

## 2018-2019 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 Training		August TBD	Elena Soltero
Unit/Council 2017-2018 Annual Financial Reports		October 4	PTAEZ.org
Unit/Council 2017-2018 End of Year Audits, Jan. - June.		October 4	PTAEZ.org
Unit/Council 2017-2018 Annual Budgets		October 4	PTAEZ.org
Council Assessment fee \$75.00 per council		October 4	Carol Malone
CAPTA Regional Leadership Conference		October 6	CAPTA
Ready, Set... Remit! Award – 30 members		October 11	Carol Malone
Unit <b>\$233</b> /Council <b>\$166</b> Insurance Premium		November 1	Carol Malone
Reflections Entries from Council/OOC Units		November 30	Elena Soltero
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	Carol Malone
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 6	PTAEZ.org
Workers Compensation Form (Jan 4, 2017-Jan 3, 2018)		December 6	PTAEZ.org
Superintendent Roundtable Program		December 6	Mirna Ruiz
CAPTA Graduating Senior High scholarship applications due		February 1	CAPTA
Membership & Outreach Spotlight Award ( <i>Application Required</i> )		February 1	CAPTA
HSA/ Founders Day Program		TBD	Rosemary Batista
CAPTA Membership Challenge		March 7	Carol Malone
2018-2019 Mid-year fiscal audits due, July - Dec.		April 4	PTAEZ.org
State Convention Orientation & Association Meeting		April 4	Elena Soltero
Historian Reports		May 1	Anne McClelian
2018-2019 Unit and Council Rosters		May 1	PTAEZ.org
California State PTA Convention, Monterey, California		May 16-18	-----
Leadership Training Workshop & Association Meeting		June TBD	Ray Kinyon
Final remittance of per capita dues		June 10	Carol Malone
Membership Award "100% Connected" requirements due		June 30	CAPTA