

2023-2024 Due Dates

Remit through channels to Fifth District PTA.

In-council units, check with your council for its due date list.

NOTE: If you need assistance with myPTEZ.com or cannot scan or save a document to a PDF, please contact your council if your unit is in a council or the Fifth District office (office@fifthdistrictpta.org) if your unit is not in a council.

WHAT'S DUE	DONE?	BY WHEN	TO WHOM
2023-2024 Roster of Officer Information (<i>units and councils</i>)		July 1	myPTEZ
2022-2023 Annual Financial Report (<i>July 1, 2022, to June 30, 2023</i>)		October 1	myPTEZ
2022-2023 Year-End Audit (<i>January 1, 2023, to June 30, 2023</i>)		October 1	myPTEZ
2023-2024 Annual Budget (<i>July 1, 2023, to June 30, 2024</i>)		October 1	myPTEZ
Council Assessment Fee of \$75.00 (<i>councils only</i>)		October 1	Christine Kuzdal*
Continuing Education Scholarship Applications**		October 15	CA State PTA
High School Seniors Scholarship Applications ***		October 15	CA State PTA
Grant applications for cultural arts, healthy lifestyles, outreach translation, and parent education****		October 15	CA State PTA
Ready, Set... Remit! Award (<i>minimum 30 members</i>)		October 15	Christine Kuzdal*
Rosters in myPTEZ (<i>final deadline or disband November 1</i>)		October 15	myPTEZ
National PTA Reflections Theme Search Entries		November 1	CA State PTA
Insurance Premium: Units (TBD) / Councils (TBD) (<i>for budgets only, estimate unit = \$275, council = \$190</i>)		November 4	AIM Insurance
990/990EZ/990N Federal Tax Filing		November 15	Internal Revenue Service
199/199N State Tax Filing		November 15	Franchise Tax Board
RRF-1 -- Charitable Trust Renewal (<i>include CT-TR-1 if unit/council filed 990N with IRS</i>)		November 15	CA Attorney General
First Remittance of Per Capita Dues (<i>minimum of 15 members</i>)		November 15	Christine Kuzdal*
Reflections Entries from Council and Out-of-Council Units		December 7	Rosemary Batista
IRS Federal Tax Form, CA State FTB Tax Form, and RRF-1 Charitable Trust Renewal		December 2	myPTEZ
Workers' Compensation Form (<i>January 4, 2023, to January 3, 2024</i>)		January 20	myPTEZ
Final Membership Remittance for CA PTA Membership Challenge		March 17	Christine Kuzdal*



2023-2024 Mid-Year Audit (<i>July 1, 2023, to December 31, 2023</i>)		April 1	myPTEZ
Historian Report		May 1	Heather Porro*****
2024-2025 Roster of Officer Information (<i>units and councils</i>)		May 1	myPTEZ
Final Remittance of Per Capita Dues		June 16	Christine Kuzdal*

- * Christine Kuzdal, Fifth District PTA Treasurer, 6538 Applewood St., Highland, CA 92346
- ** Visit: <https://capta.org/programs-events/scholarships/continuing-education/>
- *** Visit: <https://capta.org/programs-events/scholarships/graduating-high-school-seniors/>
- **** Visit: <https://capta.org/programs-events/scholarships/grants-awards/>
- ***** Send Historian Reports to historian@fifthdistrictpta.org