

FIRST DISTRICT PTA

2024 – 2025 FINANCIAL CALENDAR

This calendar is updated and distributed annually. Use the calendar as a checklist. Please be sure to read and abide by all deadlines listed. **Dates listed on this calendar are due dates to First District PTA** except where noted, i.e., “Due at Attorney General, IRS, and Franchise Tax Board” or “Due to California State PTA.” These dates are FINAL to allow time for First District PTA to process information and remittances and to forward through channels to meet State PTA deadlines.

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

JUNE/JULY 2024

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 2024 – 2025 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 2024

TREASURER TASKS

- At your first Council/Unit Association Meeting:**
 - o **Adopt** 2023 – 2024 Annual Financial Report
 - o **Approve** 2023 – 2024 Year-End Financial Review Report
 - o **Approve** 2024 – 2025 Calendar of proposed PTA programs, events, fundraisers, and meetings
 - o **Adopt** 2024 – 2025 Budget
- Have **Conflict of Interest / Whistleblower Forms** signed by each board member and keep them on file. (See [PTA Conflict of Interest Policy](#) and [PTA Whistleblower Policy](#))

DUE TO FIRST DISTRICT PTA ON OR BEFORE AUGUST 26th

- Per capita membership dues - \$5.00 per member** (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Council and Unit Annual Financial Reports 2023 - 2024** (upload to myPTEZ Document Management)
- Council and Unit Year End Financial Review Reports 2023 - 2024** (upload to myPTEZ Document Management)
- Council and Unit 2024 - 2025 Budget** (upload to myPTEZ Document Management)

SEPTEMBER 2024

TREASURER TASKS

- At your first Council/Unit Association Meeting (if not completed in August):**
 - o **Adopt** 2023 – 2024 Annual Financial Report
 - o **Approve** 2023-2024 Year-End Financial Review Report
 - o **Approve** 2024 – 2025 Calendar of proposed PTA programs, events, fundraisers, and meetings
 - o **Adopt** 2024 – 2025 Budget

DUE TO FIRST DISTRICT PTA ON OR BEFORE SEPTEMBER 23rd

- Per capita membership dues - \$5.00 per member** (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)
- Council and Unit Annual Financial Reports 2023 - 2024** (upload to myPTEZ Document Management)
- Council and Unit Year End Financial Review Reports 2023 - 2024** (upload to myPTEZ Document Management)
- Council and Unit 2024 - 2025 Budget** (upload to myPTEZ Document Management)

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.

Visit the California State PTA Tax Filing Support Center on the Leaders Website and view what needs to be filed: [HERE](#) or contact First District PTA for assistance.

Fiscal Year End 5/31 – Annual due date for all tax filings is **October 15th**

Fiscal Year End 6/30 – Annual due date for all tax filings is **November 15th**

OCTOBER 2024

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 31st** are due to each agency by **October 15th**
- DUE TO AIM Insurance: Liability Insurance Premiums, Units \$288, Councils \$199.** [CLICK HERE for instructions.](#)
- REMINDER: 2023 – 2024 PTA membership cards expire on 10/31/2024

DUE TO FIRST DISTRICT PTA ON OR BEFORE OCTOBER 15th

- Per capita membership dues - \$5.00 per member to qualify for California State PTA “Ready, Set...Remit!” membership award

DUE TO FIRST DISTRICT PTA ON OR BEFORE OCTOBER 25th

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

NOVEMBER 2024

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 30th** annually are due to each agency by **November 15th**
- DUE TO AIM Insurance (if not already paid): Liability Insurance Premiums, Units \$288, Councils \$199.** [CLICK HERE for instructions.](#)

DUE TO FIRST DISTRICT PTA ON OR BEFORE NOVEMBER 25th

- Per capita membership dues - \$5.00 per member (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75) **Fifteen (15) memberships (minimum) must be remitted to First District PTA by this date to remain a “Unit in Good Standing.”**
- Copies of filed tax reports for fiscal year end 6/30 (upload to myPTEZ Document Management)

