



Procedures and Financial Calendar for Council Treasurers  
2020-2021

**Mail all checks and forms to:**

First District PTA, 1008 S. 8<sup>th</sup> Street, Alhambra, CA 91801  
Phone: (626) 289-1448

**PROCEDURES:**

- All checks are made payable to First District PTA.
- Checks must have two (2) signatures, even if the bank only requires one.
- Three (3) copies of the remittance forms are to be completed and sent with your check and a self-addressed stamped envelope to the First District PTA office. REMITTANCES WILL NOT BE ACCEPTED WITHOUT THESE FORMS.
- Multiple payments can be written on a single check and listed on one remittance form.
- Special instructions and reminders are given to Council Presidents at First District PTA Board meetings. Check with your president after the fourth Monday of each month for instruction.
- Dates listed on the calendar are Due Dates to First District PTA (except where noted, i.e., Due at Attorney General, IRS and Franchise Tax Board).
- **Must attach Financial Data Transmittal Form when submitting documents. Rather than turning in paper copies, the following financial documents should be uploaded to MyPTEZ Document Management: Annual Financial Report, Audit Reports, Federal and State Tax Filings, RRF-1 (with accompanying 990/990EZ/CT-TR-1), SI-100, Workers Comp Payroll Reports. After uploading documents, please write 'EZ' in the appropriate column(s) when turning in the Financial Data Transmittal Form.**

**PLEASE NOTE: THIS CALENDAR IS ISSUED ANNUALLY.  
USE THE CALENDAR AS A CHECK-OFF LIST AND PERSONAL WORKSHEET.  
PLEASE BE SURE TO READ AND ABIDE BY DEADLINE DATES!**

JUNE/JULY	✓	
Typical Tasks		Update signature cards at bank. Check bylaws for list of authorized check signers ( <i>elected officers</i> ) including president and treasurer.
		Outgoing Treasurer prepares Annual Financial Report
		Outgoing Auditor prepares Year End Audit Report

AUGUST	✓	August 24 – District Association Meeting
Typical Tasks		At first Council/Unit Association Meeting: <ul style="list-style-type: none"> <li>• Adopt Annual Financial Report and Year End Audit Report</li> <li>• Approve contracts and proposed programs/projects/fundraisers (if applicable)</li> <li>• Adopt updated budget and calendar</li> </ul>
		Provide copies of bylaws to whole board; review and file for any necessary changes.
		Have Conflict Whistleblower Forms signed by each board member and keep on file.
		File Nonprofit Raffle Registration Form (CT-NRP-1) with \$20.00 fee for coming year beginning 9/1/2020 or 60 days prior to raffle event. File Nonprofit Raffle Report (CT-NRP-2) for any raffles conducted during previous year (9/1/2019 – 8/31/2020), due to the Attorney General’s Registry of Charitable Trusts by 10/1/2020.
Items due on August 24 <sup>th</sup> , 2020		• Per capita membership dues - \$5.00 (National PTA \$2.25; State PTA \$2.00; 1 <sup>st</sup> District \$0.75)
		• Council and Unit Annual Financial Reports 2019-2020 (FYE 5/31)
		• Council and Unit Year End Audit Reports 2019-2020 (FYE 5/31)
		• Council and Unit 2020-2021 Budgets

