

Corona-Norco Council PTA Monthly Unit Documentation 2023–2024 **Italicized and Highlighted Items are MANDATORY**

August Historian Hours - July	Forms may be accessed at	Points	Date	Points
Historian Hours - July 1 1 1 1 1 1 1 1 1	www.coronanorcocouncilpta.com	Possible	Turned In	Received
Historian Hours - July 1 1 1 1 1 1 1 1 1	August			
June EBM Minutes 1 1 1 1 1 1 1 1 1		1		
June Treasurer's Report 1 1 1 1 1 1 1 1 1	· *			
June Bank Reconciliation 1 1 1 1 1 1 1 1 1	·			
July EBM Minutes 1				
July Treasurer's Report 1 1 1 1 1 1 1 1 1	· · · · · · · · · · · · · · · · · · ·			
July Bank Reconciliation 1	, · ·			
General Association Minutes General Association Treasurer's Report General Association Secretary's Report Annual Financial Report Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person September Historian Hours - August August EBM Minutes August EBM Minutes August Treasurer's Report August Bank Reconciliation Approved Budget w/Date Adopted Approved Calendar w/Date Adopted Approved Calendar w/Date Adopted Professional Governance Standards Membership Dues Conflict Whistleblower Forms (signed by all members) Advocacy Report Membership Totals - Manual and TOTEM October Historian Hours - September September EBM Minutes September Bank Reconciliation General Association Treasurer's Report General Association Treasurer's Report General Association Secretary's Report Membership Dues and Roster Adopted Financial Review Cover Page w/Dates Adopted Pinancial Review Cover Page w/Dates				
General Association Treasurer's Report General Association Secretary's Report Annual Financial Report Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person September Historian Hours - August August EBM Minutes August EBM Minutes August Bank Reconciliation Approved Budget w/Date Adopted Approved Calendar w/Date Adopted Approved Calendar w/Date Adopted Frofessional Governance Standards Membership Dues Conflict Whistleblower Forms (signed by all members) Advocacy Report Membership Totals - Manual and TOTEM October Historian Hours - September September EBM Minutes September Bank Reconciliation General Association Treasurer's Report General Association Secretary's Report General Association Secretary's Report Membership Dues and Roster Adopted Financial Review Cover Page w/Dates Adopted by Board and Association Advocacy Report Adopted Financial Review Cover Page w/Dates		1		
General Association Secretary's Report Annual Financial Report Advocacy Report Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person September Historian Hours - August August EBM Minutes August Treasurer's Report August Bank Reconciliation Approved Budget w/Date Adopted Approved Calendar w/Date Adopted Approved Calendar w/Date Adopted Professional Governance Standards Membership Dues Conflict Whistleblower Forms (signed by all members) Advocacy Report Membership Totals - Manual and TOTEM October Historian Hours - September September EBM Minutes September Treasurer's Report September Bank Reconciliation General Association Minutes General Association Secretary's Report Membership Dues and Roster Adopted Financial Review Cover Page &/Dates Adopted Pinancial Review Cover Page &/Dates Adopted Financial Review Cover Page &/Dates Adopted Pinancial Review Cover Page &/Dates	_			
Annual Financial Report				
Advocacy Report Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person				
Board-Elect Attendance - CNCPTA May General Association Meeting - 1 point per person				
September Historian Hours - August 1	1	,		
September Historian Hours - August August EBM Minutes August EBM Minutes August Treasurer's Report August Bank Reconciliation Approved Budget w/Date Adopted Approved Calendar w/Date Adopted Copper Sear End Financial Review Advocacy Report Advocacy Report Advocacy Report Advocacy Report Advocacy Report September EBM Minutes September EBM Minutes September Treasurer's Report September Bank Reconciliation General Association Minutes General Association Treasurer's Report General Association Treasurer's Report Adopted Financial Review Cover Page w/Dates Adopted by Board and Association Advocacy Report	_			
Historian Hours - August 1	Association Meeting 1 point per person			
August EBM Minutes 1	September			
August Treasurer's Report 1	☐ Historian Hours - August	1		
August Bank Reconciliation 1	☐ August EBM Minutes	1		
Approved Budget w/Date Adopted 1	☐ August Treasurer's Report	1		
Approved Calendar w/Date Adopted 1 5 5 5 5 5 5 5 5 5	☐ August Bank Reconciliation	1		
☐ Year End Financial Review 5 ☐ Professional Governance Standards 3 ☐ Membership Dues 1 ☐ Conflict Whistleblower Forms (signed by all members) 3 ☐ Advocacy Report 1 ☐ Membership Totals - Manual and TOTEM October October Historian Hours - September September EBM Minutes INSEPTEMBER Treasurer's Report September Bank Reconciliation September Bank Reconciliation General Association Minutes General Association Treasurer's Report General Association Treasurer's Report General Association Secretary's Report Membership Dues and Roster Adopted Financial Review Cover Page w/Dates Adopted by Board and Association Advocacy Report Advocacy Report 3	☐ Approved Budget w/Date Adopted	1		
☐ Year End Financial Review 5 ☐ Professional Governance Standards 3 ☐ Membership Dues 1 ☐ Conflict Whistleblower Forms (signed by all members) 3 ☐ Advocacy Report 1 ☐ Membership Totals - Manual and TOTEM October October Historian Hours - September September EBM Minutes INSEPTEMBER Treasurer's Report September Bank Reconciliation September Bank Reconciliation General Association Minutes General Association Treasurer's Report General Association Treasurer's Report General Association Secretary's Report Membership Dues and Roster Adopted Financial Review Cover Page w/Dates Adopted by Board and Association Advocacy Report Advocacy Report 3	☐ Approved Calendar w/Date Adopted	1		
