

SCV PTA Unit Checklist

DUE BY AUGUST 22, 2019

- 2019-2020 Budget--upload to PTAEZ
- 2019-2020 Calendar--submit via www.scvpta.org
- Annual Financial Report (July 1, 2018-June 30, 2019)--upload to PTAEZ
- Year End Audit (January 1, 2019-June 30, 2019)--upload to PTAEZ
- Workers' Compensation Form--upload to PTAEZ
- Whistleblower/Conflict of Interest Forms (one form for each board member)--submit via www.scvpta.org
- Insurance payment--bring payment to meeting
- Unit Assessment Fee--\$50--bring payment to meeting
- Membership Remittance--bring payment to meeting

DUE BY OCTOBER 1, 2019

- At least 15 members remitted--via TOTEM or by check submitted to Council

DUE BY OCTOBER 24, 2019

- All winning Reflections entries--bring labeled portfolio with winning entries to meeting
- Taxes--upload to PTAEZ
- RRF-1--upload to PTAEZ

DUE BY JANUARY 23, 2020

- Mid-year audit (July 1, 2019-December 31, 2019)--upload to PTAEZ

DUE BY MARCH 26, 2020

- Historian Report--submit via www.scvpta.org

DUE BY MAY 15, 2020

- Executive Board roster entered into PTAEZ

DUE BY JUNE 30, 2020

- Nonprofit Raffle Annual Report (CT-NRP-2) submitted to Attorney General's Office (if you obtained a raffle permit for the year, you must submit a report whether you held a raffle or not)