

# 2025-2026 CHECKLIST & REMINDERS

Month	Day	Subject	Send To	Status
<b>JULY</b>	<b>1</b>	<b>National PTA \$1.00 Dues Increase Begins. Update dues in Bylaws.</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	FF Connect/Council/District	REQUIRED
	Assoc Mtg	<input type="checkbox"/> ADOPT: Financial Review, Budget, Calendar, Fundraisers	FF Connect/Council/District	REQUIRED
	Assoc Mtg <b>8</b>	<input type="checkbox"/> UPLOAD: Copies of presented/adopted documents to FutureFund Connect <sup>1</sup> <input type="checkbox"/> ATTEND: District Association Meeting (online via Zoom)		REQUIRED 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	Government Office	REQUIRED
	15	<input type="checkbox"/> UPLOAD: Copies of Tax Filings to FutureFund Connect	Council/District	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>	4	<input type="checkbox"/> DEADLINE: Insurance Premium (\$ 305)	AIM <sup>2</sup>	REQUIRED
	31	<input type="checkbox"/> DEADLINE: Workers' Compensation Annual Payroll Report <sup>3</sup>	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	FF Connect/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>	1	<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)	FF Connect/Council/District	REQUIRED
<b>APRIL/MAY</b>	4/30-5/3	<input type="checkbox"/> ATTEND: State PTA 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	FF Connect/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

<sup>1</sup> As of November 2025, FutureFund Connect has replaced myPTEZ for roster and document upload and storage. It has also replaced the eBylaws system. Contact District PTA if you need help logging in to FF Connect.

<sup>2</sup> Insurance Premiums are remitted DIRECTLY TO AIM (PTA's Insurance Broker). Check your email for the link/forms.

<sup>3</sup> Links and instructions for Workers' Compensation Forms will be emailed by AIM in December/January.

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