

2020-2021 CHECKLIST & REMINDERS

Month	Day	Subject	Send To	Status
Start of Term	Board Mtg	PREPARE: <input type="checkbox"/> IRS 990 <input type="checkbox"/> FTB Form CA 199 <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
AUGUST	TBD	<input type="checkbox"/> ATTEND: CAPTA Regional Leadership Conference		Optional
SEPTEMBER	Assoc Mtg	<input type="checkbox"/> PRESENT: Annual Financial Report	Copy to District	REQUIRED
	Assoc Mtg	<input type="checkbox"/> ADOPT: Audit Report, Budget, Calendar, Fundraisers	Copy to District	REQUIRED
	TBD	<input type="checkbox"/> ATTEND: CAPTA Regional Leadership Conference		Optional
	14	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
OCTOBER	1	<input type="checkbox"/> DEADLINE: State Raffle Report Form	Government Office	If Raffle Held
	10	<input type="checkbox"/> DUE: Membership - Award Qualifier	District	REQUIRED
	15	<input type="checkbox"/> Grant Applications - Parent Ed, Cultural Arts, Outreach & Translation	State PTA Office	Optional
	15	<input type="checkbox"/> Scholarships - Continuing Education: Teachers, Counselors & Nurses	State PTA Office	Optional
NOVEMBER	Assoc Mtg	<input type="checkbox"/> ELECT: Nominating Committee		REQUIRED
	1	<input type="checkbox"/> DEADLINE: Membership Remittance (Good Standing)	Remit to District	REQUIRED
	9	<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	Remit to District	REQUIRED
DECEMBER	1	<input type="checkbox"/> DEADLINE: Reflections Entries and Forms	District	Optional
	31	<input type="checkbox"/> BEGIN: Audit Report - First Half of Year		REQUIRED
JANUARY	10	<input type="checkbox"/> DEADLINE: Workers' Compensation Annual Payroll Report	District	REQUIRED
	11-12	<input type="checkbox"/> ATTEND: CAPTA Legislation Conference	Sacramento	Optional
	31	<input type="checkbox"/> Review Bylaws / Submit Changes to District		Recommended
FEBRUARY	Assoc 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
	25	<input type="checkbox"/> ATTEND: District Annual Meeting & Dinner		REQUIRED
MARCH/APRIL	Assoc Mtg	<input type="checkbox"/> ELECT: Unit Officers (check bylaws for annual meeting date)		REQUIRED
APRIL	TBD	<input type="checkbox"/> ATTEND: Convention Orientation Webinar		Optional
	24	<input type="checkbox"/> ATTEND: District Association Meeting and Training		REQUIRED
MAY	15	<input type="checkbox"/> DEADLINE: Annual Historian Report	District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Roster of 2021-2022 Executive Board	District	REQUIRED
	14-16	<input type="checkbox"/> ATTEND: State Convention in Sacramento		Optional
	28	<input type="checkbox"/> DEADLINE: Convention Scholarship Report	District	If Awarded
JUNE	1	<input type="checkbox"/> DUE: Final Membership Remittance	District	REQUIRED
	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