

Common Agenda

August 2021 to October 2021

AUGUST

- 2 **REMINDER: Update Bank Signers** – Make sure to take a trip to your local branch and update bank signers to include any new officers that will be signers and remove any previous signers that are will no longer continue in their role. Visit http://toolkit.capta.org/finance/banking/banking_for_more_information.
- 13 **REMINDER: Finalize Unit Budget with your board for 2021-2022**- Budget for District Dinners, Trainings, Music Scholarship, Founders Day, Convention. Have them approved at your first board and association meetings. <http://toolkit.capta.org/finance/budgeting/>
- 23 **ATTEND: California State PTA Membership Idea Exchange (En Español)** - Got great membership ideas – or are you perhaps seeking some inspiration? Join the California State PTA Membership Services commission during our upcoming Zoom brainstorming calls, which are intended to allow members to share membership campaign ideas or get ideas from other local leaders. <https://capta.org/resource/membership-brainstorming-sessions/>

SEPTEMBER

- 1 **REMINDER: Raffle Permit Application & Report** - 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, 2021 to August 31, 2022. Check with your PTA President and Principal regarding LAUSD raffle fundraiser requirements.
- For raffles held from September 1, 2020 to August 31, 2021 - Send in your Non Profit Raffle Report (CT-NRP-2) for the whole year by October 1, 2020 to the Office of the Attorney General. If you registered for a raffle last year, even if you didn't hold one, you still must file the Raffle Report.
- 30 **DUE: 2021-2022 Budget** – Make sure to budget for District Dinners, Trainings, Music Scholarship, Founders Day, and Convention. Have the 2021-2022 budget approved at your first board and association meetings. Upload to MyPTEz and email a copy to your Council Treasurer. Visit <http://toolkit.capta.org/finance/budgeting/> for mor information on setting up a budget.
- 30 **DUE: Year-End Audit** - arrange with your auditor for the final audit of unit books for the last fiscal year. Send two copies to your Council Treasurer. Visit <http://toolkit.capta.org/finance/pta-audit> for more detail.
- 30 **DUE: Annual Financial Report** - submit two copies to your Council Treasurer for the last fiscal year. Visit <http://toolkit.capta.org/finance/reports-and-forms/annual-financial-report> for details.

- 30 **DUE: Conflict/Whistleblower Form** - this annual questionnaire is due to council. The unit president, treasurer, and secretaries must submit a form each. Visit <http://downloads.capta.org/toolkit/forms/ConflictWhistleblower.pdf> for details.

OCTOBER

- 1 **REMINDER: Ready, Set, Remit** - All PTA units that forward a minimum of 30 members through channels will receive a certificate celebrating their success. Note: this is a deadline to council to be able to process by State Oct. 31st deadline. Visit <https://capta.org/pta-leaders/run-your-pta/building-membership> for details.
- Council \$0.50, District \$1.50, State \$2.00 National \$2.25, Total Per Capita \$6.25.**
- To download a generic unit remittance form visit:
<http://downloads.capta.org/toolkit/forms/UnitRemittanceForm.pdf>
- 15 **REMINDER: Continuing Education Scholarship Applications** - Scholarship applications for Nurses, Teachers/Counselors and Volunteers are due to the California State PTA Office. Visit <https://capta.org/programs-events/scholarships/continuing-education> for details.
- 15 **REMINDER: Grant Applications** - Grant applications for Outreach Translation, Cultural Arts, Healthy Lifestyles, and Parent Education are due to the California State PTA Office. Visit <https://capta.org/pta-leaders/programs/grants-awards> for more details.
- 18 **DUE: Council Assessment Remittance** - due directly to your Council Treasurer. Assessment is to support the council operating expenses.
- 18 **DUE: District Assessment Remittance** - due directly to your Council Treasurer. Assessment supports district PTA/PTSA trainings, mailings and other expenses.
- TBD **ATTEND: 31st District Fall Training** – Join us and learn more about your new position on the PTA board. This will be a virtual training. More information to follow.

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.

National PTA Website:
<https://www.pta.org/>

California State PTA Website:
<https://capta.org/>

Thirty-First District Website:
<http://31stdistptsa.org/>

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