

Corona-Norco Council of PTA's

2820 Clark Avenue

Norco, CA 92860

www.coronanorcocouncilpta.com

Unit Compliance Agreement Form

Unit Presidents please present this form to your executive board, gather all required signatures and upload on CNCPTA's Monthly Unit Documentation google form by the due date September 10, 2026 no later than 11:59 pm. Please reach out to president@coronanorcocouncilpta.com or help@coronanorcocouncilpta.com and/or your assigned CNCPTA Liaison with your questions.

Name of PTA/PTSA: _____

Street Address: _____

City, State, Zip: _____

School Phone # _____ CA State PTA ID# _____ National PTA ID# _____

EIN# _____

The PTA/PTSA Executive Board Members have:

- Read and understand the PTA Financial Policies and Procedures as outlined by CAPTA
- Are members of the PTA/PTSA's association
- Received a copy, read and understood the Units Bylaws
- Completed both annual officer AND general finance training
- Have knowledge of PTA guidelines
- Have knowledge that PTA/PTSA checks require two signatures AND will be voided if not cashed within 90 days
- Checks signers at your bank (according to your bylaws) have been updated and if needed removed past fiscal year signers
- Have read and adopted CA State PTA's Professional Governance Standards
- Red Flags regarding improper financial procedures will be reported to CNCPTA immediately
- Understands that the PTA/PTSA are guests on their school campus and abide by school rules

The PTA/PTSA President understands and acknowledges the following compliance documents must be completed to attend the Annual CNCPTA Founders Day Luncheon:

- Year End Financial Review (01/31/2026 - 06/30/2026) due September 10, 2026
- President, Secretary AND Treasurer entered into Future Fund Connect by 10/31/2026

- The unit must have 15 members either in TOTEM or any manual membership dues collected turned into CNCPTA before October 31, 2026
- Federal Tax, State Tax and Annual Charitable Trust Forms, including fee (RRF-1/CTTR-1) are filed and paid by due date: November 15, 2026.
- Pay Insurance Premium due: November 2026.
- Complete Workers Comp Form due: December 15, 2026.
- MID Year Financial Review (07/01/2026 - 12/31/2026) due; February 11, 2027

The PTA/PTSA President understands and acknowledges the following:

- Attendance is required at all CNCPTA executive board meetings AND CNCPTA association meetings. If the president is unable to attend they will send a voting delegate in their place to represent the unit
- Monthly unit documentation must be uploaded by the due date listed on Councils unit documentation schedule
- To receive points towards CNCPTA's Outstanding Unit Awards presented at Founders Day all reports and documents must be uploaded by the due date listed on Council's adopted unit documentation schedule

The Principal understands and acknowledges the following:

- The principal is a voting member of the PTA/PTSA's executive board
- If the principal is unable to attend the unit's monthly executive board meeting they will send another Admin as their voting representative
- Are members of the PTA/PTSA's association
- Attendance is required at all CNCPTA association meetings. If the principal is unable to attend they will send an admin representative as their voting delegate
- Received, read and understood the Units Bylaws

The principal can reach out to president@coronanorcocouncilpta.com or assigned Council Liaison at any time for help and/or guidance or they may reach out to help@coronanorcocouncilpta.com

Check your bylaws and verify the signers on your checking account. Have them sign below.

- Signers Name/Position:
- Signers Name/Position:
- Signers Name/Position:
- Bank Name: _____
- Address: _____
- Checking Account Number(s): _____ / _____ Savings: _____

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Name (Printed)	Position	Signature
	President	
	EVP (if applicable)	
	Treasurer	
	Secretary	
	Historian	
	Membership	
	Financial Reviewer (Auditor)	
	Parliamentarian	
	Advocacy	
	Ways N Means	

This contract is between Corona-Norco Council and the _____ PTA/PTSA. On behalf of the PTA Unit as President, I acknowledge the information above. I also understand that if our unit has any questions or needs help, we can contact Corona- Norco Council PTA president@coronanorcocouncilpta.com or help@coronanorcocouncilpta.com and/or reach out to our assigned council liaison. Furthermore, we are aware that if the compliance documents and reports are not turned in to Corona-Norco Council PTA by March 11, 2027, our unit will lose the opportunity to attend the Corona-Norco Council of PTAs Annual Founders Day Luncheon on Tuesday April 6, 2027 and will be invoiced by CNCPTA for our Principals attendance.

PTA/PTSA President Signature/Date Principal Signature/Date

Council Representative Signature/Date CNUSD Superintendent Signature/Date