

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!

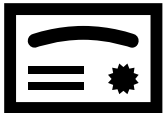
President or Unit Representative Attends Council Association Meetings at our Old Town Location:

- | | | |
|--------------------------|---------------------------|---|
| <input type="checkbox"/> | September 28, 2020 | Council Adopts Budget |
| <input type="checkbox"/> | November 30, 2020 | Council General Meeting |
| <input type="checkbox"/> | January 25, 2021 | Council Elects Nominating Committee |
| <input type="checkbox"/> | March 22, 2021 | Council Founder's Day Celebration Meeting/Elections |
| <input type="checkbox"/> | May 24, 2021 | Council Final Meeting/New Board Introduced |

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

All reports need to be uploaded by the President or Treasurer to PTez, then send an email to the SD Council PTA when complete.

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Sept 15 | Annual Financial Report for 2019-20 (uploaded to PTez) |
| <input type="checkbox"/> | Sept 15 | Year-End Audit for 2019-20 (uploaded to PTez) |
| <input type="checkbox"/> | Sept 30 | Unit Adopted Budget for 2020-21 (uploaded to PTez) |
| <input type="checkbox"/> | Oct 8 | Remit Membership Dues to qualify for State Award |
| <input type="checkbox"/> | Nov 1 | Remit Membership Dues to stay in Good Standing |
| <input type="checkbox"/> | Nov 1 | Workers' Compensation Annual Payroll Report due for all units |
| <input type="checkbox"/> | Nov 1 | Remit Insurance Premium of \$258 |
| <input type="checkbox"/> | Nov 1 | Remit Council Assessment of \$50 |
| <input type="checkbox"/> | Nov 15 | Deadline to file taxes for fiscal year July 1 – June 30. (uploaded to PTez)
Send to Council copies of Federal 990, State 199 and RRF-1 |
| <input type="checkbox"/> | Dec 15 | Deadline to file taxes for fiscal year August 1 – July 30. (uploaded to PTez)
Send to Council copies of Federal 990, State 199 and RRF-1 |
| <input type="checkbox"/> | Mar 15 | Mid-Year Audit 2020-21 (uploaded to PTez) |
| <input type="checkbox"/> | May 1 | Roster of Unit Officers for the 2021-22 Fiscal year (uploaded to PTez) |
| <input type="checkbox"/> | May 1 | Unit Annual Report of Volunteer Hours – (email to Council) |
| <input type="checkbox"/> | Jun 19 | Last day to remit Membership Dues for 2020-21 |
| <input type="checkbox"/> | Treasurer sends membership monthly – UNLESS you use TOTEM.
TOTEM sends automatically. | |



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