



LOVEJOY PTO

PTO SECRETARY'S CHECKLIST

PTO NAME _____

DATE _____

DOCUMENTS CHECKLIST

added		
	Current Bylaws & Standing Rules	
	Tax Exemption letter/ EIN letter from IRS	
	Certificate of Insurance	Exp date:
	Board Roster	
	Financial Reconciliation Report from prior year	Date adopted
	Signed Ethics policy	Date adopted
	Adopted Records Retention policy	Date adopted
	Plans of Work	Date adopted
	Approved budget	Date adopted
	End of Year Membership Report	
	Outstanding Service Award recipient names	
	Posted Nominating Slate for next year's board	
	Scholarship recipient's name	
	Meeting Minutes and documents from each meeting	
	Previous School Year's May Minutes	

SECRETARY MINUTES CHECKLIST

Meeting documentation includes: **minutes, sign-in sheet & financial reports**

yes/no	
	Budget and all amendments were adopted by the membership
	Fundraisers were approved by membership
	Tax-free days were designated/approved by membership
	Plans of Work were approved by the board
	Ethics Policy was signed by all board members
	Online payments provider was approved by membership
	Quorum was present at all meetings where voting took place
	Contracts were approved by the board/ signed by the president
	Financial reports were presented at all meetings for all accounts.
	Meeting documentation includes: minutes, sign-in sheet & financial reports

Updated 9-1-25