☐ Professional Governance Standards 3 ☐ Membership Dues 1 ☐ Conflict Whistleblower Forms (signed by all members) 3 ☐ Advocacy Report 1 ☐ Membership Totals - Manual and TOTEM October ☐ Historian Hours - September ☐ September EBM Minutes ☐ September Treasurer's Report ☐ September Treasurer's Report ☐ General Association Minutes ☐ General Association Minutes ☐ General Association Treasurer's Report ☐ General Association Secretary's Report ☐ Membership Dues and Roster ☐ Adopted Financial Review Cover Page w/Dates Adopted by Board and Association ☐ Advocacy Report ☐ 3		5		
☐ Membership Dues 1 ☐ Conflict Whistleblower Forms (signed by all members) 3 ☐ Advocacy Report 1 ☐ Membership Totals - Manual and TOTEM 1 October ☐ Historian Hours - September 1 ☐ September EBM Minutes 1 ☐ September Treasurer's Report 1 ☐ General Association Minutes 1 ☐ General Association Treasurer's Report 1 ☐ General Association Secretary's Report 1 ☐ Membership Dues and Roster 1 ☐ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 1 ☐ Advocacy Report 3	☐ Professional Governance Standards			
☐ Conflict Whistleblower Forms (signed by all members) 3 ☐ Advocacy Report 1 ☐ Membership Totals - Manual and TOTEM 1 October ☐ Historian Hours - September 1 ☐ September EBM Minutes 1 ☐ September Treasurer's Report 1 ☐ General Association Minutes 1 ☐ General Association Treasurer's Report 1 ☐ General Association Treasurer's Report 1 ☐ Membership Dues and Roster 1 ☐ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 3	☐ Membership Dues			
□ Advocacy Report 1 □ Membership Totals - Manual and TOTEM October □ Historian Hours - September □ September EBM Minutes □ September Treasurer's Report □ September Bank Reconciliation □ General Association Minutes □ General Association Treasurer's Report □ General Association Treasurer's Report □ General Association Secretary's Report □ Membership Dues and Roster □ Adopted Financial Review Cover Page w/Dates Adopted by Board and Association □ Advocacy Report 1 □ Advocacy Report 3		3		
□ Membership Totals - Manual and TOTEM October □ Historian Hours - September 1 □ September EBM Minutes 1 □ September Treasurer's Report 1 □ September Bank Reconciliation 1 □ General Association Minutes 1 □ General Association Treasurer's Report 1 □ General Association Secretary's Report 1 □ Membership Dues and Roster 1 □ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 3		1		
October Historian Hours - September 1 September EBM Minutes 1 September Treasurer's Report 1 September Bank Reconciliation 1 General Association Minutes 1 General Association Treasurer's Report 1 General Association Secretary's Report 1 Membership Dues and Roster 1 Adopted Financial Review Cover Page w/Dates Adopted by Board and Association 3				
☐ Historian Hours - September 1 ☐ September EBM Minutes 1 ☐ September Treasurer's Report 1 ☐ September Bank Reconciliation 1 ☐ General Association Minutes 1 ☐ General Association Treasurer's Report 1 ☐ General Association Secretary's Report 1 ☐ Membership Dues and Roster 1 ☐ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 3	-			
□ September EBM Minutes 1 □ September Treasurer's Report 1 □ September Bank Reconciliation 1 □ General Association Minutes 1 □ General Association Treasurer's Report 1 □ General Association Secretary's Report 1 □ Membership Dues and Roster 1 □ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 3				
□ September Treasurer's Report 1 □ September Bank Reconciliation 1 □ General Association Minutes 1 □ General Association Treasurer's Report 1 □ General Association Secretary's Report 1 □ Membership Dues and Roster 1 □ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 3		1		
□ September Bank Reconciliation 1 □ General Association Minutes 1 □ General Association Treasurer's Report 1 □ General Association Secretary's Report 1 □ Membership Dues and Roster 1 □ Adopted Financial Review Cover Page w/Dates Adopted by Board and Association 1 □ Advocacy Report 3	_	1		
☐ General Association Minutes ☐ General Association Treasurer's Report ☐ General Association Secretary's Report ☐ Membership Dues and Roster ☐ Adopted Financial Review Cover Page w/Dates ☐ Adopted by Board and Association ☐ Advocacy Report ☐ 3		1		
General Association Treasurer's Report General Association Secretary's Report Membership Dues and Roster Adopted Financial Review Cover Page w/Dates Adopted by Board and Association Advocacy Report Advocacy Report	_	1		
☐ General Association Secretary's Report ☐ Membership Dues and Roster ☐ Adopted Financial Review Cover Page w/Dates ☐ Adopted by Board and Association ☐ Advocacy Report ☐ 3	☐ General Association Minutes	1		
☐ Membership Dues and Roster 1 ☐ Adopted Financial Review Cover Page w/Dates 1 Adopted by Board and Association 3	☐ General Association Treasurer's Report	1		
☐ Adopted Financial Review Cover Page w/Dates Adopted by Board and Association ☐ Advocacy Report 3		1		
Adopted by Board and Association Advocacy Report 3	☐ Membership Dues and Roster	1		
☐ Advocacy Report 3	☐ Adopted Financial Review Cover Page w/Dates	1		
	Adopted by Board and Association			
☐ Membership Totals - Manual and TOTEM 1	☐ Advocacy Report	3		
, , , , , , , , , , , , , , , , , , ,	☐ Membership Totals - Manual and TOTEM	1		



