

# 2025-2026 CHECKLIST & REMINDERS

Month	Day	Subject	Send To	Status
<b>JULY</b>	<b>1</b>	<b><u>National PTA \$1.00 Dues Increase Begins. Update dues in Bylaws.</u></b> <b>Update Dues in Totem before 7/1 if necessary.</b>		<b>REQUIRED</b>
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.	Council/District	REQUIRED
<b>AUGUST</b>	Board Mtg	<input type="checkbox"/> Review Bylaws, Due Dates, Proposed Calendar, Preliminary Budget		Recommended
<b>SEPTEMBER</b>	Assoc Mtg	<input type="checkbox"/> PRESENT: 2024-25 Annual Financial Report	myPTEZ/Council/District	REQUIRED
	Assoc Mtg	<input type="checkbox"/> ADOPT: Financial Review, Budget, Calendar, Fundraisers	myPTEZ/Council/District	REQUIRED
	Assoc Mtg	<input type="checkbox"/> UPLOAD: Copies of presented/adopted documents to myPTEZ		REQUIRED
	8	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
<b>OCTOBER</b>	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
<b>FALL/WINTER</b>	Assoc Mtg	<input type="checkbox"/> ELECT: Nominating Committee (check bylaws for meeting date)		REQUIRED
<b>NOVEMBER</b>	1	<input type="checkbox"/> SUBMIT: Raffle Permit Application for 2026 Calendar Year	Government Office	If Raffle Planned
	1	<input type="checkbox"/> DEADLINE: Membership Remittance (Good Standing)	Council/District	REQUIRED
	10	<input type="checkbox"/> ATTEND: District Association Meeting		REQUIRED
	15	<input type="checkbox"/> DEADLINE: Tax Filings with IRS, FTB, & AG/RCT (if FY is 7/1 - 6/30)	Government Office	REQUIRED
	15	<input type="checkbox"/> UPLOAD: Copies of Tax Filings to myPTEZ	myPTEZ/Council/District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Insurance Premium (\$ TBD)	AIM*	REQUIRED
<b>DECEMBER</b>	1	<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
<b>JANUARY</b>	31	<input type="checkbox"/> DEADLINE: Workers' Compensation Annual Payroll Report**	AIM**	REQUIRED
	31	<input type="checkbox"/> Review Bylaws / Submit Changes to District		Recommended
<b>FEBRUARY</b>	Assoc Mtg	<input type="checkbox"/> ADOPT: Financial Review for First Half of Year	myPTEZ/Council/District	If Completed
	1	<input type="checkbox"/> DEADLINE: State Raffle Report Form for 2025 Calendar Year	Government Office	If Permit Received
	1	<input type="checkbox"/> DEADLINE: Scholarship: Graduating High School Seniors	State PTA Office	Optional
	2-3	<input type="checkbox"/> ATTEND: CAPTA Legislation Conference (Sacramento)		Optional
	17	<input type="checkbox"/> Founders Day Celebration		Optional
<b>MARCH</b>	TBD	<input type="checkbox"/> Convention Registration Opens (lowest rates)		Optional
	19	<input type="checkbox"/> ATTEND: District Annual Meeting		REQUIRED
<b>MARCH/APRIL</b>	Assoc Mtg	<input type="checkbox"/> ELECT: Unit Officers (check bylaws for annual meeting date)		REQUIRED
<b>APRIL/MAY</b>	4/30-5/3	<input type="checkbox"/> ATTEND: State Convention (Fresno)		Optional
<b>MAY</b>	15	<input type="checkbox"/> DEADLINE: Annual Historian Report	Council/District	Optional
	15	<input type="checkbox"/> DEADLINE: Roster of 2026-2027 Executive Board	myPTEZ/Council/District	REQUIRED
	15	<input type="checkbox"/> DEADLINE: Convention Scholarship Report	District	If Awarded
<b>JUNE</b>	1	<input type="checkbox"/> DUE: Final Membership Remittance	Council/District	REQUIRED
	27	<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). Check your email for the link/forms.

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

\*\*Links and instructions for Workers' Compensation Forms will be emailed by AIM in the fall.

You MUST submit a form, even if no one was paid.