

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 19, 2022 | Council adopts budget |
| <input type="checkbox"/> November 14, 2022 | Worker's Comp Report recap |
| <input type="checkbox"/> January 23, 2023 | Council elects Nominating Committee |
| <input type="checkbox"/> March 20, 2023 | Council Officer Election for the next term |
| <input type="checkbox"/> May 15, 2023 | Council Founders Day Celebration Meeting |

The following items are due to Council on or before these due dates:

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

- Sept 15** Annual Financial Report for 2021-22 (copy)
- Sept 15** Year-End Audit for 2021-22 (copy)
- Sept 30** Unit Adopted Budget for 2022-23 (copy)
- Oct 8** Remit Membership Dues to qualify for State Award
- Nov 1** Remit Membership Dues to stay in Good Standing
- Nov 1** Remit Insurance Premium directly to **AIM**. Budget approximately \$285
- Nov 1** Remit Council Assessment of \$50

- Nov 15** Deadline to file taxes returns for fiscal year July 1 – June 30. (copy)
Send to council copies of Federal 990, State 199, RRF-1 & CT-TR-1

- Dec 15** Deadline to file taxes returns for fiscal year August 1 – July 31. (copy)
Send to council copies of Federal 990, State 199, RRF-1 & CT-TR-1

- Jan 1** Workers' Compensation Annual Payroll Report due **directly to AIM**
- Mar 15** Mid-Year Audit 2021-22 (copy)
- May 1** Roster of Unit Officers for the 2022-23 Fiscal year
- May 1** Unit Annual Report of Volunteer Hours
- Jun 19** Last day to remit Membership Dues for 2021-22

- 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 - Assessment, Membership Dues; **File taxes.**

Nov/Dec: **Payment of insurance due to Insurance Company directly.**

March: Due to Council - Mid-Year Audit

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