

Executive Board Checklist

A **Checklist** is always helpful in completing the tasks for the year. Check each off as you complete them. The business of the board is everyone's business.

Track your progress.

President or Unit Representative Attends Council Association Meetings at our Old Town Location:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> September 23, 2019 | Council adopts budget |
| <input type="checkbox"/> November 18, 2019 | Worker's Comp Report recap |
| <input type="checkbox"/> January 27, 2020 | Council elects Nominating Committee |
| <input type="checkbox"/> March 23, 2020 | Council Founders Day Meeting |
| <input type="checkbox"/> May 20, 2020 | Council Meeting |

These items are due to Council on or before these due dates:

All reports can be uploaded by the President or Treasurer to PTAEZ. Either send a copy **or** upload to PTAEZ and notify Council PTA when complete.

- Sept 15** Annual Financial Report for 2018-19 (copy)
- Sept 15** Year-End Audit for 2018-19 (copy)
- Sept 30** Unit Adopted Budget for 2019-20 (copy)
- Oct 8** Remit Membership Dues to qualify for State Award
- Nov 1** Remit Membership Dues to stay in Good Standing
- Nov 1** Workers' Compensation Annual Payroll Report due **for all units**
- Nov 1** Remit Insurance Premium
- Nov 1** Remit Council Assessment of \$50
- Nov 15** Deadline to file taxes for fiscal year July 1 – June 30. (copy)
Send to council copies of Federal 990, State 199 and RRF-1
- Dec 15** Deadline to file taxes for fiscal year August 1 – July 31. (copy)
Send to council copies of Federal 990, State 199 and RRF-1
- Mar 15** Mid-Year Audit 2019-20 (copy)
- May 1** Roster of Unit Officers for the 2020-21 Fiscal year
- May 1** Unit Annual Report of Volunteer Hours
- Jun 19** Last day to remit Membership Dues for 2019-20
- Treasurer sends membership monthly**



Know the due dates for Unit PTA business:

September: Due to Council - Annual Financial Report, Year-End Audit, Adopted Budget

November: Due to Council - Insurance, Assessment, Membership Dues; **File taxes.**

March: Due to Council - Mid-Year Audit

May: Due to Council - Roster of Officers for the following year, Historian Annual Report