

## 2021-2022 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 MyPTEZ.com 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		TBA	Christine Kuzdal
2020-2021 Annual Financial Report (July 1, 2020 to June 30, 2021)		October 1	myPTEZ.com (see note)
2020-2021 Year-End Audit ( <i>January 1, 2021 to June 30, 2021</i> )		October 1	myPTEZ.com (see note)
2020-2021 Annual Budget (July 1, 2020 to June 30, 2021)		October 1	myPTEZ.com (see note)
Council Assessment fee \$75.00 per council		October 7	Tameka Ponce
Ready, Set... Remit! Award (Minimum 30 members)		October 15	Tameka Ponce
Insurance Premium. Units (TBA) / Councils (TBA)		November 4	Tameka Ponce
Superintendent Roundtable Program		Nov/Dec	Ray Kinyon
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	Tameka Ponce
Reflections Entries from Council / OOC Units		December 3	Ray Kinyon
IRS Federal, CA State FTB Taxes and RRF-1 Charitable Trust Renewal uploaded to PTAEZ.org		December 3	myPTEZ.com (see note)
Workers Compensation Form ( <i>Jan 4, 2021-Jan 3, 2022</i> )		January 21	myPTEZ.com (see note)
Legislation Conference, Sacramento, CA		January 2022	-----
Honorary Service Awards/ Founders Day Program		March/April	Ray Kinyon
CA PTA Membership Challenge		March 13	Tameka Ponce
2021-2022 Mid-year audits due ( <i>July 1, 2021 to December 31, 2022</i> )		April 1	PTAEZ.org
State Convention Orientation		TBA	TBA
Historian Report		May 1	Rosemary Batista
2022-2023 Unit and Council Rosters		May 1	myPTEZ.com (see note)
California State PTA Convention, Sacramento California		May 15-17	-----
Leadership Training Workshop & Association Meeting		June/July/August	Catherine Schreiber
Final remittance of per capita dues		June 15	Tameka Ponce