



Peralta District Training: Audits & Bylaws

January 16, 2010 • 9:00am – 11:00am

**Alameda County Office of Education
313 West Winton Ave, Hayward 94544**

PRINT CLEARLY– USE SEPARATE FORM FOR EACH PERSON ATTENDING- KEEP A COPY OF FORM

Full Name of Attendee: _____

Mailing Address, City, Zip: _____

Daytime Phone: _____ **Email:** _____

Council Name: _____ **OR** **Out of Council City:** _____

Your Position (Circle One): Auditor / Parliamentarian **OR** Other (please list current position): _____

If you are an auditor or parliamentarian, is this your first time in this position (Circle One): Yes / No

If not your first year, how many years total have you served as auditor / parliamentarian: _____

**Registration Fee includes continental breakfast and workshop materials.
Receipts included in packet.**

Indicate which session you are registering for:

Bylaws	Bring along your current bylaws! In this workshop, attendees will walk-thru the bylaw review and revision process. Walk out ready to revise and submit your unit/council's 2009 bylaws! <i>Presidents encouraged to attend ~ especially if your unit does not have a parliamentarian!</i>	
Audits	CPAs or accounting experience not necessary ~ we're here to train! In this workshop, attendees will walk-thru an actual audit, starting with what you should receive as the auditor, the audit process, completion of the audit checklist and form, and ending with the adoption of the audit. Walk out ready to finalize your unit/council's mid-year audit in minutes...OK, at least within two weeks! <i>Treasurers encouraged to attend to understand the audit process and how to setup your financial records for a smooth audit!</i>	

Registration Fee:

*(If received by January 8th)
(After January 8th)*

\$5.00
\$7.00

Checks payable to: Peralta District PTA

Mail form and payments to: Cathryn Bruno, 1460 9th Street, Berkeley, 94710

Questions? Contact Cathryn: vicepres1leadership@peraltadistrictpta.org • 510-333-5491