

SCV PTA Unit Checklist

2020-2021

DUE BY AUGUST 27, 2020

- 2020-2021 Budget--upload to PTAEZ
- 2020-2021 Calendar--submit via www.scvpta.org
- Annual Financial Report (July 1, 2019-June 30, 2020)--upload to PTAEZ
- Year End Audit (January 1, 2020-June 30, 2020)--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 or mail
- Unit Assessment Fee--\$50--bring payment to meeting or mail
- Membership Remittance--bring payment to meeting or mail

DUE BY OCTOBER 1, 2020

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

DUE BY OCTOBER 29, 2020

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

DUE BY JANUARY 28, 2021

- Mid-year audit (July 1, 2020-December 31, 2020)--upload to PTAEZ

DUE BY MARCH 18, 2021

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

DUE BY MAY 12, 2021

- Executive Board roster entered into PTAEZ

DUE BY JUNE 30, 2021

- 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 or not you held a raffle)