

Official Notification of Due Dates for 2018-2019

31st District PTSA

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LOS ROBLES TREASURER’S TIMELINE 2018 – 2019

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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 (CT-NRP-1) is due by September 1st of each year. Cost is \$20.00. This is for the period from September 1, 2018 to August 31, 2019. *Check with your PTA President and Principal regarding LAUSD raffle fundraiser requirements.*

For raffles held from September 1, 2017 to August 31, 2018 - Send in your Non Profit Raffle Report (CT-NRP-2) for the whole year by October 1, 2018 to the Office of the Attorney General.

- 14 **Finalize unit Budget for 2018-2019. Budget for District Dinners, Trainings, Music Scholarship, Founders Day, Convention. Have the Budget 2018-2019 and Annual Report 2017-2018 approved at your first board and association meetings. Submit copies to the Council Treasurer.**

SEPTEMBER

- 1 **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, 2018**. Form 199 (*Calif. Exempt Organization Annual Information Return*) must also be filed by November 15, 2018. **(Gross Receipts of \$50,000 or less will file 199N. Gross Receipts over \$50,000 will file 199.)**
- 5 Attend **District Council vs Council** and meet the 31st District Board of Directors
- 14 **Submit applications** for Scholarships for Nurses, Teachers/Counselors and Volunteers. **Due to state by 10/15/18**
- 26 **Attend 31st District Officer Training.**
- 27 **IRS Form 990, 990EZ, & 990N are due November 15, 2018.** 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, 2017 to June 30, 2018). 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 or upload it to PTAEZ.**

OCTOBER

- 6 **Attend CA State PTA Regional Leadership Conference, Ventura, CA**
- 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 .50 ¢, District \$1.50, State \$2.00, National \$2.25, =**Total Per Capita \$6.25.**
- 19 **First Reminder of Insurance Premium Remittance.** General Liability, Directors and Officers Liability, Bonding, and Workers’ Compensation Insurance Premium to Council Treasurer. Amount due **\$ 232.00 (UNITS) \$160.00 (DISTRICT/COUNCILS).**
- 19 **Council Assessment Remittance** directly to your Council Treasurer amount due **\$40.00.**
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.
- 23 **Attend 31st District Membership Dinner.**

NOVEMBER

- 6 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.
- 7 **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 11/15/18 for all PTA/PTSAs. See Sept. 1st and 27th 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.
- 11 **Submit Applications-** Spotlight Awards and Student Scholarships. **Due to State by 2/1/19**
- 25 **Music Scholarships Donations** to Council Treasurer, vote out at a unit meeting to send a donation to support the 2019 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

- 14 **Semi-Annual Audit Report** two copies to the Council Treasurer.
- 14 **Founders Day Freewill Offering: "PTA Birthday Gift"** (See March 18th about the donation)

MARCH

- 15 **FINAL membership remittance due to Council in order to qualify for any Membership Drawings at State Convention.**
- 18 **Attend District Founders Day Event: "PTA Birthday Gift"** Donations collected during Founders Day observances benefit the entire organization, remit donations to Council Treasurer.

APRIL

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

MAY

- Attend District Awards Dinner, date to be announced.**
Attend District Spring Training, date to be announced.
- 14 **Continue to remit membership dues**
- 16-18 **California State PTA Convention in Monterey**

JUNE

- 14 **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 2018-2019. Send two copies to the Council Treasurer by September 30, 2019.
- 30 **Treasurer's Annual Report** Submit two copies to your Council Treasurer after the fiscal year ends on June 30, 2019.

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.