

Basic Checklist for the PTA

JANUARY

Search for/Mentor Potential Officers	
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FEBRUARY

Sponsor Event, Membership Drive	
Join Advocacy Efforts	
Attend Legislative Summit/Lobby Day	

MARCH

Form Nominating and Audit Committees	
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May

Attend WEPR Spring Conference	
Election – Mentor New Officers	
Fill Out Form A right after Election	
Final Membership eCheck 5/31	

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

SEPTEMBER

Arrange for a Budget Meeting	
Vote to Approve Budget	
File 990 or ePostcard	
Reimburse Summer Expenses	
Pay Council Annual Dues	

OCTOBER

Attend the local council training	
Collect , Enter Membership	
Deposit Membership Money	
Issue Membership Dues eCheck	

NOVEMBER

Tax Filing Deadline 11/15	
Attend WEPR Fall Conference	
Attend NYS PTA Convention	

IMPORTANT NOTES

Use your MemberHub portal to email members on your advocacy efforts and your school events. Visit the NYS PTA and the WEPR 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.