

2018-2019 Financial Calendar

Items due to PTA Council are listed below by due date (left column) and must be turned in at the monthly president's meeting. Please plan in advance so your president has reports and signed checks to deliver on these dates. (If your president is not able to attend, you can mail or email your payments and reports to the council's financial secretary before the deadline using the Financial Remittance Form.)

PTA Council Mtg Dates	Items to Bring (or Email) to Council
Sept 4	Copy of Budget Treasurer's Report for July
Oct 2	Membership dues* (min of 30) to qualify for Ready Set... Remit Award Unit Year-End Audits Annual Financial Report (2017-2018) Donation for Youth Camps (?) Treasurer's Report** for August
Nov 6	Membership dues turn in (min 15 to remain in good standing) Treasurer's Report for September
Nov 15	FILE TAX RETURNS OR FILE FOR EXTENSION
Dec 4	Liability insurance premiums due (\$232 per unit) Membership dues Treasurer's Report for October
Jan 8	Workers Compensation Forms due (1/5/18 – 1/4/19; even if \$0) Sacramento Safari registration forms and money due Treasurer's Report for November & December
Feb 5	Founders Day donations due Membership dues
Mar 5	Membership dues to qualify for recognition at CAPTA Convention Unit mid-year audits (July 2018-Dec 2018) Treasurer's Report for January
Apr 2	Treasurer's Report for February
May 7	Treasurer's Report for March
Jun 4	Final Membership due for 2018-19 Treasurer's Report for April and May
July	Close books for June 30, 2018 Prepare annual report for 7/1/18 – 6/30/19 Audit 1/1/19 – 6/30/19 Prepare taxes for annual period ending 6/30/19 Change bank signatories for newly elected PTA board members

* **Membership dues** collected by your unit are due each month (and remitted the following month.) For each membership, \$5.25 is due to Council (Council keeps \$0.50 and passes along to District \$0.50; State \$2.00; and National \$2.25).

** **Treasurer's Reports** include the transactions for the month and the opening and closing balances of your bank accounts.