



Before Leaving Office Checklist for Treasurers:

- ❖ 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/insurance as required by the PTA.
- ❖ Forward the annual report to the appropriate PTA office.
- ❖ Transfer all records and data to the treasurer-elect, including contracts, payments, schedules, insurance and government-required forms.