Corona-Norco Council PTA Monthly Unit Documentation 2023-2024

Italicized and Highlighted Items are <u>MANDATORY</u>

☐ Advocacy/Outreach Assessment \$100.00	1	
☐ Council Assessment Fee (\$200.00	1	
Elementary/Academy - \$100.00 Intermediate/High		
School)	1	
☐ Signed Reflections Agreement	1	
☐ Copy of Tax Form 990N/990EZ Filing	1	
Copy of Tax Form 199N/199 Filing	1	
☐ Copy of RRF-1 w/CT-TR-1 (if applicable) Filing	1	
☐ Attendance - CNCPTA September General		
Association Meeting - 1 point per person		
Ŭ		
November		
☐ Historian Hours - October	1	
☐ October EBM Minutes	1	
☐ October Treasurer's Report	1	
☐ October Bank Reconciliation	1	
☐ Membership Dues	1	
☐ Reflections Entry Submissions	1	
☐ Advocacy Report	3	
☐ Membership Totals - Manual and TOTEM	1	
December		
☐ Historian Hours - November	1	
☐ November EBM Minutes	1	
☐ November Treasurer's Report	1	
☐ November Bank Reconciliation	1	
☐ Membership Dues	1	
☐ Advocacy Report	3	
☐ Insurance Premium - pay directly to AIM	1	
☐ Worker's Compensation - send directly to AIM	1	
☐ Attendance - CNCPTA November General	1	
Association Meeting - 1 point per person		
☐ Membership Totals - Manual and TOTEM	1	
	1	
January		
☐ Historian Hours - December	1	
☐ December EBM Minutes	1	
☐ December Treasurer's Report	1	
☐ December Bank Reconciliation	1	
General Association Minutes	1	
General Association Treasurer's Report	1	
☐ General Association Secretary's Report	1	
☐ Membership Dues and Roster	1	
☐ Advocacy Report		
☐ Insurance Premium - pay directly to AIM	1	
☐ Worker's Compensation - send directly to AIM	1	
☐ Membership Totals - Manual and TOTEM	1	
- Membership Totals - Manual and TOTEM	1	



