

**I. What should be finished before you take office?**

- a. Year-end audit for 2016-17.
- b. Financial Report for 2016-17.
- c. Federal Tax Return (990) for 2016-17 filed.
- d. State Tax Return (199) for 2016-17 filed.
- e. RRF-1 and Raffle Registrations for 2016-17 filed.

**II. What should you do between now and 1 February 2018**

1. Outgoing Treasurer's permanent file for 2016-17.
2. Get up to speed on the Accounting Procedures.
3. At first General Meeting present and have adopted:  
Items a. and b. (above),  
Budget for 2017-18 as recommended by Executive Board
4. Present financial report/ check ratification at each EB and GM.
5. Be sure to record all PTA activities in GM minutes to trigger insurance coverage.
6. Reconcile the Bank statement each month-end.
7. Remit dues to 2nd District at the beginning of each month.
8. Remit insurance premium per remittance form.
9. Revise Budget as necessary and vote to adopt changes at GM.
10. Appoint (if not elected) Auditor (date in bylaws).
11. Insist on mid-year audit in January (half-way through year).
12. Submit Workers' Compensation Report and check by 15 January 2018.

**III. Critical Paperwork Organization**

**Important information to keep**

Email: [treasurer@sfpta.org](mailto:treasurer@sfpta.org)

Websites: Second District- <http://www.sfpta.org> CAPTA Form- <http://toolkit.capta.org/>