

## 2016-2017 Due Dates and Deadlines

Follow procedures and remit through channels, to be received by Fifth District.  
Council Units, check with your council for their due date calendars.

WHAT?	DONE?	TO DISTRICT	TO WHOM?
Membership/Reflections Round Table		July 26	Lynda Dykes
Unit/Council 2015-2016 Annual Financial Reports		October 6	PTAEZ.org
Unit/Council 2015-2016 End of Year Audits, Jan. - June.		October 6	Rosemary Batista
Unit/Council 2016-2017 Annual Budgets		October 6	District Office
Council Assessment fee \$75.00 per council		October 6	Ray Kinyon
Ready, Set... Remit! Award – 30 members		October 15	Lynda Dykes
Superintendent/Administrators Event		TBD	Mary Anderson
Unit \$221.00/Council \$159.00 Insurance Premium		November 3	Ray Kinyon
Reflections Entries from Council/OOC Units		November 10	Lynda Dykes
990 Federal Tax Return/199 State Tax Return		November 15	IRS & FTB
First remittance of per capita dues - Minimum of 15 members to remain in good standing		November 15	Ray Kinyon
CAPTA grant applications for cultural arts, healthy lifestyles, outreach translation and/or parent education		November 15	CA PTA
RRF-1 (Charitable Trust Number Yearly Renewal)		November 15	PTAEZ.org
Copies of Taxes filed or e-postcard confirmation & RRF-1		December 1	PTAEZ.org
Workers Compensation Form (Jan 4, 2016-Jan 3, 2017)		December 1	District Office
CAPTA Graduating Senior High scholarship applications due		February 1	CAPTA
Teachers Matter...Members Matter Award ( <i>Application Required</i> )		February 2	CAPTA
Membership & Outreach Spotlight Award ( <i>Application Required</i> )		February 2	CAPTA
HSA/ Founders Day Event		TBD	Yvonne Molles
Membership Challenge		March 31	CAPTA
2015-2016 Mid-year fiscal audits due, July - Dec.		April 6	Rosemary Batista
State Convention Orientation & Association Meeting		April 6	Lynda Dykes
Historian Reports		May 1	Mirna Ruiz
2017-2018 Unit and Council Rosters		May 1	District Office
California State PTA Convention, San Jose, California		April 28-30	-----
Leadership Training Workshop & Association Meeting		June TBD	Rosemary Batista
Final remittance of per capita dues		June 10	Ray Kinyon
Membership Award "100% Connected" requirements due		June 30	CAPTA