

# HILLSBOROUGH COUNTY COUNCIL PTA/PTSA LOCAL UNIT CHECKLIST

## COMPLIANCE:

- BYLAWS UPDATED \_\_\_\_\_ (EVERY 3 YEARS)
- FLORIDA MEMBERSHIPS PAID \_\_\_\_\_ (MONTHLY UNTIL MAY 1<sup>ST</sup>)
- COUNTY COUNCIL DUES PAID \_\_\_\_\_ (OCTOBER 1<sup>ST</sup>)
- AUDIT OF PREVIOUS YEAR
- TAXES COMPLETED \_\_\_\_\_ (NOVEMBER 15<sup>TH</sup>)
- INSURANCE IN PLACE \_\_\_\_\_ (OCTOBER 1<sup>ST</sup>, OR RENEWAL)
- OFFICERS REPORTED TO FLORIDA PTA

## FINANCIAL:

- "APPROVED" BUDGET(BY MEMBERS, EARLY IN SCHOOL YEAR)
- MONTHLY BANK STATEMENTS CHECKED(MAILED TO SCHOOL ADDRESS)
- CHECKBOOK & REGISTER BALANCED
- VOIDED CHECKS ATTACHED
- TWO SIGNATURES ON ALL CHECKS
- MONTHLY FINANCIAL REPORTS FILED
- BUDGET AMENDMENTS APPROVED (IF ANY)
- AUDIT PERFORMED (BY 3 NON-SIGNERS)
- PROOF OF TAXES FILED(E-MAIL TO FLORIDA PTA)
- INSURANCE CERTIFICATE WITH ADDITIONAL INSURED ENDORSEMENT
- FACILITIES USE AGREEMENT W/RENTAL AGREEMENT
- FLORIDA DOR – TAX-EXEMPT CERTIFICATE ON FILE

## GENERAL:

- ELECTIONS HELD
- REPORTED OFFICERS TO FLORIDA PTA(ONLINE)
- ORDER KIT OF MATERIALS FROM NATIONAL PTA
- MEMBERSHIP ROSTERS KEPT

## STANDARDS:

- MONTHLY BOARD MEETINGS (10)
- MONTHLY MINUTES ON FILE(MINUTES KEPT PERMANENTLY)
- MONTHLY FINANCIAL REPORTS ON FILE
- GENERAL PTA MEETINGS (3 MINIMUM)
- GENERAL MINUTES & BUDGET KEPT (SEPARATELY FROM EXEC. BOARD)
- QUORUM ESTABLISHED FOR VOTING PURPOSES(MAJORITY OR 10)

## SUGGESTIONS:

- ATTEND TRAININGS SESSIONS(COUNTY, STATE, ONLINE)
- ESTABLISH RELATIONSHIP WITH SCHOOL PARTNERS
- STANDING RULES TO ESTABLISH MONEY HANDLING/RESPONSIBILITIES
- DEVELOP ADVOCACY/LEGISLATIVE PLAN