DECEMBER 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 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, 2024 – January 4, 2025). [CLICK HERE for forms and instructions.](#)

- ❑ **FINAL DUE DATE TO PAY INSURANCE PREMIUMS TO AIM IS DECEMBER 20th.** PTAs that fail to pay their premiums before 12/20 will be charged a **\$25 late fee.**

DUE TO FIRST DISTRICT PTA ON OR BEFORE DECEMBER 9th

- ❑ **Per capita membership dues - \$5.00 per member** (National PTA \$2.25; State PTA \$2.00; First District PTA \$0.75)

THE FIRST DISTRICT PTA OFFICE WILL BE CLOSED AS OF FRIDAY, DECEMBER 16, 2024, FOR WINTER BREAK.

THE OFFICE WILL REOPEN ON JANUARY 6, 2025.



JANUARY 2025

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)

DUE TO FIRST DISTRICT PTA ON OR BEFORE JANUARY 27th

- 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 Document Management)

FEBRUARY 2025

TREASURER TASKS

- Collect Founders Day Freewill Offerings and remit to First District PTA.** Every February, PTA celebrates Founders Day to honor the three founders of National PTA as well as 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**

DUE TO FIRST DISTRICT PTA ON OR BEFORE FEBRUARY 24th

- 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 6/30, upload to myPTEZ)
- Founders Day Freewill Offerings** from units and councils

MARCH 2025

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 bylaws and standing rules for eligibility

DUE TO FIRST DISTRICT PTA ON OR BEFORE MARCH 1st

- Final membership per capita remittance to qualify for California State PTA awards

DUE TO FIRST DISTRICT PTA ON OR BEFORE MARCH 24th

- 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 from units and councils

APRIL 2025

TREASURER TASKS

- After 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 ON OR BEFORE APRIL 1st

- Final membership per capita remittance to qualify for District awards

DUE TO FIRST DISTRICT PTA ON OR BEFORE APRIL 21st

- Per capita membership dues to qualify for California State PTA Membership Challenge
- Founders Day Freewill Offerings from units and councils
- Council and Unit Annual [Historian's Report](#) and Hours

MAY 2025

TREASURER TASKS

- Attend California State PTA Convention, May 2 – 4, 2025, Ontario, CA
- Invite incoming officers (2025 – 2026) to the last board/executive committee meeting
- Attend Board- or Executive Committee-elect meetings to discuss goals and plan for the new term, etc.
- Present 2025 – 2026 budget to the association for adoption
- Release funds for any summer expenses and any expenses prior to the first association meeting of the year

DUE TO FIRST DISTRICT PTA ON OR BEFORE MAY 1st

- Enter 2025 - 2026 council and unit officer contact information into MyPTEZ Officer/Board Member Contact System (required by California State PTA to be in good standing)

DUE TO FIRST DISTRICT PTA ON OR BEFORE MAY 20th

- 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 from units and councils
- Council and Unit [Annual Historian's Report](#)

JUNE 2025

TREASURER TASKS

- Present 2025 – 2026 budget to the association for adoption (if not done in May)
- Release funds for any summer expenses and any expenses prior to the first association meeting of the year (if not done in May)
- New and returning officers attend First District PTA Leadership Conference on June 7, 2025, 7:00 am – 3:00 pm, at Edgewood High School, West Covina
- Pass on materials, procedure books, etc., to the incoming treasurer
- Prepare Year-End Annual Financial Report
- Submit books to the financial reviewer / financial review committee for the year-end financial review

DUE TO FIRST DISTRICT PTA ON OR BEFORE JUNE 13th

- Submit FINAL per capita membership dues remittance for 2024 – 2025 to First District PTA. *Manual memberships received after this date will count towards the 2025 – 2026 PTA membership year.*