

CHECKLIST FOR A HEALTHY PTA

Membership Enrollment

- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)

Minutes

- Is an attendance record kept for all meetings?
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- Are all action items recorded, including approval of budget, all expenses and all fundraising activities?

Bylaws

- Are bylaws reviewed annually and updated every 3 years (uploaded to Memberhub and sent to Florida PTA (Upload, fax, mail or email: bylaws@floridapta.org))

Financial Procedures

- Is the budget approved at the first General Membership meeting and actual revenues and expenditures being reviewed monthly?
- Are you documenting your deposits and expenses on a ledger (notepad, excel, program, etc)
- Are you following the 3:1 ratio – for every 1 income line item (fundraiser) is there at least 3 items under expenses (givebacks)?
- Is the yearly insurance premium paid?
- Are all checks signed by two authorized officers? Blank checks never signed and a minimum of 2 people always counting cash?
- Is a member, who is not a check signer, appointed to review the monthly bank reconciliation?

Treasurer's Reports

- Are written reports presented/filed monthly? Are balances, receipts and disbursements recorded in the minutes each month?
- Is each check approved/ratified and listed?
- Are reports presented at both executive board and association meetings?

Annual requirements

- Is the financial audit conducted annually?
- Officers updated in Memberhub and with the state annually?
- Are taxes filed NLT Nov 15 every year?
- Are Membership Dues being paid monthly? County Dues paid in October?