

Outgoing/Incoming PTA/PTSA Presidents Checklist for Successful Transitions

To avoid confusion, “old” and “new” relates to the respective prior and upcoming school year and board -- it has nothing to do with age! When “old or new president” is entered below, it is preferable that the outgoing 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 Notes: Old or new president - Ask all old officers and committee chairs to update and turn in their procedure notes – it may be a notebook, a folder or a flash drive. If there was no procedure notes, 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: Old or new president - Plan a meeting of the retiring and newly elected officers and committee chairs to provide an opportunity to pass along procedure notes and relay any unfinished business, evaluate past activities and suggest any changes. This usually occurs in May or June.

Audit Committee: The old 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, but the goal should be by the end of August.

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. A copy of the minutes from the general meeting in which the election was held should be taken to the bank. Please remove all previous check signers from the bank documents.

Budget w/ Actual Accounting: Old or new president - Ask the old 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 or early August 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.

Registration of New Officers: Old or new president - As soon as elections are held, submit the following information, even if someone is returning:

Florida PTA: Using the online form located on the front page of www.floridapta.org, complete the requested info on this form. **A sample copy of this form** is included below for your reference only. All information must be submitted and then is downloaded to DCCPTA so you only have to complete it once. The only way that your unit will receive membership cards for the new year is to complete this online form. Please complete it as soon as possible.

National PTA Resource Kit: The new president must register with the National PTA to receive the Resource Kit at www.pta.org. The shipping location and a choice of shipping dates: July 21, August 18 and September 15 will be selected during the online registration.

Need Help? Please contact your DCCPTA officer team --`

Margaret Godke, President at President@dccpta.org

Victor Melone, Vice President – Local Units at localunits@dccpta.org

Jenifer Morgan, Treasurer at treasurer@dccpta.org