Plan now to attend the

**PRESIDENT and TREASURER WORKSHOP**

**FINANCIAL REVIEW (offered after the workshop)**

Columbia Council of PTAs is hosting its annual President and Treasurer Workshop, followed by Financial Reviews for 2018-19. All Heritage Region PTA units are invited to participate. New and returning presidents and treasurers should plan to attend.

Bring your financial records from 2018-19 and get your financial review completed.

What else is needed for the financial review:

- A copy of the last financial review report
- Checkbook and canceled checks
- Bank statements and deposit receipts
- Treasurer’s book or ledger
- The annual financial report
- Itemized statements and receipts of bills paid
- Check requests
- Copies of Board, executive committee, and association minutes that would include an adopted budget, as well as any amendments that were approved during the year
- Current bylaws and standing rules
- Any other information requested by the financial review committee