

# Basic Checklist for the PTA

## JANUARY

Search for/Mentor Potential Officers	
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## FEBRUARY

Sponsor Event, Membership Drive	
Join/Distribute YCPTA Advocacy Efforts	

## MARCH

Form Nominating and Audit Committees	
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## APRIL

Attend YCPTA Scholarship Fundraiser	
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## MAY

Election – Mentor New Officers	
Fill Out <b>Adding Officers (replaces Form A)</b> right after Election	
<b>Final Membership Payment 5/31</b>	

## JUNE

Insurance Payment: due 6/1	
Prepare for Transition, Plan Calendar	
Finish Treasury Ledger Recording 6/30	

## JULY

Bank Signature Change	
Attend NYS PTA Leadership Training	

## Transition Documents

Ledger Book	
Checkbook	
Vouchers	
Deposit Slips	
Previous Budget	
Tax Certificate	
Initial Budget Sheet	

July Bank Statement	
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

## AUGUST

Meet with Principal to Plan Calendar	
Arrange for Audit Meeting	
Fill Out and Sign Audit Report	
Attend WEPR Summer Training	
Update your YPS PTA/PTSA Website	

## SEPTEMBER

Arrange for Budget Meeting	
Vote to Approve Budget	
File <b>990</b> or <b>ePostcard</b>	
Reimburse Summer Expenses	
Pay YCPTA Annual Dues	

## OCTOBER

Attend School of Instruction	
Collect, Enter Membership	
Deposit Membership Money	
<b>Issue Membership Dues Check</b>	

## NOVEMBER

Tax Filing Deadline 11/15	
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## DECEMBER

Attend BOE Reception	
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### **IMPORTANT:**

Use your PTA portal to email members on advocacy efforts from YCPTA and your school events. Visit the NYS PTA and the YCPTA websites for resource information. Membership payments are due each month. You must have a minimum of 25 members to be in good standing. *Bylaws are updated every 3 years.* Make sure your bylaws are up to date. For every fundraiser, you should have 3 enrichment programs.