

2026-2027 CHECKLIST & REMINDERS

Month	Day	Subject	Send To	Status
Start of Term	Board Mtg	PREPARE: ☐ IRS 990/990EZ/990N ☐ FTB Form CA 199/199N ☐ AG/RCT RRF-1 ☐ AG/RCF CT-TR-1 (if 990N filed with IRS)	Deadline = Nov 15	REQUIRED
Every Month	1st	REMIT DUES: ☐ Sep ☐ Oct ☐ Nov (Good Standing) ☐ Dec ☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun Do NOT remit dues for memberships received via Totem or FutureFund. Those are sent automatically.	Council/District	REQUIRED
AUGUST	Board Mtg	☐ Review Bylaws, Due Dates, Proposed Calendar, Proposed Budget, Financial Review(s)		Recommended
SEPTEMBER	Assoc Mtg	☐ PRESENT: 2025-26 Annual Financial Report	FF Connect/Council/District	REQUIRED
	Assoc Mtg	☐ ADOPT: Financial Review(s), Budget, Calendar, Fundraisers	FF Connect/Council/District	REQUIRED
	Assoc Mtg	☐ UPLOAD: Copies of presented/adopted documents to FutureFund Connect ¹		REQUIRED
	14	☐ ATTEND: District PTA Association Meeting		REQUIRED
OCTOBER	15	☐ Grant Applications - Parent Ed, Cultural Arts, Translation, Healthy Lifestyles	State PTA Office	Optional
	15	☐ Scholarships - Continuing Education: School Staff & PTA Volunteers	State PTA Office	Optional
FALL/WINTER	Assoc Mtg	☐ ELECT: Nominating Committee (check bylaws for meeting date)		REQUIRED
NOVEMBER	1	☐ SUBMIT: Raffle Permit Application for 2027 Calendar Year	AG/RCF	If Raffle Planned
	1	☐ DEADLINE: Membership Remittance (Good Standing)	Council/District	REQUIRED
	1	☐ DEADLINE: Unit Assessment Fee (\$25) for Out-Of-Council Units	District	REQUIRED
	9	☐ ATTEND: District PTA Association Meeting		REQUIRED
	15	☐ DEADLINE: Tax Filings with IRS, FTB, & AG/RCF	Government Office	REQUIRED
	15	☐ UPLOAD: Copies of Tax Filings to FutureFund Connect	Council/District	REQUIRED
DECEMBER	1	☐ DEADLINE: Reflections Entries and Forms	District	Optional
	TBD	☐ ATTEND: Reflections Showcase		Optional
	31	☐ BEGIN: Financial Review(s) - First Half of Year		Optional
JANUARY	4	☐ DEADLINE: Insurance Premium (\$345)	AIM ²	REQUIRED
	31	☐ DEADLINE: Workers' Compensation Annual Payroll Report ³	AIM	REQUIRED
	31	☐ Review Bylaws / Submit Changes to District		Recommended
FEBRUARY	Assoc Mtg	☐ ADOPT: Financial Review for First Half of Year	FF Connect/Council/District	If Completed
	1	☐ DEADLINE: State Raffle Report Form for 2026 Calendar Year	AG/RCF	If Permit Received
	1	☐ DEADLINE: Scholarship: Graduating High School Seniors	State PTA Office	Optional
	1-2	☐ ATTEND: CAPTA Legislation Conference (Sacramento)		Optional
	17	☐ Founders Day Celebration		Optional
MARCH	1	☐ Convention Registration Opens (lowest rates)		Optional
	18	☐ ATTEND: District PTA Annual Meeting & Election		REQUIRED
MARCH/APRIL	Assoc Mtg	☐ ELECT: Unit Officers (check bylaws for annual meeting date)	FF Connect/Council/District	REQUIRED
APRIL/MAY	4/29-5/2	☐ ATTEND: State PTA Convention (Ontario, CA)		Optional
MAY	15	☐ DEADLINE: Annual Historian Report	Council/District	Optional
	15	☐ DEADLINE: Roster of 2027-2028 Executive Board	FF Connect/Council/District	REQUIRED
	15	☐ DEADLINE: Convention Scholarship Report	District	If Awarded
JUNE	1	☐ DUE: Final Membership Remittance	Council/District	REQUIRED
	26	☐ ATTEND: District PTA Association Meeting and Training		REQUIRED
	30	☐ Obtain Bank Account Signature Card for New Officers		REQUIRED
	30	☐ BEGIN: Year-End Financial Review(s)		REQUIRED

¹ 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.

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

³ 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.