

2022-2023 CHECKLIST & REMINDERS

Month	Day	Subject	Send To	Status
Start of Term	Board Mtg	PREPARE: <input type="checkbox"/> IRS 990/990EZ/990N <input type="checkbox"/> FTB Form CA 199/199N <input type="checkbox"/> AG/RCT RRF-1 <input type="checkbox"/> AG/RCT CT-TR-1 (if 990N filed with IRS)	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 TBD	<input type="checkbox"/> Review Bylaws, Due Dates, Proposed Calendar, Preliminary Budget <input type="checkbox"/> SUBMIT: Raffle Permit Application for 2022-23 Fiscal Year	Government Office	Recommended If Raffle Planned
SEPTEMBER	Assoc Mtg Assoc Mtg 12	<input type="checkbox"/> PRESENT: Annual Financial Report <input type="checkbox"/> ADOPT: Audit Report, Budget, Calendar, Fundraisers <input type="checkbox"/> ATTEND: District Association Meeting	Copy to District Copies to District	REQUIRED REQUIRED REQUIRED
OCTOBER	1 1 1 10	<input type="checkbox"/> DEADLINE: State Raffle Report Form for 2021-22 Fiscal Year <input type="checkbox"/> Grant Applications - Parent Ed, Cultural Arts, Translation, Healthy Lifestyles <input type="checkbox"/> Scholarships - Continuing Education: School Staff & PTA Volunteers <input type="checkbox"/> DUE: Membership - Award Qualifier	Government Office State PTA Office State PTA Office District	If Raffle Held Optional Optional REQUIRED
NOVEMBER	Assoc Mtg 1 7 15 15 15	<input type="checkbox"/> ELECT: Nominating Committee <input type="checkbox"/> DEADLINE: Membership Remittance (Good Standing) <input type="checkbox"/> ATTEND: District Association Meeting <input type="checkbox"/> DEADLINE: Tax Filings with IRS, FTB, & AG/RCT <input type="checkbox"/> UPLOAD: Copies of Tax Filings to myPTEZ <input type="checkbox"/> DEADLINE: Insurance Premium (\$272)	Remit to District Government Office Copies to District *Remit to AIM*	REQUIRED REQUIRED REQUIRED REQUIRED REQUIRED
DECEMBER	1 TBD 31	<input type="checkbox"/> DEADLINE: Reflections Entries and Forms <input type="checkbox"/> ATTEND: Reflections Showcase <input type="checkbox"/> BEGIN: Audit Report - First Half of Year	District	Optional Optional REQUIRED
JANUARY	31 31 TBD	<input type="checkbox"/> DEADLINE: Workers' Compensation Annual Payroll Report** <input type="checkbox"/> Review Bylaws / Submit Changes to District <input type="checkbox"/> ATTEND: CAPTA Legislation Conference	AIM** TBD	REQUIRED Recommended Optional
FEBRUARY	Assoc Mtg 1 17	<input type="checkbox"/> ADOPT: Audit Report <input type="checkbox"/> DEADLINE: Scholarship: Graduating High School Seniors <input type="checkbox"/> Founders Day Celebration	Copy to District State PTA Office	REQUIRED Optional Optional
MARCH	1 23	<input type="checkbox"/> Convention Registration Opens (lowest rates) <input type="checkbox"/> ATTEND: District Annual Meeting & Event (includes District Board Elections)		Optional REQUIRED
MARCH/APRIL	Assoc Mtg	<input type="checkbox"/> ELECT: Unit Officers (check bylaws for annual meeting date)		REQUIRED
APRIL	TBD 21-23	<input type="checkbox"/> ATTEND: Convention Orientation Webinar <input type="checkbox"/> ATTEND: State Convention (Sacramento, CA)		Optional Optional
MAY	13 15 15 20	<input type="checkbox"/> ATTEND: District Association Meeting and Training <input type="checkbox"/> DEADLINE: Annual Historian Report <input type="checkbox"/> DEADLINE: Roster of 2023-2024 Executive Board <input type="checkbox"/> DEADLINE: Convention Scholarship Report	District District District	REQUIRED REQUIRED REQUIRED If Awarded
JUNE	1 30 30	<input type="checkbox"/> DUE: Final Membership Remittance <input type="checkbox"/> Obtain Bank Account Signature Card for New Officers <input type="checkbox"/> BEGIN: Audit Report - Second Half of Year	District	REQUIRED REQUIRED REQUIRED



***Beginning Fall 2022: Insurance Premiums will be remitted DIRECTLY TO AIM (PTA's Insurance Broker). Do NOT send your insurance premium to District!**

**Links and instructions for the electronic and paper Workers' Compensation Forms will be emailed by AIM in November. Please do NOT use forms from previous years and do NOT submit forms to District PTA.