

# 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"/> <b>September 19, 2022</b> | Council adopts budget                      |
| <input type="checkbox"/> <b>November 14, 2022</b>  | Worker's Comp Report recap                 |
| <input type="checkbox"/> <b>January 23, 2023</b>   | Council elects Nominating Committee        |
| <input type="checkbox"/> <b>March 20, 2023</b>     | Council Officer Election for the next term |
| <input type="checkbox"/> <b>May 15, 2023</b>       | 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 2022-23 (copy)
- May 1** Roster of Unit Officers for the 2023-24 Fiscal year
- May 1** Unit Annual Report of Volunteer Hours
- Jun 19** Last day to remit Membership Dues for 2022-23
  
- 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