Official Notification of Due Dates for 2016-2017

31st District PTSA

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VALLEY WEST TREASURER'S TIMELINE 2016 – 2017

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AUGUST

A raffle permit is required to conduct a raffle or any gaming activity. Applications can be found at http.oag.ca.gov/charities/forms. Application for Registration Non Profit Raffle Program is due by September 1st of each year. Cost is $20.00. This is for the period from September 1, 2016 to August 31, 2017. Send in your Non Profit Raffle Report for the whole year by October 1, 2016 to the Office of the Attorney General.

15 **Finalize unit budget. Budget for District Dinners, Trainings, Music Scholarship, Founders Day, Convention. Have them approved at your first board and association meetings.**

31 Attend **District Meet & Greet** and meet the 31st District Board of Directors

SEPTEMBER

2 **RRF-1** must be filed by all PTAs with a Charitable Trust (CT) number with the California Attorney General Registry of CT **by November 15, 2016**. Form 199 *(Calif. Exempt Organization Annual Information Return)* must also be filed by November 15, 2016. ***(Gross Receipts of $50,000 or less will file 199N. Gross Receipts over $50,000 will file 199.)***

13 **Attend 31st District Officer Training**

15 **Submit applications** for Scholarships for Nurses, Teachers/Counselors and Volunteers. **Due to state by 10/15/16**

28 **Attend 31st District Membership Dinner**

28 **IRS Form 990, 990EZ, & 990N are due November 15, 2016**. *All PTA/PTSAs must file a tax return **every** year*. Gross Receipts of $50,000 or less will file a 990N, Gross Receipts over $50,000 but less than $200,000 will file a 990EZ and Gross Receipts over $200,000 but less than $500,000 will file a Form 990. Coordinate all records needed to prepare the tax return for the last fiscal year (July 1, 2015 to June 30, 2016). Arrange for a paid tax consultant to assist your unit in preparing the tax return, if necessary. **Send 2 copies of tax filings to your Council Treasurer and keep one for your files.**

OCTOBER

1 **Attend CA State PTA Regional Leadership Conference**

10 **Membership remittance** for at least 30 members to receive California State PTA **"Ready Set Remit Award"**. Please mail all money for all current memberships, and continue to remit monthly to your Council Treasurer, see Membership due dates flyer provided by district Council .25¢, District $1.00, State $2.00 National $2.25, Total Per Capita $5.50.

19 **First Reminder of Insurance Premium Remittance.** General Liability, Directors and Officers Liability, Bonding, and Workers' Compensation Insurance Premium to Council Treasurer. Amount due **$221.00 (UNITS) $159.00 (DISTRICT/COUNCILS).**

19 **Council Assessment Remittance** directly to your Council Treasurer amount due $75.00. Assessment is to support the council operating expenses.

19 **District Assessment Remittance** directly to your council in the amount of $60.00. Assessment supports district PTA/PTSA trainings, mailings and other expenses.

NOVEMBER

7 Clear all memberships to Council Treasurer. Send any outstanding membership money to council. Must have memberships turned in by this date to remain in good standing.

8 **Budget** - send two signed copies of your final **budget,** voted on by your board and association to your Council Treasurer. *Don't forget to budget for District Dinners, Regional Training and Convention*

15 **IRS 990, 990EZ or 990N and RRF-1 & Form 199 must be postmarked by 11/16 for all**

PTA/PTSAs. See Sept. 2nd and 28th entries.

15 Insurance Premium **DUE** (liability and workers compensation insurance premium) to Council Treasurer. After **December 1st**, a **$25.00 late fee will be assessed by California State PTA,** to maintain a unit in good standing.

DECEMBER

31 **Semi-Annual Audit** arrange with your auditor for the **semi-annual audit** of the unit books.

JANUARY

10 **Workers' Compensation Annual Payroll Report** due. All PTAs must file a report that covers the period of January 5 through January 4 of the preceding year. If no one was hired, complete all the information requested and write, "No one Paid," sign and forward two copies to the Council Treasurer.

13 **Submit Applications-**Spotlight Awards and Student Scholarships. **Due to State by 2/1/17**

27 **Music Scholarships Donations** to Council Treasurer, vote out at a unit meeting to send a donation to support the 2017 Music Scholarship Program for Secondary Students. A full scholarship is **$300.00**. Elementary and Secondary PTA/PTSAs are requested to donate to support this program; any amount of money will be helpful.

FEBRUARY

15 **Semi-Annual Audit Report** two copies to the Council Treasurer.

15 **Founders Day Freewill Offering: "PTA Birthday Gift"** (See March 21st about the donation)

MARCH

17 **FINAL membership remittance due to Council in order to qualify for any Membership Drawings at State Convention.**

21 **Attend District Founders Day Event: "PTA Birthday Gift"** Donations collected during Founders Day observances benefit the entire organization, remit donations to Council Treasurer.

APRIL

5 **Final Membership** remittance to Council Treasurer to be counted for awards at the District May Awards Dinner.

28-30 **California State PTA Convention in San Jose**

MAY

Attend District Awards Dinner

Attend District Spring Training

15 **Continue to remit membership dues**

JUNE

16 **Final Membership Remittance to Council Treasurer to be counted for this fiscal year.**

30 **Audit:** Arrange with your auditor for the **final audit** of unit books for fiscal year 2016-2017. Send two copies to the Council Treasurer by September 30, 2017.

30 **Treasurer's Annual Report** Submit two copies to your Council Treasurer after the fiscal year ends on June 30, 2017.

ADDITIONAL INFORMATION

Council Remittance

Send two copies of the remittance form with a check made payable to your council. Checks must be signed by 2 authorized officers as per your Unit Bylaws for the following: Remit payment directly to your Council Treasurer for Membership, Insurance, Council and District Assessments, Music Scholarship and Founder's Day.

District Remittance

Send two copies of the remittance form with a check made payable to: 31st District PTSA for the following: District Meetings, Events, Dinners, and "In Memory or In Honor" of contributions to support District Programs.