

**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. 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 **X** forms, reports, copies attached; write in other information as requested

COUNCIL (name)	Annual Financial Report	YE Audit (List Fiscal Year end)	Proposed Budget	Funds Carry- over Form	Fed Tax Filing	CA State Tax Filing	RRF-1 Form	Stmt of Info If applic.	Workers' Comp. Report	Mid- Year Audit
UNIT(S) (alphabetically)										

UNIT(S) (alphabetically)	Annual Financial Report	YE Audit (List Fiscal Year end)	Proposed Budget	Funds Carry- over Form	Fed Tax Filing	CA State Tax Filing	RRF-1 Form	Stmnt of Info If applic	Workers' Comp. Report	Mid- Year Audit

DISTRICT USE ONLY:
DATE (2) COPIES RECEIVED: _____

DATE CONFIRMED COPY RETURNED: _____

BY: _____

BY: _____