

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
	1	<input type="checkbox"/> Grant Applications - Parent Ed, Cultural Arts, Outreach & Translation	State PTA Office	Optional
	1	<input type="checkbox"/> Scholarships - Continuing Education: Teachers, Counselors & Nurses	State PTA Office	Optional
	10	<input type="checkbox"/> DUE: Membership - Award Qualifier	District	REQUIRED
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 \$258	Remit to District	REQUIRED
DECEMBER	1	<input type="checkbox"/> DEADLINE: Reflections Entries and Forms	District	Optional
	7	<input type="checkbox"/> ATTEND: Reflections Showcase		Optional
	31	<input type="checkbox"/> BEGIN: Audit Report - First Half of Year		REQUIRED
JANUARY	TBD	<input type="checkbox"/> DEADLINE: Workers' Compensation Annual Payroll Report*	AIM*	REQUIRED
	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
	8-9	<input type="checkbox"/> ATTEND: CAPTA Legislation Conference	Virtual	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

*Instructions and forms for submitting the Workers' Compensation Report to AIM, our PTA insurance broker, will be released in November.

Please do NOT use forms from previous years and do NOT submit forms to District PTA.