

2013-14 CALENDAR for Councils and Out of Council Units in First District PTA

- Note:*
1. Due dates are for First District PTA; a council will have an earlier date in order to meet the First District due date.
 2. Every month you need to have an executive board meeting and remit per capita (membership dues) through channels.
 3. Through channels means units submit/remit to council, if you are out of council submit/remit directly to First District.
 4. Presidents or their representatives are expected to attend all First District PTA board meetings, association meetings, and events.

First District Dates	DUE DATES - required submissions	Typical Tasks
JULY 2013	JULY or AUGUST Remit any per capita – the portion of membership dues not belonging to the unit found in end of year audit to have not been submitted during previous year	Take office on July 1 Outgoing auditor prepares end of year audit Outgoing Treasurer prepares Year End Financial Rpt Change signature cards at bank <ul style="list-style-type: none"> • decide on goals, programs, review draft calendar • plan for Reflections, CAPTA grants, convention resolutions • copies of bylaws to whole board, review • Present financial reports & final calendar approval
AUGUST 2013		
SEPTEMBER 2013 23 – District Board & Association Mtg Training “Passport to PTA”	SEPTEMBER Due 9/23/13 <i>Copies of these reports to First District:</i> Council & Unit Financial Summary Forms (FY5/31) <ul style="list-style-type: none"> • Year End (2012-13) Financial Report • End of Year (2012-13) Audits • Budget for 2013-14 • Per capita remitted 	Association meeting: <ul style="list-style-type: none"> • Adopt audit & year end financial report • Approve proposed programs/projects/fundraisers • Approve updated budget Membership campaign kick-off Reflections program kick-off
OCTOBER 2013 28- District Board Meeting and Superintendent’s Conference	OCTOBER Due 10/1/13 <ul style="list-style-type: none"> • Per capita for 30 members to qualify for Ready Set Remit Award • Remit insurance Units \$202.00 Councils \$134.00 • Submit Intent Convention Resolution Due 10/28/13 Council & Unit Financial Summary Forms (FY 6/30) <ul style="list-style-type: none"> • Year End (2012-13) Financial Report • End of Year (2012-13) Audits • Budget for 2013-14 • Tax Filings IRS 990’s (FY 5/31) • School Enrollment Forms • Council Directory & Newsletter 	

<p>NOVEMBER 2013</p> <p>18 – District Board Meeting</p>	<p>NOVEMBER Due 11/15/13</p> <ul style="list-style-type: none"> • Per capita for min. of 15 members to remain a “unit in good standing” • CAPTA Grant & Scholarship Applications DUE (in CAPTA Office) <p>Due 11/18/13</p> <ul style="list-style-type: none"> • Tax Filings (FY6/30) • RRF-1 by 11/15 (FY 6/30) • File for extension to submit tax forms • Per capita remitted • Reflection Entries & Forms 	
<p>DECEMBER 2013</p> <p>9 – Annual Holiday Luncheon District Association Meeting</p>	<p>DECEMBER Due 12/9/13</p> <ul style="list-style-type: none"> • Per capita remitted • Workers Comp Forms & Surcharge 	<p>Prepare books for mid-year audit Workers Comp Report form due and pay any additional surcharge required</p>
<p>JANUARY 2014</p> <p>26-28 CAPTA Leg Conference</p> <p>27 – District Board Meeting</p>	<p>JANUARY Due 1/15/14</p> <ul style="list-style-type: none"> • Council & Unit Spotlight Award Applications (in CAPTA Office) <p>Due 1/27/14</p> <ul style="list-style-type: none"> • Per capita remitted • Mid-year Audit (FY 5/31) • HSA Nominations <p>Due 1/31/14 (in CAPTA Office)</p> <ul style="list-style-type: none"> • Teachers Matter, Members Matter Applications 	<p>Consider applying for Spotlight Award Complete mid-year audit</p> <p>Association Meeting:</p> <ul style="list-style-type: none"> • Elect Nominating Committee • Elect convention delegates • Mid-year membership push
<p>FEBRUARY 2014</p> <p>24 – District Board Meeting</p>	<p>FEBRUARY Due 2/1/14 (in CAPTA Office)</p> <ul style="list-style-type: none"> • High School Senior Scholarship Applications due (in CAPTA Office) <p>Due 2/24/14</p> <ul style="list-style-type: none"> • Per capita remitted • Mid-Year Audit (YE6/30) 	<p>Present mid-year audit to executive board Notify membership of slate of officers (30 days before election) Celebrate PTA Founders Day Collect & remit Freewill Offering</p>

<p>MARCH 2014</p> <p>24-District Association & Annual Awards Dinner Meeting</p>	<p>MARCH Due 3/3/14</p> <ul style="list-style-type: none"> • Final membership per capita remittance to qualify for state & district awards <p>Due 3/24/14</p> <ul style="list-style-type: none"> • Founders Day freewill offerings • Per capita remitted 	<p>Association Meeting in March or April:</p> <ul style="list-style-type: none"> • Elections for following year • Adopt mid-year audit
<p>APRIL 2014</p> <p>28 – District Board Meeting</p>	<p>APRIL Due 4/28/14</p> <ul style="list-style-type: none"> • Per capita remitted • Founders Day freewill offerings • District Commemorative Scholarship applications 	
<p>MAY 2014</p> <p>7-10 CAPTA Convention in Los Angeles</p> <p>19 – District Board Meeting</p>	<p>MAY Due 5/1/14</p> <ul style="list-style-type: none"> • 2014-15 Council & Unit Officer Roster submitted <p>Due 5/19/14</p> <ul style="list-style-type: none"> • Registration for First District Leadership Training • Per capita remitted • Annual Council 75 word narrative report 	<p>Contact info for officers to council/district President-elect meeting with officers-elect</p> <ul style="list-style-type: none"> • Plan, ratify chairmen, discuss goals, proposed budget
<p>JUNE 2014</p> <p>7- District Leadership Training & Council Presidents Orientation</p> <p>19-22 – National PTA Convention</p>	<p>JUNE Due 6/15/14</p> <ul style="list-style-type: none"> • Final per capita submitted to be counted for 2013-14 year, remain in good standing 	<p>Invite incoming officers to last board meeting Pass on materials, procedure books, etc Be sure all per capita has been remitted Arrange for Year End Financial Report and Year-end Audit</p>