

Corona-Norco Council of PTAs Unit Documentation
Access Forms at www.CoronaNorcoCouncilPTA.com

Date: _____

Attendance = 1 point per person

Unit: _____

August	Pts
Historian Hours – July	3
Minutes – June and July Executive Board Meeting	3
Treasurer's Reports AND Bank Reconciliation – June and July Executive Board Meetings	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 Meeting Attendance	
Advocacy Report	5
September	
Approved Budget with Date Adopted	3
Approved Calendar with Date Adopted	3
Advocacy / Outreach Assessment \$100.00	3
Conflict Whistle Blower Forms (Signed by all Board Members)	5
Professional Governance Standards (Signed by all Board Members)	2
Council Assessment Fee (\$200.00 Elementary) (\$100.00 Intermediate/High School)	3
Year-End Audit 6/30 – with Checklist + Recommendations + June Bank Statement - YEAR ROUND ONLY	9
Historian Hours – August	1
Insurance Premium - Budget Approximately \$300.00 (Exact Amount to be Announced in August.)	5
Membership Dues	6
Minutes – August Executive Board Meeting	1
Reflections Agreement Form - Signed	2
Treasurer's Report AND Bank Reconciliation – August Executive Board Meeting	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	4
Minutes – September Executive Board Meeting	1
Treasurer's Report AND Bank Reconciliation – September Executive Board Meeting	1
Unit General Association Meeting Minutes, Secretary Report & Treasurer Report	6
Worker's Compensation Form	5
Adopted Audit Cover Page (page 1 with dates audit was adopted by board and association)	3
Advocacy Report	5
November	
23rd District PTA General Association Meeting Attendance	
Historian Hours – October	1
Membership Dues	2
Minutes – October Executive Board Meeting	1
Reflections Participation with Submitted Entries	6
Treasurer's Report AND Bank Reconciliation – October Executive Board Meeting	1
Advocacy Report	5

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December	Pts
23 rd District PTA Financial Form	1
Historian Hours – November	1
Membership Dues	1
Minutes – November Executive Board Meeting	1
Treasurer’s Report AND Bank Reconciliation – November Executive Board Meeting	1
Advocacy Report	5
January	
Historian Hours – December	1
Membership Dues and Roster	1
Minutes – December Executive Board Meeting	1
Treasurer’s Report AND Bank Reconciliation – December Executive Board Meeting	1
Council Membership Challenge	5
Advocacy Report	5
February	
Historian Hours – January	1
Membership Dues	1
Mid-Year Audit 12/31– checklist + recommendations + December Bank Statement	9
Treasurer’s Report AND Bank Reconciliation – January Executive Board Meeting	1
Unit General Association Meeting Minutes, Secretary Report and Treasurer Report	6
Advocacy Report	5
March	
23rd District PTA General Association Meeting Attendance	
Historian Hours – February	1
Historian Annual Report (Estimate Hours for March, April, May and June)	1
Membership Dues	2
Minutes – February Executive Board Meeting	1
Treasurer’s Report AND Bank Reconciliation – February Executive Board Meeting	1
Advocacy Report	5
April	
Convention Attendance	5
Council’s Founder’s Day Reservations Form Due with Payment	5
Membership Dues and Roster	1
Minutes – March Executive Board Meeting	1
Treasurer’s Report AND Bank Reconciliation – March Executive Board Meeting	1
Unit Rosters for Elected Incoming Executive Board with Addresses, Emails, Phone Numbers	5
Bonus points – All Elected Executive Board Contact Information Entered into myPTEZ	5
Adopted Audit Cover Page (page 1 with dates audit was adopted by board and association)	3
Advocacy Report	5
May	
Minutes – April Executive Board Meeting	

Treasurer's Report AND Bank Reconciliation – April Executive Board Meeting	
Unit General Association Meeting Minutes, Secretary Report & Treasurer Report	
Advocacy Report	

