

PPA PRESIDENT'S CHECKLIST

Tick off each item as they attended to and when finished please return the completed checklist to the CPS Office with: the List of Office Bearers (Appendix 1), your Application for Group Membership (Appendix 2) and a copy of your Audited Financial Statement. **FINALLY**

ACTIONS THAT NEED COMPLETING:

1. Your committee has received all relevant material from the outgoing committee as listed in Executive Officer's note.
2. You have notified the CPS Office that a delegate from your preschool will be in attendance at the CPS Orientation Meeting on the last Tuesday of February and AGM on the 2nd Tuesday of March.
3. You have provided your CPS delegate with a copy of the General Meeting dates for year including the:
 - Agenda for CPS General Orientation Meeting, and the
 - Agenda for the AGM.
4. You have notified the CPS Office of your committee's attendance at our Association Workshops.
5. You have distributed your committee contact details to parents at your preschool.

PAPERS TO GO TO THE ATO OFFICE:

6. Your outgoing Treasurer has filled in the Change of Registration Details and signed the declaration and sent it to the ATO.

PAPERS TO GO TO THE REGISTRAR-GENERAL'S OFFICE:

7. Your Public Officer has filled in the AR Form, attached a **copy** of the audited financial statement (for year ending 31st December) and sent with a cheque to the Registrar-General's Office.

PAPERS TO GO TO THE CPS OFFICE:

8. You have sent a **copy** of your audited Financial Statement (for year ending 31st December), **including the Income and Expenditure Reconciliation**, to the CPS office.
9. You have completed the List of Office Bearers form and Application for Group Membership and sent them complete with this checklist to the CPS office.

**CONGRATULATIONS, IF YOU HAVE TICKED ALL BOXES,
YOU ARE WELL ON YOUR WAY TO A SUCCESSFUL YEAR.**