

Corona Norco Council of PTAs
Mandatory Documentation

Date: _____

Attendance = 1 point per person

Unit: _____

August	Pts	Date Turned In	Points Received
Historian Hours – July	3		
Minutes – June, July Executive Board Mtg	3		
Treasurer’s Report AND Bank Reconciliation – June, July Exec Board Mtg	3		
Year-End Audit 6/30 – with checklist + recommendations + June Bank Statement	9		
Year-End Financial Report (Prior School Year)	3		
23rd District PTA General Association Mtg Attendance			
Advocacy Report	5		
September			
Approved Budget w/date adopted	3		
Approved Calendar w/date adopted	3		
Advocacy / Outreach Assessment \$50.00 for 20-21 only	3		
Conflict Whistle Blower Forms (Signed by all board members)	5		
Council Assessment Fee (\$100.00 Elementary) (\$50.00 Intermediate/High School)20-21 only	3		
Fidelity Bond Insurance Statement (Signed by all board members)	5		
Historian Hours – August	1		
Insurance Premium - \$258.00 for 20-21 only	5		
Membership Dues	6		
Minutes – August Executive Board Mtg	1		
Reflections Agreement Form - Signed	2		
Treasurer’s Report AND Bank Reconciliation – August Executive Board Mtg	1		
Advocacy Report	5		
October			
CNPTA Council’s Record of Officer/Chairman Financial Training	4		
Copy of Taxes: Forms 990N/990EZ, 199n/199, RRF-1, CT-TR-1	9		
Historian Hours – September	1		
Membership Dues & Roster (1 copy) (CAPTA Membership Incentive Award)	4		
Minutes – September Executive Board Mtg	1		
Treasurer’s Report AND Bank Reconciliation – September Executive Board Mtg	1		
Unit General Assoc. Mtg Minutes, Secretary Report & Treasurer Report	6		
Worker’s Compensation Form	5		
Adopted Audit Coverpage (pg. 1 with date audit was adopted)	3		
Advocacy Report	5		
November			
23rd District PTA General Association Mtg Attendance			
Historian Hours – October	1		
Membership Dues	2		
Minutes – October Executive Board Mtg	1		
Reflections participation with submitted entries	6		
Treasurer’s Report AND Bank Reconciliation – October Executive Board Mtg	1		
Advocacy Report	5		

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	Pts	Date Turned In	Points Received
<u>December</u>			
23 rd District PTA Financial Form	1		
Historian Hours – November	1		
Membership Dues	1		
Minutes – November Executive Board Mtg	1		
Treasurer’s Report AND Bank Reconciliation – November Executive Board Mtg	1		
Advocacy Report	5		
<u>January</u>			
Historian Hours – December	1		
Membership Dues & Roster	1		
Minutes – December Executive Board Mtg	1		
Treasurer’s Report AND Bank Reconciliation – December Executive Board Mtg	1		
Advocacy Report	5		
<u>February</u>			
Historian Hours – January	1		
Membership Dues	5		
Mid-Year Audit 12/31– checklist + recommendations + Dec Bank Statement	9		
Minutes – January Executive Board Mtg	1		
Treasurer’s Report AND Bank Reconciliation – January Executive Board Mtg	1		
Unit General Assoc. Mtg Minutes, Secretary Report & Treasurer Report	6		
Council Membership Challenge	5		
Advocacy Report	5		
<u>March</u>			
23rd District PTA General Association Mtg Attendance			
Historian Hours – February	1		
Historian Annual Report (Estimate hours for March, April, May & June)	1		
Membership Dues	2		
Minutes – February Executive Board Mtg	1		
Treasurer’s Report AND Bank Reconciliation – February Executive Board Mtg	1		
Advocacy Report	5		
<u>April</u>			
Convention Attendance	5		
Council’s Founder’s Day Reservations Form Due w/payment	5		
Membership Dues & Roster	1		
Minutes – March Executive Board Mtg	1		
Treasurer’s Report AND Bank Reconciliation – March Executive Board Mtg	1		
Unit Rosters for Elected Incoming Executive Board w/addresses, emails, phone #s	5		
Bonus points – All Elected Executive Board contact information entered into PTAEZ	5		
Adopted Audit Coverpage (pg. 1 with date audit was adopted)	3		
Advocacy Report	5		
<u>May</u>			
Minutes – April Executive Board Mtg			
Treasurer’s Report AND Bank Reconciliation – April Executive Board Mtg			
Unit General Assoc. Mtg Minutes, Secretary Report & Treasurer Report			
Advocacy Report			