

Council / Region Summary Of Year-End Financial Reports

Region: _____ Council: _____

Region Director: _____

Address: _____

Phone: _____ Email: _____

| Has item been completed? Mark Yes or No or enter other information as requested | | | | | |
|---|--------------------|---|---|--------------------|------------------------------------|
| | Year-End Statement | DATE Annual Financial Reconciliation (AFR) Report Completed | Which IRS Form is Required? (990EZ or 990N) Can be filed beginning July 1st | IRS Form Completed | Sales Tax Refund Request Submitted |
| Council/Region | | | | | |

| Local PTA/PTSA | Year-End Statement | DATE Annual Financial Reconciliation (AFR) Report Completed | Which IRS Form is Required? (990EZ or 990N) Can be filed July 1st | IRS Form Completed | Sales Tax Refund Request Submitted |
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Council President or Treasurer Signature: _____

Region Director or Treasurer Signature: _____

Date: _____

Instructions

1. Each Local unit shall submit its year-end statement, Annual Financial Reconciliation (AFR) report and copy of completed 990 Form to the Council President/Treasurer **no later than August 1**.
2. Each Council will complete this form with the pertinent information for the Council and by providing the appropriate response regarding each Local unit. The Council will make a copy of the form for its files and then submit this report together with the appropriate forms (check with Region Director) to the Region Director/Treasurer **by August 15**.
3. Each Region will maintain a file of Local unit and Council reports and submit a copy of this form, a copy of the completed 990 Form and a copy of the Sales Tax Refund Request form to the Utah PTA Treasurer **by September 1**.
4. Signatures of Council President or Treasurer and Region Director or Treasurer are required to verify that the information is true to the best of their knowledge.