

# September

- Review [WSPTA 2021-22 SOA Contract](#) to ensure all requirements are met
- Ensure the Treasurer gives July and August financial reports to the Board and/or membership. The report should include that PayPal and bank statements were opened/reviewed and signed by a non-signer on the account. The Treasurer should also report whether there were claims/no claims filed against your PTA's insurance during the months of July and August
- Provide your [council voting delegate form](#) to Issaquah PTSA Council Secretary, by the Oct. Council GM mtg.
- Sign up for [PTA & the Law training](#), if still needed. At least one elected officer must attend, but open to all PTA/Board members, too. (Print copy of all attendees' certificates. [WSPTA's Training Tracking Sheet](#) Training is required for all board members
- Make sure names/email addresses for your Board members are on your website (parent ed, advocacy, etc.)
- **Hold your first General Membership meeting of the year (either in September or early October). Make sure to do the following at your first GM meeting and record the information in your minutes:**
  - **Financial Review Report for fiscal year 20-21 provided to members (print copies of BOTH the Financial Review report as well as a copy of GM minutes showing YE review results reported to members –print copies needed for your SoE app)**
  - **Monthly financial reports for July/August presented and filed for review (print copy of reports for SoE app)**
  - **2021-22 Budget approval by membership (print copies of BOTH the budget and minutes approving budget for SoE app)**
  - **Mission and Goals approval by membership (print copies of BOTH goals and minutes approving goals for your SoE app)**
  - **Standing Rules for 2021-22 approval by membership (print copies of BOTH SR's and minutes approving SR's for SoE app)**
  - **Provide Membership report to your membership**
  - **GM Minutes from your prior GM meeting are presented and approved (Note: GM minutes are approved at GM meetings. Board minutes are approved at board meetings- both should be publicly available to members).**
- Continue to Promote the Reflections program
- File your 990 by November 15<sup>th</sup>
- Purchase the appropriate insurance prior to November 30<sup>th</sup> to prevent lapse in coverage
- Had at least 25 members (or approved membership waiver) the prior fiscal year. Enroll at least 25 members for the current fiscal year no later than October 31.
- Membership dues paid in full for the previous fiscal year. Current fiscal year membership dues shall be paid upon receipt. Enter members within 30 days.
- Filed by annual corporate renewal date (end of the month your PTA incorporated).