

LOCAL UNIT CHECK LIST

Local Unit: _____

District: _____

Enclosed are the required forms to be submitted for every school year.

*Please send two (2) copies of the completed packet to your **District President**.*

- () Current Local Unit Budget Approval Form
- () Current Proposed Budget
- () Audit Committee Report (previous school year)
- () Purchase PTA Membership Cards
(30 minimum required for a unit in good standing)
- () Local Unit Bylaws last approved on _____.
(Required approved within the last 5 years)
- () copy of 990-N (last fiscal year). (IRS email confirmation)
- () Current Board of Directors' list sent to District
- () If incorporated – documentation of Board of Directors update
(Look up your PTA on the website www.sos.la.gov)

Local Unit President _____

Date _____