

**First District PTA
FINANCIAL DATA TRANSMITTAL FORM**

Please submit requested documents, along with two (2) copies of this transmittal form, each time required reports for your council/units are submitted to First District. One confirmed copy will be returned via the Council President indicating units that have not submitted requested information. Council/Unit Summary Forms are First District required forms and all listed reports are required, per California State PTA unit and council bylaws, to be forwarded through channels to council and district PTA.

Please indicate with forms, reports, copies attached; write in other information as requested

COUNCIL (name)	Financial Summary Form	YE Audit List Fiscal YE	Annual Financial Rep	Proposed Budget	RRF-1, Incorp Filing	Fed/State Filing	Mid-Yr Audit	Funds Carry- over Form
UNIT(S) (alphabetically)	Summary Form	YE Audit List Fiscal YE	Annual Financial Rep	Proposed Budget	RRF-1 Incorp. Filing If applic.	Fed/State Filing	Mid-Yr Audit	Funds Carry- over Form

UNIT(S) (alphabetically)	Financial Summary Form	YE Audit List Fiscal YE	Annual Financial Rep	Proposed Budget	RRF-1 Incorp. Filing If applic.	Fed/State Filing	Mid-Yr Audit	Funds Carry- over Form

DISTRICT USE ONLY:

DATE (2) COPIES RECEIVED: _____

DATE CONFIRMED COPY RETURNED: _____

BY: _____

BY: _____