

# 2024-2025 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 Do NOT remit dues for memberships received through Totem. Those are sent automatically.	District	REQUIRED
AUGUST	TBD	<input type="checkbox"/> Review Bylaws, Due Dates, Proposed Calendar, Preliminary Budget		Recommended
SEPTEMBER	Assoc Mtg	<input type="checkbox"/> PRESENT: 2023-24 Annual Financial Report	Copy to District	REQUIRED
	Assoc Mtg	<input type="checkbox"/> ADOPT: Financial Review, Budget, Calendar, Fundraisers	Copies to District	REQUIRED
	TBD	<input type="checkbox"/> UPLOAD: Copies of presented/adopted documents to myPTEZ	Copies to District	REQUIRED
	9	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
OCTOBER	15	<input type="checkbox"/> Grant Applications - Parent Ed, Cultural Arts, Translation, Healthy Lifestyles	State PTA Office	Optional
	15	<input type="checkbox"/> Scholarships - Continuing Education: School Staff & PTA Volunteers	State PTA Office	Optional
NOVEMBER	Assoc Mtg	<input type="checkbox"/> ELECT: Nominating Committee		REQUIRED
	1	<input type="checkbox"/> SUBMIT: Raffle Permit Application for 2025 <i>Calendar</i> Year	Government Office	If Raffle Planned
	1	<input type="checkbox"/> DEADLINE: Membership Remittance (Good Standing)	Remit to District	REQUIRED
	4	<input type="checkbox"/> ATTEND: District Association Meeting (Online via Zoom)		REQUIRED
	15	<input type="checkbox"/> DEADLINE: Tax Filings with IRS, FTB, & AG/RCT	Government Office	REQUIRED
	15	<input type="checkbox"/> UPLOAD: Copies of Tax Filings to myPTEZ	Copies to District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Insurance Premium (\$288)	*Remit to AIM*	REQUIRED
DECEMBER	2	<input type="checkbox"/> DEADLINE: Reflections Entries and Forms	District	Optional
	TBD	<input type="checkbox"/> ATTEND: Reflections Showcase		Optional
	31	<input type="checkbox"/> BEGIN: Financial Review - First Half of Year		Optional
JANUARY	31	<input type="checkbox"/> DEADLINE: Workers' Compensation Annual Payroll Report**	AIM**	REQUIRED
	31	<input type="checkbox"/> Review Bylaws / Submit Changes to District		Recommended
	TBD	<input type="checkbox"/> ATTEND: CAPTA Legislation Conference	TBD	Optional
FEBRUARY	Assoc Mtg	<input type="checkbox"/> ADOPT: Financial Review for First Half of Year	Copy to District	If Completed
	1	<input type="checkbox"/> DEADLINE: State Raffle Report Form for 2024 Calendar Year	Government Office	If Permit Received
	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
	20	<input type="checkbox"/> ATTEND: District Annual Meeting & Election		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
May	2-4	<input type="checkbox"/> ATTEND: State Convention (Ontario, CA)		Optional
	15	<input type="checkbox"/> DEADLINE: Annual Historian Report	District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Roster of 2025-2026 Executive Board	District	REQUIRED
	20	<input type="checkbox"/> DEADLINE: Convention Scholarship Report	District	If Awarded
JUNE	1	<input type="checkbox"/> DUE: Final Membership Remittance	District	REQUIRED
	28	<input type="checkbox"/> ATTEND: District Association Meeting and Training		REQUIRED
	30	<input type="checkbox"/> Obtain Bank Account Signature Card for New Officers		REQUIRED
	30	<input type="checkbox"/> BEGIN: Year-End Financial Review		REQUIRED



\*Insurance Premiums are remitted DIRECTLY TO AIM (PTA's Insurance Broker).

Do NOT send your insurance premium to District! Late fee applies after 12/20.

\*\*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.