SEPTEMBER	✓	September 21 – District Board Meeting
Typical Tasks		At first Council/Unit Association Meeting: <ul style="list-style-type: none"> <li>• Adopt Annual Financial Report and Year End Audit Report</li> <li>• Approve contracts and proposed programs/projects/fundraisers (if applicable)</li> <li>• Adopt updated budget and calendar</li> </ul>
		<p><b>All councils and units are required to file with the IRS, California Franchise Tax Board, and State of CA Office of the Attorney General. Send taxes certified mail, return receipt and KEEP RECEIPT. Upload copies of completed filings to MyPTEZ Document Management.</b></p> <p><b>Fiscal Year End 5/31 – tax due date 10/15/20</b>  <b>Fiscal Year End 6/30 – tax due date 11/15/20</b></p> <ul style="list-style-type: none"> <li>• <b>IRS - Federal Tax Return</b>  Gross receipts equal or less than \$50,000 – Form 990N electronic postcard  Gross receipts \$50,000 - \$200,000 – Form 990EZ and Schedules A, G, O and B, if applicable  Gross receipts more than \$200,000 – Form 990 and Schedules A, G, O and B, if applicable</li> <li>• <b>California State Franchise Tax Board</b>  Gross receipts less than \$50,000 – Form 199N  Gross receipts more than \$50,000 – Form 199</li> <li>• <b>State of CA Office of the Attorney General</b>  Charitable Trust Registration Renewal Form (RRF-1), including copy of 990/990EZ or CT-TR-1</li> </ul> <p><b>Councils and Units that are Incorporated must also file with the State of CA Secretary of State</b></p> <ul style="list-style-type: none"> <li>• Statement of Information Form SI-100 – due biennially in the month you were incorporated</li> </ul>
Items due on September 21 <sup>st</sup> , 2020		<ul style="list-style-type: none"> <li>• Per capita membership dues - \$5.00 (National PTA \$2.25; State PTA \$2.00; 1<sup>st</sup> District \$0.75)</li> <li>• Council and Unit Annual Financial Reports 2019-2020 (FYE 6/30)</li> <li>• Council and Unit Year End Audit Reports 2019-2020 (FYE 6/30)</li> <li>• Council and Unit 2020-2021 Budgets</li> <li>• Council/OOC Presidents’ Quarterly Reports</li> </ul>

OCTOBER	✓	October 19 – District Board Meeting
Items due on Oct 1 <sup>st</sup> , 2020		Send to <b>First District PTA</b> ( <i>see top of page for address</i> ): <ul style="list-style-type: none"> <li>• Minimum of 30 members to qualify for District “Ready, Set, Remit” Award</li> <li>• Minimum of 50 members to qualify for District “Ready, Set, Remit and More” Award</li> </ul>
Items due on October 19 <sup>th</sup> 2020		<ul style="list-style-type: none"> <li>• Per capita membership dues.</li> <li>• Liability Insurance Premiums: Units \$258, Councils \$178</li> <li>• Council and Unit Federal tax, State tax and RRF-1 filings (FYE 5/31)</li> <li>• Council Directories</li> <li>• 2019-20 membership cards expire 10/31</li> </ul>

NOVEMBER	✓	November 16 – District Board Meeting
Typical Tasks		Elect Nominating Committee at Association Meeting
Items due on November 15 <sup>th</sup> , 2020		<ul style="list-style-type: none"> <li>• Per capita membership dues. 15 minimum members to remain a “Unit in Good Standing” (per FDPTA bylaws)</li> </ul>
Items due on November 16 <sup>th</sup> , 2020		<ul style="list-style-type: none"> <li>• Council and Unit Federal tax, State tax and RRF-1 filings (FYE 6/30)</li> <li>• Reflections Entries and Forms</li> </ul>

DECEMBER	✓	December 7 – Annual Holiday Meeting & District Association Meeting
Typical Tasks		Submit books to your auditor (according to the bylaws) for the mid-year audit (FYE 5/31)
		<i>Worker's Compensation Annual Payroll Report and Estimated Surcharge 5%</i> (covers the period from January 5, 2020 – January 4, 2021). <b>NEW!</b> Submit this year's form directly to AIM. See <a href="https://capta.org/pta-leaders/services/insurance/">https://capta.org/pta-leaders/services/insurance/</a> . Forms are due by January 31, 2020, but can be submitted earlier.
Items due on December 7 <sup>th</sup> , 2020		<ul style="list-style-type: none"> <li>Per capita membership dues</li> <li>Council/OOC Presidents' Quarterly Report</li> </ul>

JANUARY	✓	January 25 – District Board Meeting
Typical Tasks		Submit books to your auditor (according to the bylaws) for the mid-year audit (FYE 6/30)
Items due on January 25 <sup>th</sup> , 2021		<ul style="list-style-type: none"> <li>Per capita membership dues</li> <li>Council and Unit Mid-Year Audits (FYE 5/31)</li> </ul>
Item due on January 31 <sup>st</sup> , 2020		<i>Worker's Compensation Annual Payroll Report and Estimated Surcharge 5%</i> (covers the period from January 5, 2020 – January 4, 2021). Write "No payment made" across the form if no workers were paid. <b>NEW!</b> Submit this year's form directly to AIM. See <a href="https://capta.org/pta-leaders/services/insurance/">https://capta.org/pta-leaders/services/insurance/</a> . Forms are due by January 31, 2020.

