



everychild.one voice.
cadaniño.unavoz.

LOCAL UNIT FINANCIAL
REPORT COVER SHEET

Purpose: This report is solely for the internal use of Delaware PTA. It will only be used in the aggregate to enable Delaware PTA to assess the contributions of PTAs throughout the state. This cover sheet serves as a check-off sheet to ensure all pertinent financial reports are included.

Instructions:

- Fill in the information requested below. Please print.
Submit copies of the following with this form:
- Most recent IRS 990/990EZ or copy of e-card. All units are required to file with the IRS!
- Most recent audit report.
- Final budget for most recently completed school year.
- Most recent annual financial report.
Upload a copy to your MemberHub account into the Standards of Affiliation Compliance hub file.

Date Local PTA Unit Name
Local Unit ID # Region
Contact Person Position
Address
City State Zip
Daytime Phone E-Mail

LOCAL UNIT FINANCIAL REPORT CHECKLIST

(attach documents)

Copy of most recent IRS 990/990EZ or copy of e-card Yes No
Copy of most recent audit report Yes No
Copy of final budget for most recently completed school year Yes No
Copy of most recent annual financial report Yes No

PTA Treasurer's Signature Date

PTA President's Signature Date

FOR OFFICE USE ONLY
Date Received
Notes