

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 PTA Association Meetings at our Old Town Location:

- | | | |
|--------------------------|---------------------------|--|
| <input type="checkbox"/> | September 27, 2021 | Council PTA adopts budget |
| <input type="checkbox"/> | November 15, 2021 | Worker's Comp Report recap |
| <input type="checkbox"/> | January 24, 2022 | Council PTA elects Nominating Committee |
| <input type="checkbox"/> | March 21, 2022 | Council PTA Officer Election for the next term |
| <input type="checkbox"/> | May 23, 2022 | Council PTA Founders Day Celebration 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.

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Sept 15 | Annual Financial Report for 2020-21 (copy) |
| <input type="checkbox"/> | Sept 15 | Year-End Audit for 2020-21 (copy) |
| <input type="checkbox"/> | Sept 30 | Unit Adopted Budget for 2021-22 (copy) |
| <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 |
| <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. (copy)
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 31. (copy)
Send to Council copies of Federal 990, State 199 and RRF-1 |
| <input type="checkbox"/> | Mar 15 | Mid-Year Audit 2021-22 (copy) |
| <input type="checkbox"/> | May 1 | Roster of Unit Officers for the 2022-23 Fiscal year |
| <input type="checkbox"/> | May 1 | Unit Annual Report of Volunteer Hours |
| <input type="checkbox"/> | Jun 19 | Last day to remit Membership Dues for 2021-22 |
| <input type="checkbox"/> | Treasurer sends membership monthly. | |

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