

## 2019-2020 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.

**NOTE:** If you need assistance with PTAEZ.org or with cannot scan or save the document to a PDF, please contact your council or the district office.

WHAT?	DONE?	TO DISTRICT	TO WHOM
Membership Training		TBD	Mirna Ruiz
CA PTA Regional Leadership Conference		September 7	CA PTA
Unit/Council 2018-2019 Annual Financial Reports		October 3	PTAEZ.org (see note)
Unit/Council 2018-2019 End of Year Audits, Jan. - June.		October 3	PTAEZ.org (see note)
Unit/Council 2018-2019 Annual Budgets		October 3	PTAEZ.org (see note)
Council Assessment fee \$75.00 per council		October 3	Ray Kinyon
Ready, Set... Remit! Award – 30 members		October 15	Ray Kinyon
Unit \$232 / Councils \$160 Insurance Premium		November 7	Ray Kinyon
Superintendent Roundtable Program		November 13	Heather Holland
990/990EZ/990N Federal Tax Return filed with IRS		November 15	IRS
199/199N State Tax Return files with FTB		November 15	FTB
RRF-1 (Charitable Trust Number Yearly Renewal)		November 15	CA Attorney General
First remittance of per capita dues <i>Minimum of 15 members to remain in good standing</i>		November 15	Ray Kinyon
CAPTA grant applications for cultural arts, healthy lifestyles, outreach translation and/or parent education		November 15	CA PTA
Reflections Entries from Council/OOC Units		December 5	Glenda Montecino
IRS Federal, CA State FTB Taxes and RRF-1 Charitable Trust Renewal uploaded to PTAEZ.org		December 5	PTAEZ.org (see note)
Workers Compensation Form ( <i>Jan 4, 2019-Jan 3, 2020</i> )		January 10	PTAEZ.org (see note)
Legislation Conference, Sacramento, CA		January 13-14	-----
CAPTA Graduating Senior High scholarship applications due		February 1	CA PTA
Membership & Outreach Spotlight Award ( <i>Application Required</i> )		February 1	CA PTA
HSA/ Founders Day Program		TBD	TBD
“Do Good Things for your PTA Membership” - Membership Challenge ( <i>Application Required</i> )		March 31	CA PTA
CA PTA Membership Challenge		March 13	Ray Kinyon
2019-2020 Mid-year audits due ( <i>July 1, 2019 to December 31, 2020</i> )		April 4	PTAEZ.org
State Convention Orientation & Association Meeting		TBD	Valerie Griffith
Historian Report		May 1	Audrey Guentert
2020-2021 Unit and Council Rosters		May 1	PTAEZ.org (see note)
California State PTA Convention, Riverside, California		May 15-17	-----
Leadership Training Workshop & Association Meeting		June TBD	TBD
Final remittance of per capita dues		June 7	Ray Kinyon