



## Common Agenda

November 2019 to January 2019

### NOVEMBER

- 21 **REMINDER: National PTA Reflections Program Entries Due** – to the 31<sup>st</sup> District PTSA office. “Look Within,” that’s the theme for the 2019-2020 Reflections Art Program which has been bringing the arts to life for more than 10 million students since 1969. California State PTA and its members are on the forefront of this amazing program, which increases community awareness of the importance of arts in education. Visit <https://capta.org/programs-events/reflections/> for more information.

### DECEMBER

- 2 **ATTEND: Treasurer Training** – Monday, December 2<sup>nd</sup> at 6:30 pm – 31<sup>st</sup> District Office. Come learn everything you need to know about being a PTA Unit Treasurer at this FREE training. Visit <http://31stdistptsa.org/treasurer-training-new-treasurer-basics/> for more information.
- 31 **REMINDER: Semi-Annual Audit** – Arrange with your auditor for the semi-annual audit of the unit books. Visit <http://toolkit.capta.org/finance/pta-audit/> for more information.

### JANUARY

- 10 **DUE: Workers' Compensation Annual Payroll Report** - 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.
- 13-14 **ATTEND: California State PTA Legislation Conference** - in Sacramento. Interested in learning about key issues and legislation? – the Legislation Conference is for you! Visit <https://capta.org/programs-events/legislation-conference/> for more 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: 31<sup>st</sup> 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/>

[facebook.com/31stdistptsa/](https://www.facebook.com/31stdistptsa/)

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