

# Planning out your PTA Year

From your election meeting through the summer:

- ☒ ~~CONFIRM THAT YOUR NEW OFFICER CONTACT LIST HAS BEEN SUBMITTED THROUGH myPTEZ (contact [treasurer@sftpata.org](mailto:treasurer@sftpata.org) if you need help accessing myPTEZ)~~
- ☒ ~~CHANGE BANK SIGNATURE CARDS~~
- ☒ ~~Transition meeting with outgoing board- hopefully outgoing officers have some sort of procedure book or e-files to hand over to incoming counterparts, discuss challenges, what worked/didn't work, etc.~~
- ☐ Prepare draft budget for presentation at the September General Meeting
- ☐ Appoint any new committee chairs, parliamentarian, or other vacant offices
- ☐ All officers should read the Bylaws
- ☒ ~~Review bylaws annually in case changes are needed, and update them if 5 years old~~
- ☐ Set goals for your term
- ☒ ~~Prepare draft of PTA event calendar for the school year for approval by members at your first meeting. You can update it during the year, if necessary.~~
- ☐ Prepare for membership drive including instructions on how to use TOTEM
- ☐ Plan any first week of school activities i.e. welcome breakfast for teachers, event for new families, etc.
- ☐ Come up with a list of programs or speakers to draw attendees to PTA meetings
- ☐ Prepare a "welcome back" letter to distribute to families the first week of school, including a PTA membership form, information on passive ongoing fundraising opportunities like escrip, volunteer survey
- ☐ Confirm how the "welcome packet" materials will be translated and distributed
- ☒ ~~Outgoing Auditor or an APPOINTED FINANCIAL REVIEWER (FKA AUDITOR) MUST DO THE YEAR END FINANCIAL REVIEW IN JULY~~ checklist available on [www.capta.org](http://www.capta.org) and in the Toolkit
- ☒ ~~**Outgoing Treasurer must close the accounts for the prior year, prepare year-end reports, and turnover records to Tax Return Preparer and the Financial Reviewer.**~~
- ☒ ~~**Contractor Payments:** Make sure all individual contractors complete their SFUSD fingerprinting/background checks and TB screening. Any consultant charging less than \$50,000 doesn't have to have the contract approved individually before the Board of Education, but the PTA must deposit funds for the consultancy in the site's district budget before the contract is approved. No consultant may begin work before the contract is approved. If you need help understanding this process, please contact Second District PTA.~~

September:

- ☐ Kick off membership campaign. If you are not using TOTEM, SEND IN FIRST DUES REMITTANCE TO DISTRICT PTA. You can find the form on our website: <https://sfpta.org/forms/>.
- ☐ Invite staff to join PTA
- ☐ At the first PTA general meeting, present budget to association for adoption, release funds for upcoming events as needed
- ☐ Present year-end Financial Review to association for information
- ☐ Present draft calendar to association for approval (so events are in minutes and eligible for insurance coverage)
- ☐ TURN IN YEAR-END FINANCIAL REPORT, FINAL FINANCIAL REVIEW, AND CURRENT YEAR'S BUDGET TO DISTRICT PTA (treasurer@sfpta.org)
- ☐ DISTRICT PTA GENERAL MEETING AND TRAINING
- ☐ Follow San Francisco PTA on Facebook, Twitter and Instagram
- ☐ Kick off your Reflections program with an assembly, a morning announcement, a newsletter article, and/or messages to staff

October:

- ☐ APPOINT A FINANCIAL REVIEW COMMITTEE FOR MID-YEAR FINANCIAL REVIEW
- ☐ California State PTA Grants Due October 1 (translation and outreach, cultural arts, parent education, healthy lifestyles), [link here](#)
- ☐ Remit memberships to District PTA by October 15 to receive State PTA Membership Award
- ☐ Finance Packet arrives in your mailbox from the CA PTA- it will include the newest Certificate of Insurance and the Loss and Prevention Guide. (This is why we need your mailing address when you enter your Officers in myPTEZ.)
- ☐ Prepare federal and state taxes for November 15 deadline. Contact District PTA Treasurer for assistance and check online at [www.capta.org](http://www.capta.org) for more information. You need to file Federal 990 and California 199.
- ☐ Raffle [Registration](#): you can apply starting in October; registration is for calendar year and forms are due February 1st

November:

- ☐ IRS TAX FORM AND CALIFORNIA 199 DEADLINE NOVEMBER 15 FOR ALL UNITS WITH JULY 1-JUNE 30 FISCAL YEAR (MOST UNITS)
- ☐ MAKE INSURANCE PREMIUM PAYMENT DIRECTLY TO INSURANCE COMPANY (we will let you know how much it is if you can't find it)
- ☐ Submit your Reflections Submissions to [Reflections@sfpta.org](mailto:Reflections@sfpta.org).
- ☐ SUBMIT AT LEAST 15 MEMBERSHIPS BY NOVEMBER 15 TO REMAIN IN GOOD STANDING (must be received by CAPTA by Dec 1)

December:

- ☐ Insurance Premium Due (example: in 2023, late fee if paid after Dec 20)

January:

- ☐ SECOND DISTRICT GENERAL MEETING AND TRAINING
- ☐ WORKERS COMP FORMS DUE JANUARY 15 (if your unit pays more than \$1000 in total to independent contractors, must pay 5% surcharge to CAPTA for coverage Jan 5-Jan 4, paying after contracted service)
- ☐ FINANCIAL REVIEW COMMITTEE prepares the MID-YEAR FINANCIAL REVIEW
- ☐ ELECT A NOMINATING COMMITTEE at your general meeting
- ☐ Find someone from your school to attend Annual CAPTA Legislation Conference in February
- ☐ Have your PTA use the [LCAP Checklist](#) to find out how your school is doing

February:

- ☐ CAPTA Legislation Conference
- ☐ Present mid-year Financial Review Report to the Executive Board
- ☐ Founders Day Annual Citywide Event and Awards
- ☐ Convention Registration begins
- ☐ NOMINATING COMMITTEE REPORT AND OFFICER SLATE PRESENTED (assumes a March election date in your bylaws; some units may do this in March for an April election)
- ☐ Find out how SFUSD plans to run its LCAP family engagement process this year

March:

- ☐ Present the mid-year Financial Review Report to the General Membership Meeting for Adoption
- ☐ Make sure you continue to submit membership dues to District PTA as they come in
- ☐ NOMINATING COMMITTEE REPORT AND OFFICER SLATE PRESENTED (assumes an April election date in your bylaws; some units may have to do this in February for a March election)
- ☐ *Contractor Payments: Meet with SSC or Principal to get a preliminary budget projection for next school year*

April:

- ☐ CONDUCT ANNUAL ELECTION MEETING
- ☐ DISTRICT PTA GENERAL MEETING
- ☐ CAPTA Convention

May:

- ☐ Teacher Appreciation Week

- ☐ ENTER NEW OFFICER CONTACT LIST IN myPTEZ
- ☐ TURN IN ANNUAL REPORT TO DISTRICT PTA (includes volunteer hour tally)
- ☐ District PTA Officer Trainings
- ☐ Board-elect begins the whole process again for next year!