

Checklist: POTENTIAL PROBLEMS AT A UNIT?

A "yes" means some training is needed.

- yes no Old bylaws or not complying with bylaws
- yes no Not operating within PTA or policies
- yes no Inability to fill slate with new officers, recirculation of same people, officers switching back and forth between two positions
- yes no Same number of members, only 15 members or declining membership
- yes no Lack of representation at council and/or district meetings/trainings
- yes no Charter withdrawn and rescinded
- yes no No treasurer's reports at executive board or association meetings.
- yes no Reports are given orally with written information to be provided "later."
- yes no Treasurer's reports list only general categories without sufficient detail.
- yes no Treasurer misses meetings.
- yes no Bank statements sent to treasurer's house rather than the school
- yes no Only one person counting money. No cash verification sheets.
- yes no Only one person signing checks; only one person on bank signature card.
- yes no Signing of blank checks.
- yes no Receipts not attached to Requests for Reimbursements.
- yes no Audits not performed as scheduled.
- yes no Inability of treasurer or chairman to say how much money the fundraiser made.
- yes no Unapproved budgets or yearly calendars.
- yes no Bank statements not being reviewed by a non-check signer.
- yes no Inquiry calls by concerned parents, teachers, or principal.
- yes no Board unfamiliar with unit bylaws, authorization procedure
- yes no Failure to provide a year-end audit on request.



Additional Situations to Avoid

- yes no School staff member as treasurer or president.
- yes no Anxious principal who wants projects funded without going through the process set up by the PTA.
- yes no Overbearing principal who wants the PTA to do what he/she wants regardless of the proper procedure.
- yes no Fundraising project that will benefit a board member financially.
- yes no PTA paying for aides or specialists one year and expecting/obligating next year's board to do the same.
- yes no A president who writes the checks because the treasurer has no experience.
- yes no Paying per caps/insurance consistently late.
- yes no Lack of or incomplete minutes, particularly in matters involving use of funds.