

# FIRST DISTRICT PTA

## 2023 – 2024 FINANCIAL CALENDAR

This calendar is updated and distributed annually. **Dates listed on this calendar are due dates to First District PTA** except where noted, i.e., “Due to California State PTA.” Please read and abide by all deadlines listed. These dates are FINAL to allow time for First District PTA to process information and remittances and to forward through channels to meet California State PTA deadlines.

Remittances must be **RECEIVED IN THE FIRST DISTRICT PTA OFFICE BY NOON** on the due date listed in this calendar or they are considered past due.

**COUNCILS**, please use this calendar as a guide to create your own financial calendars for your units. Be sure to **back up your due dates** to allow time to process remittances from your units to meet First District PTA’s due dates.

### JUNE/JULY 2023

#### TREASURER TASKS

- Update signature cards at your bank.** Check your PTA bylaws for a list of authorized check signers (elected officers), including the president and treasurer.
- Update leader information in TOTEM Membership**
- Confirm that names and contact information for 2023 – 2024 PTA officers are in myPTEZ**
- Outgoing Treasurer prepares **Annual Financial Report**
- Outgoing Financial Reviewer or Financial Review Committee prepares **Year-End Financial Review Report**
- Attend First District PTA Leadership Conference**
- Relax, go to the beach, play with your children, and have fun with your family!** 😊

### AUGUST 2023

#### TREASURER TASKS

- At first Council/Unit Association Meeting:**
  - **Adopt** 2022 – 2023 Annual Financial Report
  - **Approve** Year-End Financial Review Report
  - **Approve** 2022 – 2023 Calendar of proposed PTA programs, events, fundraisers, and meetings
  - **Adopt** 2023 – 2024 Budget
- Have [Conflict of Interest / Whistleblower Forms](#) signed by each board member and keep them on file.**  
(Provide copies of the [PTA Conflict of Interest Policy](#) and [PTA Whistleblower Policy](#))

#### DUE TO FIRST DISTRICT PTA ON OR BEFORE **AUGUST 28<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75). **Dues must be remitted at least monthly to First District PTA.**
- Council and Unit Annual Financial Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit Year End Financial Review Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit 2023 - 2024 Budget** (upload to myPTEZ)



## IT'S TIME TO PREPARE YOUR PTA TAX REPORTS!

All council and unit PTAs are required to file annual tax reports with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General.

**PTA Fiscal Year End 5/31:** Annual due date for all tax filings is **October 15<sup>th</sup>**  
**PTA Fiscal Year End 6/30:** Annual due date for all tax filings is **November 15<sup>th</sup>**

Visit the California State PTA Tax Filing Support Center [HERE](#)  
or contact First District PTA for assistance.

### SEPTEMBER 2023

#### TREASURER TASKS

- At first Council/Unit Association Meeting** (if no association meeting was held in August):
  - **Adopt** 2022 – 2023 Annual Financial Report
  - **Approve** Year-End Financial Review Report
  - **Approve** 2022 – 2023 Calendar of proposed PTA programs, events, fundraisers, and meetings
  - **Adopt** 2023 – 2024 Budget

**SEPTEMBER 4<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF LABOR DAY**

#### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE **SEPTEMBER 25<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75). **Dues must be remitted at least monthly to First District PTA.**
- Council and Unit Annual Financial Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit Year End Financial Review Reports 2022 - 2023** (upload to myPTEZ)
- Council and Unit 2023 - 2024 Budget** (upload to myPTEZ)

#### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE **SEPTEMBER 28<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA “100 in 100” membership challenge.

### OCTOBER 2023

#### TREASURER TASKS

- Tax reports** with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General for **PTAs with fiscal years ending May 31<sup>st</sup>** are due to each agency **by October 15<sup>th</sup>**
- DUE TO AIM Insurance:** Liability Insurance Premiums, **Units \$282, Councils \$195.** [CLICK HERE](#) for instructions on how to pay AIM.
- REMINDER:** 2022 – 2023 PTA membership cards expire on 10/31/2023

#### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE **OCTOBER 16<sup>th</sup>**

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA “Ready, Set...Remit!” membership award.

