## 2023-2024 CHECKLIST & REMINDERS

<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Subject</th>
<th>Send To</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Term</td>
<td>Board Mtg</td>
<td>PREPARE:  ☐ IRS 990/990EZ/990N  ☐ FTB Form CA 199/199N  ☐ AG/RCT RRF-1  ☐ AG/RCT CT-TR-1 (if 990N filed with IRS)</td>
<td>Deadline = Nov 15</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>Every Month</td>
<td>1st</td>
<td>REMIT DUES:  ☐ Sep  ☐ Oct ☐ Nov (Good Standing)  ☐ Dec ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun</td>
<td>District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>AUGUST</td>
<td>TBD</td>
<td>Review Bylaws, Due Dates, Proposed Calendar, Preliminary Budget</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>Assoc Mtg</td>
<td>☐ PRESENT:  2022-23 Annual Financial Report</td>
<td>Copy to District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>Assoc Mtg</td>
<td>☐ ADOPT:  Financial Review, Budget, Calendar, Fundraisers</td>
<td>Copies to District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>TBD</td>
<td>☐ UPLOAD:  Copies of presented/adopted documents to myPTEZ</td>
<td>Copies to District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>1</td>
<td>☐ SUBMIT:  Raffle Permit Application for 2024 Calendar Year</td>
<td>Government Office</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>1</td>
<td>☐ Grant Applications - Parent Ed, Cultural Arts, Translation, Healthy Lifestyles</td>
<td>State PTA Office</td>
<td>Optional</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>1</td>
<td>☐ Scholarships - Continuing Education:  School Staff &amp; PTA Volunteers</td>
<td>State PTA Office</td>
<td>Optional</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>9</td>
<td>☐ DUE:  Membership - Award Qualifier</td>
<td>District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>Assoc Mtg</td>
<td>☐ ELECT:  Nominating Committee</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>1</td>
<td>☐ DEADLINE:  Membership Remittance (Good Standing)</td>
<td>Remit to District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>13</td>
<td>☐ ATTEND:  District Association Meeting</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>15</td>
<td>☐ DEADLINE:  Tax Filings with IRS, FTB, &amp; AG/RCT</td>
<td>Government Office</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>15</td>
<td>☐ UPLOAD:  Copies of Tax Filings to myPTEZ</td>
<td>Copies to District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>15</td>
<td>☐ DEADLINE:  Insurance Premium (Amount TBD)</td>
<td><em>Remit to AIM</em></td>
<td>REQUIRED</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>1</td>
<td>☐ DEADLINE:  Reflections Entries and Forms</td>
<td>District</td>
<td>Optional</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>TBD</td>
<td>☐ ATTEND:  Reflections Showcase</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td>31</td>
<td>☐ BEGIN:  Financial Review - First Half of Year</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>JANUARY</td>
<td>31</td>
<td>☐ DEADLINE:  Workers’ Compensation Annual Payroll Report**</td>
<td>AIM**</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>JANUARY</td>
<td>31</td>
<td>☐ Review Bylaws / Submit Changes to District</td>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>Assoc Mtg</td>
<td>☐ ADOPT:  Financial Review for First Half of Year</td>
<td>Copy to District</td>
<td>If Completed</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>1</td>
<td>☐ DEADLINE:  State Raffle Report Form for 2022-23 Year</td>
<td>Government Office</td>
<td>If Permit Received</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>1</td>
<td>☐ DEADLINE:  Scholarship:  Graduating High School Seniors</td>
<td>State PTA Office</td>
<td>Optional</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>17</td>
<td>☐ Founders Day Celebration</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>MARCH</td>
<td>1</td>
<td>☐ Convention Registration Opens (lowest rates)</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>MARCH</td>
<td>21</td>
<td>☐ ATTEND:  District Annual Meeting &amp; Event</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>MARCH/APRIL</td>
<td>Assoc Mtg</td>
<td>☐ ELECT:  Unit Officers (check bylaws for annual meeting date)</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>APRIL</td>
<td>TBD</td>
<td>☐ ATTEND:  Convention Orientation Webinar</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>APRIL</td>
<td>3-5</td>
<td>☐ ATTEND:  State Convention (Ontario, CA)</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>APRIL</td>
<td>15</td>
<td>☐ DEADLINE:  Annual Historian Report</td>
<td>District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>APRIL</td>
<td>15</td>
<td>☐ DEADLINE:  Roster of 2024-2025 Executive Board</td>
<td>District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>APRIL</td>
<td>18</td>
<td>☐ ATTEND:  District Association Meeting and Training</td>
<td>District</td>
<td>Required</td>
</tr>
<tr>
<td>APRIL</td>
<td>20</td>
<td>☐ DEADLINE:  Convention Scholarship Report</td>
<td>If Awarded</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>1</td>
<td>☐ DUE:  Final Membership Remittance</td>
<td>District</td>
<td>REQUIRED</td>
</tr>
<tr>
<td>JUNE</td>
<td>30</td>
<td>☐ Obtain Bank Account Signature Card for New Officers</td>
<td>REQUIRED</td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td>30</td>
<td>☐ BEGIN:  Year-End Financial Review</td>
<td>REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>

*Insurance Premiums are 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.