



**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 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	Discuss AIM insurance with Board prior to renewal and document this in minutes. 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	<a href="https://www.irs.gov/charities-non-profits/form-990-resources-and-tools">https://www.irs.gov/charities-non-profits/form-990-resources-and-tools</a>		
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 <b>NO LATER THAN Dec 1</b> .		
Reseller Permit	Variable: permit lasts for 2 years	Treasurer	See <a href="https://dor.wa.gov/taxes-rates/retail-sales-tax/reseller-permits">https://dor.wa.gov/taxes-rates/retail-sales-tax/reseller-permits</a> . Note: <a href="https://dor.wa">https://dor.wa</a> is the "My DOR" login page where you can apply for, renew, or print a reseller permit		
IRS Form 1099 MISC sent to all individual independent contractors	January 31st	Treasurer	<a href="https://www.irs.gov/pub/irs-pdf/f1099misc.pdf">https://www.irs.gov/pub/irs-pdf/f1099misc.pdf</a> . This is only needed if your PTA paid an independent contractor more than \$600 last fiscal year. Contact Council treasurer with questions.		

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WA State Department of Revenue Combined Excise Tax Return	January 31st	Treasurer	See notes from PTA and the Law if this applies to your PTA. Forms can be found at dor.wa.gov.		
Mid-Year Financial Review	Suggested by January 31st	Financial Review Team	Report on findings at the next board and membership meetings.		
Charitable Solicitations Act	May 31st	Treasurer	Required if: PTA received \$50,000 in income OR if previously filed with SOS. May be filed early; based on same information for tax return.		
Nonprofit corporation annual report	Variable: Last day of month of your PTA incorporation	Treasurer	<a href="https://www.sos.wa.gov/corps/OnlineRenewal.aspx">https://www.sos.wa.gov/corps/OnlineRenewal.aspx</a>		
Membership Fees	Monthly per invoice	Treasurer	Regular invoices sent through MemberPlanet: one invoice for WSPTA/NPTA and a separate invoice for Everett PTSA Council.		
PTA and the Law Training	ASAP	Any elected officer	At least one elected officer must attend this training each year. Highly valuable for Treasurers!		
Year-End Financial Report	ASAP after books are closed for the year.	Treasurer	Prepare July 1 - June 30 report of year-end financials and written report summary. Send to the Board of Directors for review and provide to financial review committee.		
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 will send you reminders for your PTA's legal and tax filing requirements if they are. You may email questions to them at [support@wastatepta.org](mailto:support@wastatepta.org).*

**For any questions, support or additional resources, please contact:**  
 Craig Willis, Everett Council President, at [everettptsacouncil@gmail.com](mailto:everettptsacouncil@gmail.com)  
 Mee Yoke McGuire, Everett Council Treasurer, at [mymcguire@gmail.com](mailto:mymcguire@gmail.com)