

## 2020-2021 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's DUE	DONE?	DISTRICT	TO WHOM
Membership Training		TBD	Tiffany Cameron
CA PTA Regional Leadership Conference		TBD	CA PTA
2019-2020 Annual Financial Report (July 1, 2019 to June 30, 2020)		October 1	PTAEZ.org (see note)
2019-2020 Year-End Audit ( <i>January 1, 2020 to June 30, 2020</i> )		October 1	PTAEZ.org (see note)
2020-2021 Annual Budget (July 1, 2020 to June 30, 2021)		October 1	PTAEZ.org (see note)
Council Assessment fee \$75.00 per council		October 3	Ray Kinyon
Ready, Set... Remit! Award (Minimum 30 members)		October 15	Ray Kinyon
Insurance Premium. Units \$258 / Councils \$178		November 5	Ray Kinyon
Superintendent Roundtable Program		TBD	Heather Holland
990/990EZ/990N Federal Tax Filing		November 15	IRS
199/199N State Tax Filing		November 15	FTB
RRF-1 - Charitable Trust Renewal (Include CT-TR-1 if Filed 990N with IRS)		November 15	CA Attorney General
First remittance of per capita dues ( <i>Minimum of 15 members</i> )		November 15	Ray Kinyon
Reflections Entries from Council / OOC Units		December 3	Glenda Montecino
IRS Federal, CA State FTB Taxes and RRF-1 Charitable Trust Renewal uploaded to PTAEZ.org		December 3	PTAEZ.org (see note)
Workers Compensation Form ( <i>Jan 4, 2020-Jan 3, 2021</i> )		January 7	PTAEZ.org (see note)
Legislation Conference, Sacramento, CA		January 11-12	-----
HSA/ Founders Day Program		TBD	TBD
CA PTA Membership Challenge		March 13	Ray Kinyon
2020-2021 Mid-year audits due ( <i>July 1, 2020 to December 31, 2021</i> )		April 1	PTAEZ.org
State Convention Orientation		TBD	TBD
Historian Report		May 1	Audrey Guentert
2021-2022 Unit and Council Rosters		May 1	PTAEZ.org (see note)
California State PTA Convention, Sacramento California		May 15-17	-----
Leadership Training Workshop & Association Meeting		June TBD	TBD
Final remittance of per capita dues		June 11	Ray Kinyon