PTA treasurer handover

The Vera Standard

PTA or club _____ Outgoing _____ Incoming _____

ELECTIONS AND OFFICERS

- ☐ Spring election held as your bylaws say
- ☐ New officers recorded in the minutes
- ☐ New officers' contact details collected

YEAR-END FINANCIAL REVIEW

- ☐ Who does it and when: check your bylaws and state PTA
- ☐ Reviewers are not the people who kept the books
- ☐ Statements and records ready for them
- ☐ Their written report filed with the minutes

OPEN ITEMS

- ☐ Fundraiser money not yet banked
- ☐ Unpaid bills and reimbursements
- ☐ Deposits for coming events
- ☐ Recurring payments and subscriptions

BANK SIGNER CHANGE

- ☐ Bank told of the new officers
- ☐ New signers added, old signers removed
- ☐ Cards, checkbooks and signature cards updated
- ☐ Online banking changed by the bank's process
- ☐ Written confirmation from the bank kept

WHAT TO HAND OVER

- ☐ Bank statements for the year
- ☐ Signed count sheets
- ☐ Receipts and invoices
- ☐ Minutes approving spending
- ☐ Current budget
- ☐ Any 990 or state filings your PTA already makes
- ☐ Insurance papers
- ☐ Cash box and keys
- ☐ Online payment accounts (PayPal, Venmo, Square or similar): owner and login changed
- ☐ Debit cards collected and reissued
- ☐ EIN and tax-exempt letter: where they are kept

THE FIRST MEETING

- ☐ New treasurer presents opening balance
- ☐ Budget reviewed and agreed
- ☐ Spending approval routine explained
- ☐ Dates for reports and filings noted

Change signers and logins through the bank's own process. Never share a login: each person gets their own.

Notes

Outgoing treasurer: signature _____ Incoming treasurer: signature _____ Date _____