



Common Agenda

August 2018 to October 2018

AUGUST

- 14 **Finalize Unit Budget** - Budget for District Dinners, Trainings, Music Scholarship, Founders Day, Convention. Have them approved at your first board and association meetings.

SEPTEMBER

- 1 **File RRF-1** - must be filed by with the California Attorney General Registry of Charitable Trusts by November 15, 2018. See *Treasurer's Timeline* for details.
- 5 **ATTEND: Council Vs. Council** – at the 31st District Office at 6:00 pm. Join us in the first ever Council Vs. Council. Get to know the 31st District Board of Director, Council Presidents, and other unit leaders like yourself. Participate in trivia and games, or just sit back and enjoy some refreshments. Support your council as they battle to see who will be victorious. **Special Guest – Dianna MacDonald, California State PTA President.**
- 26 **ATTEND: 31st District Fall Training** – at Anatola Elementary at 6:00 pm. \$5 per person if you register before September 14th. Join us and learn more about your new position on the PTA board. This training is mandatory for all new board members.
- 27 **File Taxes** - IRS Form 990, 990EZ, & 990N are due November 15, 2018. All PTA/PTSAs must file a tax return every year Coordinate all records needed to prepare the tax return for the last fiscal year (July 1, 2017 to June 30, 2018). See *Treasurer's Timeline* for details.
- 30 **DUE: Year-End Audit** - Arrange with your auditor for the final audit of unit books for fiscal year 2017-2018. Send two copies to the Council Treasurer.
- 30 **DUE: Treasurer's Annual Report** - Submit two copies to your Council Treasurer for the fiscal year of July 1st, 2017 to June 30th, 2018.

Thirty-First District
PTSA

OCTOBER

- 6 **ATTEND: CAPTA Regional Training** - Join California State PTA for a day of leadership training, workshops, table talks and networking. For just \$25, you'll learn new skills to help you and your PTA succeed. (Includes breakfast and lunch.) Visit capta.org for more detail.
- 10 **DUE: Ready, Set, Remit** - Turn in membership remittance for at least 30 members to receive California State PTA "Ready Set Remit Award". Please mail all money for all current memberships, and continue to remit monthly to your Council Treasurer, see Membership due dates flyer provided by district.
- 15 **Continuing Education Scholarship Applications** - Scholarship applications for Nurses, Teachers/Counselors and Volunteers are due to the California State PTA Office.
- 15 **Grant Applications** - Grant applications for Outreach Translation, Cultural Arts, Healthy Lifestyles, and Parent Education are due to the California State PTA Office.
- 19 **DUE: Insurance Premium Remittance** - General Liability, Directors and Officers Liability, Bonding, and Workers' Compensation Insurance Premium are due to Council Treasurer. Amount due \$233.00 (UNITS). After December 1st, a \$25.00 late fee will be assessed by California State PTA, to maintain a unit in good standing.
- 19 **DUE: Council Assessment Remittance** - due directly to your Council Treasurer. Assessment is to support the council operating expenses.
- 19 **DUE: District Assessment Remittance** - due directly to your Council Treasurer in the amount of \$60.00. Assessment supports district PTA/PTSA trainings, mailings and other expenses.
- 23 **ATTEND: 31st District Membership Dinner** - more information to follow.

Council Remittance

Send two copies of the remittance form with a check made payable to your council. Checks must be signed by 2 authorized officers as per your Unit Bylaws for the following: Remit payment directly to your Council Treasurer for Membership, Insurance, Council and District Assessments, Music Scholarship and Founder's Day.

District Remittance

Send two copies of the remittance form with a check made payable to: 31st District PTSA for the following: District Meetings, Events, Dinners, and "In Memory or In Honor" of contributions to support District Programs.