



June 2020 Checklist

- _____ Complete May Checklist, Check status on outstanding items on August through April Checklist.
- _____ June 1st Volunteer Liaisons please record all volunteer hours for the 2019-20 school year (include all hours from July 1, 2019 through an estimate for June 30, 2020) All hours must be entered into the division's online volunteer system at www.vbschools.com/getconnected.
- _____ June 4th Current School Year President must inform incoming President and other board members (if applicable) to attend Virtual Spring LTI on June 4, 2020 via Zoom Conference, 6 pm.
- _____ Share with officers Virtual Summer Leadership Training, June 6th – August 8th. PTA University – earn your PTA Degree. For more information, contact Michelle Leete, VP of Training at vp@vapta.org.
- _____ Hold a meeting with all old/new officers to assist each officer with the transition roles. Confirm details of summer planning meetings to work on "Plan of Work" in preparation of upcoming school year budget.
- _____ Confirm details of the August general membership meeting to approve upcoming year budget and past year audit. Work with Principal to get this meeting information out to all parents.
- _____ Finalize Scholarships Awards for your unit. Be sure to make sure your unit paid their \$100 Scholarship Dues to Council PTA.
- _____ Treasurer presents monthly bank statement at board meeting and has it signed by two non-signatory persons on the account who assert they have reviewed the statement details and it appears to be aligned with the Treasurer Report; then the statement is filed away with monthly Treasurer Report in Treasurer Book.
The signatures solidifies your unit has a check balance system in place.
- _____ Make sure all state/national portion of your membership dues that are collected to date are paid to the state PTA Office. Make sure all cash and checks are deposited and make sure all outstanding bills/invoices are paid before end of fiscal year, June 30th.
- _____ Balance the book to prepare for end of audit. Books must agree with bank statements, outstanding checks, and cash on hand. Deposits can occur any time even while books are being audit. However, no checks should be written or no debit card purchases should be made without complete audit of books PLUS approval from general memberships on budget and audit.
- _____ Treasurer closes the financial records and prepares an annual year-end financial report after receipt of June Bank Statement. Also downloads the current audit form from state website – www.vapta.org
- _____ Treasurer coordinates the audit of the Treasurer Financial records either by a CPA or professional auditor or a committee of 3 non-signers for the account.
- _____ Treasurer and President should work together to update the signature card at the bank.

Note: In order to be meet criteria for the Exemplary Award in the 2020-2021 School Year:

1. Current School Year President must inform incoming President and other board members that they must attend Spring LTI set for June 4, 2020 via Zoom Conference. **School Principal or designee ARE NOT REQUIRED TO ATTEND June 4, 2020 Spring LTI.**
2. Additionally, Officer Update Form completed online (<https://www.vapta.org/officer-contact-information>) before June 15th each year. This can also be updated in your unit's MemberHub account. We ask that you also include your school Principal Contact Information. The individual on the PTA Board who has credentials to access to the unit's MemberHub account would be responsible for updating this information on behalf of the unit (typically the VP of Memberships). **In addition to submitting the Officer Update Form, units must email copy of Officer Update Form to Council at vbcpta@gmail.com.**
3. **Volunteer Liaisons must submit all volunteer hours to the Office of Engagement by June 1, 2020.** Community Engagement Liaisons should also ensure volunteer hours are reported to Volunteer Liaisons to ensure all volunteer hours are captured.