



12th District PTA

POINSETTIA

June 2017

The mission of the Board of Managers of the 12th District PTA is to serve, train, strengthen and empower its councils and units.

You can check out our website at www.12thdistrictpta.org for more information.

This is it!! The final issue of the Poinsettia for the 2016-2017 school year!

We know that most of you are off now for the summer, but before you close up and head to the beach/park/hills, take a moment to make sure your PTA books are updated, and your binders are prepped and ready to transfer to the next Board member in your position - even if you are the next person, it's always nice to begin the year with an organized binder and a fresh start. Procedure books (or binders) should contain information about the position, which can be found at www.capta.org, as well as a copy of the bylaws, roster of officers for the upcoming term, and any historical information that will assist the incoming person to perform all their duties. A smooth transition can help the new Board be successful.

It is very important that the Treasurer and Secretary records are properly stored and maintained; Secretary minutes and records should be bound, and Treasurer / financial records have very specific retention requirements.

Records Retention Schedule and Destruction Policy

It is extremely important that PTA records are maintained and stored. Transition of boards can be a great opportunity to check and clean out those records. CAPTA has guidelines on retention schedules.

Checklist – Start your year off right!

From CAPTA this information should help give you some ideas:

Complete the previous year

- Outgoing treasurer is to complete a year-end financial report.
- Financial records go to audit (by the outgoing auditor) after the end of the fiscal year.
- Assure that officer contact information is provided to council and district (and pledge to update regularly).



Preparations by new board

- Request the outgoing president's and officers' procedure books prior to taking office. Review them along with all other material received. If they fail to receive procedure books, assist them in setting up their own.
- Encourage board members to attend any district (or council) trainings.
- Make sure each of your board members knows how to contact their counterpart at district (or council) to get questions answered.
- Check-signing officers must visit the bank to add their name as check signers after June 30
- Previous officers should be removed as check signers
- Meet with administrator to set schedule of regular meetings/communications
- Board-elect should meet to fill any vacancies and begin to make plans
- Consider reviewing the PTA bylaws with the entire board (even if they are newer than 3 years). The bylaws contain many job responsibilities and timelines/due dates. Reviewing them together gets everyone on same page with the same expectations.
- Set some ground rules for the way your team will work together.
- Consider a survey of membership that solicits feedback on previous activities and solicits suggestions and preferences for new ones
- Use input from survey for brainstorming session(s) with the board-elect to establish board goals.
- Set realistic goals and prioritize projects

- **Set a calendar for the upcoming year and provide welcome letter/membership campaign materials to the school for any summer mailings they may be planning**



Auditor

Your books should be in order for the end of the year audits. As soon as the June bank statements are available, make sure you hand in the financial books to the Auditor.

If you have any questions, please contact your council auditor or **12th District Auditor**

Have a wonderful summer, and best wishes for next year.



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You are receiving this email because you are a PTA leader. This is the final Poinsettia for 2016-2017 - the mailing list for the next editions will be based on the PTAEz lists.