

## **Retiring/Incoming PTA/PTSA Presidents**

### **Checklist for Successful Transitions**

To avoid confusion, “retiring” and “new” relates to the respective prior and upcoming school year and board -- it has nothing to do with age! When “retiring or new president” is entered below, it is preferable that the retiring president performs these tasks; but if he/she cannot for any reason, the new president should perform them.

- New Officers Assume Duties:** With the exception of the treasurer, new officers shall assume their official duties following the end of the school year (the exact date is up to each PTA/PTSA). The new treasurer shall assume all duties after the books have been financially reviewed (audited).
- Procedure Books:** Retiring or new president - Ask all old officers and committee chairs to update and turn-in their procedure books. If there was no procedure book, ask if they will create one. At a minimum, if they prepare a page or two of what duties they performed during the year and recommendations for improvement, it would be very helpful.
- Transition Meeting:** Retiring or new president - Plan a meeting of the retiring and newly elected officers and committee chairs to provide an opportunity to pass along procedure books and relate any unfinished business, evaluate past activities and suggest any changes. Usually in May or June.
- Audit Committee:** The retiring president appoints a 3-person audit committee, which should not include old check-signers. The fiscal year begins July 1 and ends June 30. The old books should be closed and audited as soon as possible. The final deadline for the old PTA/PTSA to turn in their audited financial statement to the school bookkeeper is Sept. 15.
- Appropriate 990 Form:** The retiring president should ensure that the retiring treasurer files with the IRS as soon as the audit is completed.
- Check Signatures:** Signatures should be changed at the bank and the new treasurer may write checks after the audit if interim funds were provided in the old budget.
- Budget w/ Actual Accounting:** Retiring or new president - Ask the retiring treasurer to submit the old approved budget with an additional column of monies actually spent during the year. This will be extremely helpful for the new board in preparing their budget.
- Budget Committee:** The new president appoints a budget committee and should actively serve on this committee. The new treasurer should serve as chair. Others who may be helpful to this process are the ways & means chair, membership chair, or others who have knowledge of how much money is usually raised and disbursed. They should meet during the month of July and prepare and present a proposed budget to the new board for additional changes. The final proposed version then goes before the general membership for approval.
- National PTA Resource Kit:** The National PTA sends the Annual Resource Kit to the retiring president in late May/early June. The retiring president needs to forward it to the new president as soon as possible.
- Registration of New Officers:** retiring or new president - As soon as elections are held, submit the following information, even if someone is returning:
  - o **To DCCPTA:** Name, address, phone number, email of the President, Treasurer, Delegate and up to two alternate Delegates to Duval County Council PTA President.
  - o **To Florida PTA:** Name, address, phone number, email of the President and Treasurer to *Florida PTA Office, 1747 Orlando Central Parkway, Orlando, FL 32809*. Only after this information is received, will the new president receive the Kit of Materials and membership cards from State (beginning in mid-June) – The State office will NOT send a Kit or cards to the school without the name of the president.

**Need Help?** Please contact ... **Annette Worthen**, 2009-10 DCCPTA President

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