Corona-Norco Council PTA Monthly Unit Documentation 2023-2024

Italicized and Highlighted Items are MANDATORY

February Historian Hours - January January EBM Minutes January Treasurer's Report January Bank Reconciliation Membership Dues Advocacy Report Membership Totals - Manual and TOTEM March Historian Hours - February Historian Annual Report (Estimate hours for March - June) February EBM Minutes February Treasurer's Report February Bank Reconciliation
□ January Treasurer's Report 1 □ January Bank Reconciliation 1 □ Membership Dues 1 □ Advocacy Report 3 □ Mid-Year Financial Review Report 5 □ Membership Totals - Manual and TOTEM 1 March □ Historian Hours - February □ Historian Annual Report (Estimate hours for March - June) □ February EBM Minutes □ February Treasurer's Report □ February Bank Reconciliation 1
□ January Bank Reconciliation 1 □ Membership Dues 1 □ Advocacy Report 3 □ Mid-Year Financial Review Report 5 □ Membership Totals - Manual and TOTEM 1 March Historian Hours - February Historian Annual Report (Estimate hours for March - June) February EBM Minutes February Treasurer's Report February Bank Reconciliation 1
□ Membership Dues 1 □ Advocacy Report 3 □ Mid-Year Financial Review Report 5 □ Membership Totals - Manual and TOTEM 1 March □ Historian Hours - February □ Historian Annual Report (Estimate hours for March - June) □ February EBM Minutes □ February Treasurer's Report □ February Bank Reconciliation 1
Advocacy Report Mid-Year Financial Review Report Membership Totals - Manual and TOTEM March Historian Hours - February Historian Annual Report (Estimate hours for March - June) February EBM Minutes February Treasurer's Report February Bank Reconciliation
☐ Mid-Year Financial Review Report 5 ☐ Membership Totals - Manual and TOTEM 1 March ☐ Historian Hours - February ☐ Historian Annual Report (Estimate hours for March - June) ☐ February EBM Minutes ☐ February Treasurer's Report ☐ February Bank Reconciliation 1 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
March Historian Hours - February Historian Annual Report (Estimate hours for March - June) February EBM Minutes February Treasurer's Report February Bank Reconciliation
March Historian Hours - February Historian Annual Report (Estimate hours for March - 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
☐ Historian Hours - February ☐ Historian Annual Report (Estimate hours for March - June) ☐ February EBM Minutes ☐ February Treasurer's Report ☐ February Bank Reconciliation ☐ 1
☐ Historian Hours - February ☐ Historian Annual Report (Estimate hours for March - June) ☐ February EBM Minutes ☐ February Treasurer's Report ☐ February Bank Reconciliation ☐ 1
☐ Historian Annual Report (Estimate hours for March - June) ☐ February EBM Minutes ☐ February Treasurer's Report ☐ February Bank Reconciliation ☐ 1
June) February EBM Minutes February Treasurer's Report February Bank Reconciliation 1
☐ February Treasurer's Report ☐ February Bank Reconciliation ☐ 1
☐ February Treasurer's Report 1 1 1
·
☐ Membership Dues 1
☐ Advocacy Report 3
☐ Membership Totals - Manual and TOTEM 1
April
☐ March EBM Minutes
☐ March Treasurer's Report
☐ March Bank Reconciliation
Convention Attendance
☐ Council Founder's Day Reservations Form with 1
Payment
☐ Board-Elect Unit Rosters with emails and phone 1
numbers
☐ Bonus Point - All Elected Executive Board contact 1
information entered into myPTEZ
☐ Advocacy Report 3
☐ Attendance - CNCPTA March General Association
Meeting - 1 point per person
☐ Membership Totals - Manual and TOTEM 1
May
☐ April EBM Minutes
☐ April Treasurer's Report
☐ April Bank Reconciliation
☐ General Association Minutes
General Association Treasurer's Report
General Association Secretary's Report
☐ Advocacy Report
☐ Membership Totals - Manual and TOTEM