FEBRUARY	✓	February 22 – District Association Annual Meeting and Founders Day
Typical Tasks		Present mid-year audit to executive board Notify membership of Slate of Officers (28 days before election) Celebrate PTA Founders Day/Present Honorary Service Awards Collect and remit Founders Day Freewill Offering through channels
Items due on February 1 <sup>st</sup> , 2021		<b>DUE to First District PTA (see top of page for address):</b> <ul style="list-style-type: none"> <li>Teachers Matter – Membership per capita paid as of 2/1/21 and applications submitted</li> </ul>
Items due on February 22 <sup>nd</sup> , 2021		<ul style="list-style-type: none"> <li>Per capita membership dues</li> <li>Council and Mid-Year Audits (FYE 6/30)</li> <li>Founders Day Freewill Offerings from units and councils</li> <li>Council/OOC Presidents' Quarterly Report</li> </ul>

MARCH	✓	March 22 – District Board Meeting
Typical Tasks		Association Meeting in March or April: Elections for next term; Adopt mid-year audit
Items due on March 1 <sup>st</sup> , 2021		<b>DUE to First District PTA (see top of page for address):</b> <ul style="list-style-type: none"> <li>Final membership per capita remittance to qualify for State awards</li> </ul>
		<ul style="list-style-type: none"> <li>Per capita membership dues</li> </ul>

Items due on March 22 <sup>nd</sup> , 2021	✓	<ul style="list-style-type: none"> <li>• Founders Day Freewill Offerings from units and councils</li> </ul>
		<ul style="list-style-type: none"> <li>• District Commemorative Scholarship Applications</li> </ul>

<b>APRIL</b>	✓	<b>April 26 – District Association Meeting and Membership Awards</b>
Typical Tasks		Association Meeting in March or April: Elections for next term; Adopt mid-year audit
		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).
Items due on April 1 <sup>st</sup> , 2021		<b>DUE to First District PTA (see top of page for address):</b> <ul style="list-style-type: none"> <li>• Final membership per capita remittance to qualify for District awards, including Senior Membership Incentive Award</li> <li>• 100% school memberships to qualify for “100% school enrollment” District award</li> </ul>
Items due on April 26 <sup>th</sup> , 2021		• Per capita membership dues
		• Founders Day Freewill Offerings from units and councils
		• Registrations for June District Leadership Training Conference
		• Council and Unit Annual Historian’s Report and Hours
		• Council/OOC Presidents’ Quarterly Reports

<b>MAY</b>	✓	<b>May 24 – District Board Meeting</b>
Typical Tasks		Attend unit and council training
		Invite incoming officers to last board meeting
		Have President-elect meeting with officers-elect: Plan, ratify chairmen, discuss goals
		Present budget to association for adoption
		Release funds for any summer expenses and any expenses prior to first association meeting of year
Due on May 1 <sup>st</sup> , 2021		Enter 2021 - 2022 council and unit officer contact information into MyPTEZ Officer/Board Member Contact
Items due on May 24 <sup>th</sup> , 2021		• Per capita membership dues
		• FINAL Founders Day Freewill Offerings from units and councils
		• Registrations for June District Leadership Training Conference – FINAL (all payments due)

<b>JUNE</b>	✓	
June 5, 2021		Attend First District Leadership Training Conference – Location TBD
Typical Tasks		Pass on materials, procedure books, etc.
		Prepare Year End Annual Financial Report and submit books to your auditor (according to the bylaws) for the year-end audit (FYE 5/31)
Items due on June 14 <sup>th</sup> , 2021		<b>DUE to First District PTA (see top of page for address):</b> <ul style="list-style-type: none"> <li>• <b>FINAL</b> per capita membership for fiscal year 2020-21</li> </ul>

Have a great year!  
Any questions, please call the office, or First District Treasurer  
Jessica Sheen at 818-835-6024 or email at treasurer@pta1.org