#### DUE TO FIRST DISTRICT PTA BY **OCTOBER 30<sup>th</sup>**

- Copies of filed tax reports** for fiscal year end 5/31 (upload to myPTEZ Document Management)

## NOVEMBER 2023

### TREASURER TASKS

- Tax reports** with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General for **PTAs with fiscal years ending June 30<sup>th</sup>** are due to each agency **by November 15<sup>th</sup>**
- DUE TO AIM Insurance** (if not already paid): **Liability Insurance Premiums, Units \$282, Councils \$195.** [CLICK HERE](#) for instructions on how to pay AIM.

**NOVEMBER 23<sup>rd</sup> – 24<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF THANKSGIVING**

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE NOVEMBER 15<sup>th</sup>

- Per capita membership dues remittance (NON-TOTEM)** - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75). **Dues must be remitted at least monthly to First District PTA.**

***Fifteen (15) memberships (minimum) from every unit PTA must be remitted to First District PTA BY NOON on this date to remain a "Unit in Good Standing."***

- Per capita membership dues remittance (NON-TOTEM)** to qualify for First District PTA "Gumdrop Pass #1" membership challenge.

### DUE TO FIRST DISTRICT PTA ON OR BEFORE NOVEMBER 27<sup>th</sup>

- Copies of filed tax reports** for fiscal year end 6/30 (upload to myPTEZ Document Management)

## DECEMBER 2023

### TREASURER TASKS

- Advise all board members of the date the books will close for financial review so that they can turn in all outstanding expenses before that date.**
- Submit your treasurer's records to the financial reviewer / financial review committee for the mid-year financial review** (for PTAs whose fiscal year ends 5/31 annually). [CLICK HERE](#) for forms and instructions.
- DUE TO AIM Insurance:** Worker's Compensation Annual Payroll Report and Estimated Surcharge 5% (covers the period from January 5, 2023 – January 4, 2024). [CLICK HERE](#) for forms and instructions.
- FINAL DUE DATE TO PAY INSURANCE PREMIUMS TO AIM IS DECEMBER 20<sup>th</sup>.** **PTAs that fail to pay their premiums by 12/20 will be charged a \$25 late fee.**

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE DECEMBER 4<sup>th</sup>

- Per capita membership dues remittance (NON-TOTEM)** to qualify for California State PTA "100% Teachers/Staff", "Halfway There", and "10% Student Membership" awards/incentives. **Dues must be remitted at least monthly to First District PTA.**

**THE FIRST DISTRICT PTA OFFICE WILL BE CLOSED  
FRIDAY, DECEMBER 15, 2023, FOR WINTER BREAK.**

**THE OFFICE WILL REOPEN ON JANUARY 2, 2024.**



## JANUARY 2024

### TREASURER TASKS

- Submit your treasurer's records to the financial reviewer / financial review committee for the mid-year financial review (for PTAs whose fiscal year ends 6/30 annually). [CLICK HERE for forms and instructions.](#)

**JANUARY 15<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF MARTIN LUTHER KING, JR. DAY**

### DUE TO FIRST DISTRICT PTA ON OR BEFORE JANUARY 29<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Council and unit mid-year financial reviews (FYE 5/31, upload to myPTEZ)

### DUE ON OR BEFORE JANUARY 31<sup>st</sup> to AIM INSURANCE

- Worker's Compensation Annual Payroll Report and Estimated Surcharge 5% (covers the period from January 5, 2023 – January 4, 2024). [CLICK HERE for forms and instructions.](#)

## FEBRUARY 2024

### TREASURER TASKS

- Collect Founders' Day Freewill Offerings and remit to First District PTA. Founders' Day (Feb. 17) is when we celebrate the legacy and work of our founders — Alice McLellan Birney, Phoebe Apperson Hearst, and Selena Sloan Butler — to better the lives of every child in education, health, and safety, as well as recognizing the service of past and present PTA leaders. Donations collected during Founders' Day observances are considered a "PTA Birthday Gift" to the organization. **To learn more about Founders' Day and Founders' Day donations, [CLICK HERE.](#)**
- Register for California State PTA Convention (Ontario, CA) AFTER PTA ELECTIONS, in accordance with bylaws and standing rules for eligibility.
- Adopt mid-year financial review at association meeting (if not previously done)



### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE FEBRUARY 15<sup>th</sup>

- Per capita membership dues remittance (NON-TOTEM) to qualify for the California State PTA Founders' Day and the First District PTA "Queens for a Day" membership challenges.

