



Year-end Close-out Checklist for Parent Teacher Groups

GET ORGANIZED

- Clean up files and forms
- Get rid of expired food and drinks
- Throw away old decorations
- Write a new inventory of what you have on hand

COLLECT ALL PROJECT AND COMMITTEE DOCUMENTS

- Organize all info
- Consider making a digital record of them
- Encourage a year-end report for each committee and project

CONDUCT ELECTIONS FOR NEXT YEAR'S OFFICERS

- An online form would be perfect for those staying at home
- Once complete, change signers on the bank account

COLLECT ALL LOG-INS AND PASSWORDS FOR NEW OFFICERS AND MEMBERS

- Consider changing these at the start of each school year to protect your organization

FINISH UP

- Form your audit committee
- Begin the audit process
- Reconcile your last bank statement for the year
- Complete year-end audit
- Review insurance policies
- To assess where your needs lie when it comes to insurance, take a look at this resource: <https://aim-companies.com/reviewing-insurance-policies-needs-lie/>
- Acknowledge teachers and volunteers who helped
- Recognize any retiring members
- Change mailing address to a trusted member's home until schools reopen
- Double-check that your incorporation has been renewed
- Start recruiting members for next year
- Conduct end of year planning meeting
- Begin planning next year's budget