

**Everett PTSA
Council
7.3**



Everett Council Local PTA Treasurer Action List

<u>Event/Task</u>	<u>Date Due</u>	<u>Officer(s) Responsible</u>	<u>Comments</u>	<u>Date Done</u>	<u>Documented and Filed</u>
Mission Statement and Goals	ASAP	Board	Review and revise at a board meeting, but present for vote at a Membership Meeting		
Standing Rules	ASAP	Board	Review and revise at a board meeting, but present for vote at a Membership Meeting		
Annual Budget	ASAP	Board	Review and revise at a board meeting, but present for vote at a Membership Meeting		
Financials/Treasurer Report	Monthly	Treasurer	Written reports are presented and filed monthly at all Membership Meetings and Board Meetings.		
Shoe Fund Donation	ASAP	Treasurer	Invoices with suggested donation amounts are included in the Leadership Packets.		
Standards of Affiliation (SOA) Contract	by Nov 1st	Board	Review with your Board of Directors, complete, sign and file in your legal documents notebook.		
AIM Insurance Renewal	November 10th	Treasurer	File early if possible to meet deadline for updating with Everett Public Schools before the current certificate expires. Be sure to include Everett Public Schools as an additional insured on your policy.		
Federal Income Tax Return	November 15th	Treasurer			
Update Insurance Certificate with Everett Public Schools	ASAP upon receipt of new certificate.	President Treasurer	The new certificate must be sent to Everett Public Schools Facilities department before the current one expires or no later than the expiration date. Contact AIM if your certificate is not received in a timely manner. EPS must have current copy on file NO LATER THAN Dec 1.		
Reflections Entries to Council	December 1st	Reflections Chair	*Please note that this is the 2017 turn in date only.		
Reseller Permit	December 31st	Treasurer	Forms can be found at dor.wa.gov		
IRS Form 1099 MISC sent to all individual independent contractors	January 31st	Treasurer	https://www.irs.gov/pub/irs-pdf/f1099misc.pdf		

WA State Department of Revenue Combined Excise Tax Return	January 31st	Treasurer	Forms can be found at dor.wa.gov.		
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Mid-Year Financial Review	Suggested by January 31st	Financial Review Team	Report on findings at the next board and membership meetings.		
Awards of Excellence Applications	March 1st	Board or assigned officers	Award types and applications can be found at https://www.wastatepta.org/events-programs/awards/exellence/		
Charitable Solicitations Act	May 31st	Treasurer	May be filed early; based on same information for tax return.		
Nonprofit corporation annual report	Last day of month of incorporation	Treasurer	https://www.sos.wa.gov/corps/OnlineRenewal.aspx		
Membership Fees - WA PTSA	Monthly per invoice	Treasurer	Due at the of the month as invoices are received. Or sign up for auto payments at https://app.smarterselect.com/programs/31131-Washington-State-Pta.		
PTA and the Law Training	ASAP	Any elected officer	At least one elected officer must attend this training each year.		
PT Avenue Close Out	Date will be provided by WSPTA	Membership Chair	Instructions and a due date will be provided by WSPTA.		
Year-End Financial Review	ASAP after books are closed for the year.	Financial Review Team	Report on findings at the next board and membership meetings during the new fiscal year.		

**All copies and back up documentation is to be kept by the Treasurer.*

***Consider having Washington State PTA as your registered agent for legal and tax purposes if your PTA doesn't already. They*

For any questions, support or additional resources, please contact:

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 Jake Sand, Everett PTSA Council Treasurer at (425) 501-4946 or jacobolesand@gmail.com