**FEBRUARY 19<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF PRESIDENT'S DAY**

### DUE TO FIRST DISTRICT PTA ON OR BEFORE FEBRUARY 26<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75) **Dues must be remitted at least monthly to First District PTA.**
- Council and unit mid-year financial reviews (FYE 6/30, upload to myPTEZ)
- Founders' Day Freewill Offerings (donations) collected by units and councils

## MARCH 2024

### TREASURER TASKS

- Adopt mid-year financial review at association meeting (if not previously done)
- Register for California State PTA Convention (Ontario, CA) **AFTER PTA ELECTIONS**, in accordance with your PTA bylaws and standing rules regarding eligibility

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE MARCH 14<sup>th</sup>

- Per capita membership dues remittance (**NON-TOTEM**) to qualify for the California State PTA “Membership March”, “Best in 5”, “5 for 500”, and the First District PTA “King’s Kandy Royal Gumball Staff” membership challenges.

### DUE TO FIRST DISTRICT PTA ON OR BEFORE MARCH 25<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Founders’ Day Freewill Offerings (donations) collected by units and councils
- First District PTA Commemorative Senior Scholarship Applications

## APRIL 2024

### TREASURER TASKS

- After PTA elections, arrange for a budget committee meeting for the following year. Check your bylaws and standing rules for members of the budget committee (typically your incoming/outgoing president and treasurer). To learn more about PTA budgets, [CLICK HERE](#).
- Register for California State PTA Convention (Ontario, CA) in accordance with bylaws and standing rules for eligibility

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE APRIL 1<sup>st</sup>

- Final membership per capita remittance to qualify for First District PTA “Gumdrop Pass #2”, “Gingerbread ‘Tree’”, and “Good & Plenty” membership challenges

### DUE TO FIRST DISTRICT PTA ON OR BEFORE APRIL 22<sup>nd</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Founders’ Day Freewill Offerings (donations) collected by units and councils
- Council and Unit Annual Historian’s Reports. [CLICK HERE](#) for instructions. ([Unit Historian Report Form](#); [Council Historian Report Form](#))



## MAY 2024

### TREASURER TASKS

- Attend California State PTA Convention, May 3 – 5, 2024, Ontario, CA
- Attend Executive Committee- or Board-elect meetings to discuss goals and plans for the new term if elected to 2024 – 2025 executive committee/board
- Present 2024 – 2025 proposed budget to the association for adoption**
- Release funds for any summer expenses** and any expenses that will need to be paid prior to the first association meeting of the 2024 – 2025 year
- Advise all board members of the date the books will close for financial review so that they can turn in all outstanding expenses before that date.*

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE MAY 1<sup>st</sup>

- 2024 - 2025 council and unit officer contact information in MyPTEZ Officer/Board Member Contact System or in writing to First District PTA *(required by California State PTA to be a unit/council in good standing)*

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE MAY 20<sup>th</sup>

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Founders' Day Freewill Offerings (donations) collected by units and councils

**MAY 27<sup>th</sup> - FIRST DISTRICT PTA OFFICE CLOSED IN OBSERVANCE OF MEMORIAL DAY**

## JUNE 2024

### TREASURER TASKS

- Present 2024 – 2025 proposed budget to the association for adoption** (if not done in May)
- Release funds for any summer expenses** and any expenses that will need to be paid prior to the first association meeting of the 2024 – 2025 year (if not done in May).
- New and returning officers** attend First District PTA Leadership Conference on Saturday, June 8, 2024, 7:00 am – 3:00 pm, at Edgewood High School, West Covina
- Prepare Year-End Annual Financial Report.**
- Submit books to the financial reviewer / financial review committee for the year-end financial review.**
- Pass on all PTA treasurer records, reports, archives, supplies, passwords, etc., to the incoming treasurer.** Remember, PTA records are the property of the PTA and **must be surrendered at the end of the term.** Refer to the [California State PTA Records Retention and Destruction Policy](#) to meet all applicable state and federal statutes related to document retention and non-profit organizations. PTA records should be stored at the legal address of your PTA (school site [unit PTAs] or school district office [council PTAs]).

### DUE TO FIRST DISTRICT PTA BY NOON ON OR BEFORE JUNE 13<sup>th</sup>

- Submit FINAL per capita membership dues remittance for 2023 – 2024 to First District PTA.** Manual memberships received after this date will count towards the 2024 – 2025 PTA membership year.

