)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
 - _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
 - _____ President receives financial reports from treasurer prior to executive board meeting.
 - _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
 - _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
 - _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.
 - _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
 - _____ Send any changes and additions in your roster to your council and Sixth District.
 - _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
 - _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
-

- _____ Verify that tax forms have been completed by outgoing treasurer.
 - _____ If not done, contact your Council (if in council) or District treasurer (out-of-council).
- _____ Tax forms need to be reviewed and accepted by the executive board before being submitted.
- _____ Tax forms need to be submitted (due date is Nov 15 but do it early).
 - _____ IRS 990N, 990EZ, or 990
 - _____ CA FTB 199N or 199
 - _____ CA Attorney General RRF-1
- _____ Send a copy of tax returns (federal and state) and RRF-1 to your Council or if out-of council to Sixth District.

- _____ Executive board should authorize spending for November and December items.

- _____ Start planning Founders Day activities. Founders Day, in February, celebrates PTA's founders. See the California State PTA Toolkit, Job Description chapter, Founders Day job description.

- _____ Worker's Compensation form will be due soon to your council or Sixth District (if out-of- council).
If your unit has no employees/contractors, it is fine to do the form now.
For units that have or will have employees through January 4, you will need to wait to do the form.

_____ If your unit is not making individual payments before January 4 to any employees or independent contractors who do not have their own insurance, then submit the Workman’s Comp form. **All** units, even if they did not pay anyone, must submit the Workers Comp form to the council, if in council, and to Sixth District if out-of-council. If no one was paid, write “no one paid” on the form.

NOTE: Remember to account for any assemblies or parent speakers your unit pays directly.

SUGGESTION: A donation can be made by the PTA to your school district for people paid, to avoid having the worker’s comp issue.

_____ Hold executive board meeting. Order of approval for items:

_____ Acceptance of minutes from last executive board meeting (even if last year) – no motion needed, place in file for audit.

_____ Treasurer’s report –for year to date. No motion needed, place in file for audit.

_____ Ratify checks written since last association meeting, Need MOTION

_____ Tax forms need to be reviewed by the executive board before being submitted.

_____ Executive board should authorize and pay the CA State PTA insurance payment.

_____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending, if approved/reasonable.

November

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
- _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
- _____ President receives financial reports from treasurer prior to executive board meeting.
- _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
- _____ Secretary distributes in person or by email the minutes for officers to review.
- _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
- _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
- _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
- _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.
- _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
- _____ Send any changes and additions in your roster to your council and Sixth District.
- _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
- _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
- _____ Make sure all items are checked off from the previous month's list.

_____ Let members know that nominating committee members will be needed soon.
[The nominating committee members are elected at your January or February general/association meeting. You can elect them even earlier in the year. Check your bylaws for the date of your election meeting.]

- _____ Hold executive board meeting. Order of approval for items:
 - _____ Approval of minutes from last executive board meeting from previous year, no motion needed.
 - _____ Treasurer's report – fiscal year to date, no motion needed.
 - _____ Transactions report – approve expenditures incurred since last association meeting. Need MOTION
 - _____ Ratify checks written since last association meeting. Need MOTION
 - _____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending.

_____ If your unit is not making individual payments to any employees or independent contractors (who do not have their own insurance) before January 4, then submit the Workman's Comp reporting form now.
NOTE: Remember to account for any assemblies or parent speakers your unit pays directly.
SUGGESTION: A donation can be made to your school district for people paid, to avoid having the worker's comp issue.

_____ Have treasurer request any mid-year budget modifications.

December (Two pages)

- _____ The secretary or president sends/posts the agenda for the executive board meeting ten (10) days before the meeting (in writing). This agenda only goes to the executive board.
 - _____ Make sure the five-minute audit is done. A non-check signer should do the monthly five-minute audit. This can be the auditor, a member of the audit committee, or a non-signing member of the executive board. See attachment.
 - _____ President receives financial reports from treasurer prior to executive board meeting.
 - _____ Treasurer distributes financial reports to all officers to review before the executive board and/or the association meeting.
 - _____ Secretary distributes in person or by email the minutes for officers to review.
 - _____ Meet weekly or monthly with the principal to coordinate and discuss PTA/school business.
 - _____ Request that VPs and chairs submit names of volunteers monthly so you can thank them.
 - _____ In months that the unit has an association meeting the secretary or president sends the agenda for the association/general meeting ten (10) days before the meeting (in writing). NOTE: Bylaw amendments or changes need 30 days' notice and presentation of slate of officers requires 28 days' advance notice. Other agenda items only need 10 days' notice.
 - _____ In in-council units, the president, EVP (executive vice president), or both attend council-level meetings (president meetings, council general meetings) and attend Sixth District general meetings.
 - _____ If a unit is out of council, president, EVP, or both attend Sixth District general meetings.
 - _____ Send any changes and additions in your roster to your council and Sixth District.
 - _____ Out-of-council units send any changes and additions in your roster directly to Sixth District.
 - _____ Send membership dues (per capita portion) to your council or to Sixth District (if out-of-council).
NOTE: A minimum of 15 members must be submitted to stay in good standing or to be considered for awards/grants.
 - _____ Make sure all items are checked off from the previous month's list.
-
- _____ Let members know that nominating committee members will be needed soon.
[The nominating committee members are elected at your January or February general/association meeting. You can elect them even earlier in the year. Check your bylaws for the date of your election meeting.]
 - _____ Have treasurer request any mid-year budget modifications.
 - _____ Hold executive board meeting. Order of approval for items:
 - _____ Approval of minutes from last executive board meeting from previous month – no motion needed.
 - _____ Treasurer's report - fiscal year to date, no motion needed.
 - _____ Transactions report – approve expenditures incurred since last association meeting. Need MOTION
 - _____ Ratify checks written since last association meeting. Need MOTION
 - _____ When giving their reports, VPs should provide funding requirements until next executive board meeting. Executive board should then authorize that spending.
 - _____ Prepare for audit. Treasurer should deliver books to auditor as soon as possible.
 - _____ Start thinking of convention delegates. How many to send?

_____ CAPTA Legislative Conference is in February in Sacramento – open to members, chairmen and officers.
