

# 2016-2017 CHECKLIST & REMINDERS

Month	Day	Subject	Send To	Status
Start of Term	1st Mtg	PREPARE: <input type="checkbox"/> IRS 990 .. <input type="checkbox"/> FTB Form CA199 .. <input type="checkbox"/> RRF-1	Deadline = Nov 15	REQUIRED
Every Month	1st	REMIT DUES: <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov ( <i>Good Standing</i> ) <input type="checkbox"/> Dec <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun	District	REQUIRED
SEPTEMBER	1st Mtg	<input type="checkbox"/> PRESENT: Annual Financial Report	Copy to District	REQUIRED
	1st Mtg	<input type="checkbox"/> ADOPT: Audit Report, Budget, Calendar, Fundraisers	Copy to District	REQUIRED
	12	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
	24	<input type="checkbox"/> ATTEND: CAPTA Regional Leadership Training (Vallejo)		Optional
OCTOBER	1	<input type="checkbox"/> ATTEND: CAPTA Regional Leadership Training (Camarillo)		Optional
	1	<input type="checkbox"/> DEADLINE: State Raffle Report Form (if raffle held)	Government Office	REQUIRED
	10	<input type="checkbox"/> DUE: Membership - Award Qualifier	District	REQUIRED
	15	<input type="checkbox"/> Grant Applications - Parent Ed., Cultural Arts, Outreach	State PTA Office	Optional
	15	<input type="checkbox"/> Scholarships - Continuing Ed: Credentialed Teachers & Counselors	State PTA Office	Optional
	15	<input type="checkbox"/> Scholarships - Continuing Education: Volunteers Nurses	State PTA Office	Optional
NOVEMBER	Unit Mtg	<input type="checkbox"/> ELECT: Nominating Committee		REQUIRED
	1	<input type="checkbox"/> DEADLINE: Membership Remittance (Good Standing)	Remit to District	REQUIRED
	14	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
	15	<input type="checkbox"/> DEADLINE: IRS Form 990, FTB Form CA 199, and RRF-1	Government Office	REQUIRED
	15	<input type="checkbox"/> IRS Form 990, FTB Form CA 199, and RRF-1	Copy to District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Insurance Premium (\$221)	Remit to District	REQUIRED
DECEMBER	5	<input type="checkbox"/> DEADLINE: Reflections Entries and Forms	District	Optional
	31	<input type="checkbox"/> BEGIN: Audit Report - First Half of Year		REQUIRED
	31	<input type="checkbox"/> Review Bylaws / Submit Changes to District		REQUIRED
JANUARY	10	<input type="checkbox"/> DEADLINE: Worker's Compensation Annual Payroll Report	District	REQUIRED
	10	<input type="checkbox"/> DEADLINE: Spotlight Award	District	Optional
	23	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
FEBRUARY	Unit Mtg	<input type="checkbox"/> ADOPT: Audit Report	Copy to District	REQUIRED
	1	<input type="checkbox"/> DEADLINE: Scholarship: Graduating High School Seniors	State PTA Office	Optional
	17	<input type="checkbox"/> Founders Day Celebration		Optional
MARCH	1	<input type="checkbox"/> Convention Registration Opens (lowest rates)		Optional
	13-14	<input type="checkbox"/> ATTEND: CAPTA Legislation Conference	Sacramento	Optional
	23	<input type="checkbox"/> ATTEND: District Annual Meeting & Administrators Dinner		REQUIRED
MARCH/APRIL	Unit Mtg	<input type="checkbox"/> ELECT: Unit Officers (check bylaws for annual meeting date)		REQUIRED
APRIL	5	<input type="checkbox"/> ATTEND: Convention Orientation Webinar		Optional
	28-30	<input type="checkbox"/> ATTEND: State Convention in San Jose		Optional
MAY	13	<input type="checkbox"/> ATTEND: District Association Meeting and Training		REQUIRED
	15	<input type="checkbox"/> DEADLINE: Annual Historian Report	District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Roster of 2017-18 Executive Board	District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Convention Scholarship Report	District	If Awarded
JUNE	1	<input type="checkbox"/> DUE: Final Membership Remittance	District	REQUIRED
	10	<input type="checkbox"/> Battle of the Books - Countywide Competition		Optional
	30	<input type="checkbox"/> Obtain Bank Account Signature Card for New Officers		REQUIRED
	30	<input type="checkbox"/> BEGIN: Audit Report - Second Half of Year		REQUIRED

Avoid Late Charges