



Cherry Creek Schools  
Parents' Council

## Parents' Council PTCO End of the School Year Checklist

Please review the checklist with your PTCO/PTO board AND your Principal, as needed.

### GENERAL TASKS

- PICK UP** Is there any money, mail or items left at the school?
- BOARD ELECTIONS** Make sure board elections have been conducted per your bylaws. If there are still open positions, communicate them to the community. *NOTE: If you do not have a President, Treasurer and Secretary at a MINIMUM, contact Parents' Council [president@ccparents council.org](mailto:president@ccparents council.org) as soon as possible.*
- SCHEDULE** A Transition/End of school year meeting with your PTO/PTCO AND Principal within 30 days. *NOTE: If leaving the board, position terms end on June 30th.*
  - As part of the transition, make sure to remove and/or add officers from bank accounts and other financial accounts.
  - As part of the transition process, share login and account access information with new board members. Change passwords once access is granted.
  - Discuss with your Principal your financials, PTCO goals, fundraisers and if your school has any upcoming needs for the next school year.

### FINANCIALS/DOCUMENTS

- REQUEST** from office manager/district accounting a refund of any unused grant funds.
  - Deposit funds back into PTO/PTCO checking account to be reallocated within your proposed budget.
- REVIEW** PTO/PTCO financials with your board AND principal.
- SUBMIT** all **outstanding** required documentation (Tax Returns, Bylaws, Etc.) and dues for 2020-21 School Year, if you have not already.
- SUBMIT** Any upcoming 2021-22 required Parents' Council Documents to [documents@ccparents.council.org](mailto:documents@ccparents.council.org)

### COMMUNICATE

- SHARE** end of school year financials with your community to include your proposed or Final budget, Bylaws and Financial/Cash Handling Policies.
- CREATE** an End of School year Survey.
  - Ask your community for feedback and ideas for future fundraisers and future community events.