



Unit Presidents Meeting

September 11, 2018 - 9:30 am

Head Start Auditorium - 1260 E. 33rd St., Signal Hill, CA 90755

Please complete and attach this form to your paperwork and turn into your Area Advisor.

Unit Name: _____

Person Completing Form: _____ PTA Position: _____

Phone #: _____ email: _____

What to turn in:

REQUIRED (please initial all items turned in)

<u>UPs initial</u>	<u>RB Pg.</u>	<u>Item</u>	<u>Notes</u>	<u>Copies</u>
_____	79	Treasurer's Reports	(May-Aug)	1 copy
_____	105	Unit Treasurer's Annual Report	(7-1-17 to 6-30-18)	2 copies
_____	85	Year End Audit	(Jan – Jun 2018)	2 copies

OTHER ITEMS (please initial all items turned in)

<u>UPs initial</u>	<u>RB Pg.</u>	<u>Item</u>	<u>Notes</u>	<u>Copies</u>
_____	40	Membership Dues		
_____	113	Reservations – Thirty-Third District Legislative Conference		
_____	111	Reservations – Thirty-Third District Training meeting		
_____	142	Bethune Donation		



Money Matters Form - Make all checks payable to LBCPTA unless otherwise noted.

<u>Item</u>	<u>Total</u>	<u>Check #</u>
Membership: (#) _____ members X \$5.05	\$	
Membership: (#) _____ members X \$5.05	\$	
Reservations – Thirty-Third District Legislative Conf.	\$	
Reservations – Thirty-Third District Training meeting	\$	
Other:	\$	
Other:	\$	