



Before Leaving Office Checklist

- ☐ Make sure that all state and national portions of dues have been collected and forwarded to the state PTA office.
- ☐ Prepare all financial records for audit.
- ☐ Make sure that the PTA's books agree with the bank balance and outstanding checks, plus cash on hand.
- ☐ Prepare the annual report covering the term of office.
- ☐ Submit IRS Form 990, 990-EZ, 990-N, 990-T, or other IRS forms if required. Prepare other reports required by the government.
- ☐ Transfer of all records, reports, and files to the treasurer-elect. Obtaining and filing new
- ☐ Work with the treasurer-elect to obtain and file new signature cards with the bank.
- ☐ Arrange for bonding as required by the PTA.
- ☐ Forward the annual report to the appropriate PTA office.
- ☐ Transfer all PTA employee and independent contractor records and data to the treasurer-elect, including contracts, payments, schedules, insurance and government-required forms.