

TREASURER'S CHECKLIST FOR END OF YEAR

**This checklist is to be used even if the current Treasurer is returning.
Treasurer's books are closed June 30th – Fiscal year per IRS is July 1st – June 30th.**

- ___ 1. Remit all State/National Dues to FPTA. Return all unused/voided cards. This should be done so dues and/or cards are received on or before March 31st. If it hasn't been done, it must be done ASAP.
- ___ 2. Pay all outstanding bills by end of the school year to allow time for checks to clear the bank.
- ___ 3. Prepare for the **Financial Review (Audit) Report**. It includes all gross income and expenses for the fiscal year. The report should start with beginning cash balance and finish with an ending cash balance. A copy is to be presented at the first General meeting of the next year.
- ___ 4. If your school's mail is held over the summer (check with principal/secretary), make arrangements with the bank to obtain May and June's bank statements. It is acceptable to use on-line bank account access to print bank statement.
- ___ 5. Prepare for the **Annual Financial Review (PTA AUDIT)** – refer to National PTAs "MONEY MATTERS" on how to conduct the financial review. The financial review is to be done after books close, June 30th, and covers the entire fiscal year. The outgoing Treasurer, nor anyone who was on the bank account as check signer in the current fiscal year, may **NOT** review the Treasurer's books. Refer to your Bylaws for more information on the financial review committee. The Treasurer should deliver to the committee the following:
 - Copy of the previous years Financial Review
 - Checkbook and, if available, cancelled checks
 - All bank statements & deposit slips
 - Treasurer's book or ledger
 - Treasurer's reports – both Board and General meetings
 - Itemized statements & receipts of all bills paid
 - Check requests or reimbursement forms
 - Copies of minutes showing budget approval and amendments from General meetings
 - Copy of the current Budget
 - *Current Bylaws & Standing Rules*
 - Annual Report
 - Completed IRS form 990-EZ or 990, with required schedules. If your gross income is less than \$50,000, the 990-N e-postcard can be completed. This cannot be completed until after the Financial Review has been completed but it must be done prior to November 15th.
 - While books are being reviewed, the incoming Treasurer may make deposits only – no checks can be written.
 - The completed Financial Review and Treasurer's materials are returned to the incoming Treasurer once the review is complete.
- ___ 6. The Financial Review is presented to and adopted by the General Membership at the first meeting in the fall.
- ___ 7. The outgoing Treasurer should be responsible for completing the IRS forms 990-EZ or 990 (with required schedules). If gross income is less than \$50,000, then the incoming Treasurer should complete the IRS form (990-N e-postcard, after the completion of the Financial Review. Refer to National PTAs "Money Matters" for assistance in filing. Forward a copy of the IRS's 990-N acceptance e-mail or a copy of the 990-EZ or 990 (with required schedules) to the Florida PTA State Office (tax@floridapta.org).
- ___ 8. After the new Officers have been elected, the outgoing Treasurer may change the signers on the bank account. You will need a copy of the minutes showing the names of elected officers. Contact the bank for further information needed. A change in Banks requires approval from the General Membership. REMOVE all old passwords/log-ins.
- ___ 9. Outgoing Treasurer may make reservations/registrations for board members to attend the FPTA Leadership/Convention in July. Forms will be in the FPTA Leadership/Convention pre-event mailer and on the FPTA website in late April or May.
- ___ 10. The incoming Treasurer will Chair the Budget committee for the next year.