

## 2017 - 2018 CALENDAR for Units and Councils in Peralta District PTA

**Note: Please keep this for reference and planning.**

1. PTAs need to have an executive board meeting every month and remit per capita (membership dues) through channels in month collected.
2. For units in council, "through channels" means remit to your council.
3. Units in council must meet their council's due dates. Councils and out of council units must meet Peralta's due dates.
4. Presidents or their representatives are expected to attend the Peralta District PTA association meetings.

Events & Meetings	Due Dates for Councils & Out of Council Units	Typical unit tasks
<p><b>JUNE 2017</b></p> <p>3 - <i>Peralta's ANNUAL TRAINING and ASSOCIATION MEETING</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Officer contact info in PTAEZ</li> <li><input type="checkbox"/> Submit any Financial Reports/copies of tax filings not yet forwarded</li> <li><input type="checkbox"/> Annual Historian Report</li> </ul>	<p>President-elect meets with Principal regarding summer plans for PTA &amp; tentative calendar</p> <p>Attend all leadership training</p> <p>Have committee meetings, get organized, plan</p> <p>Organize files received from predecessor</p>
<p><b>JULY 2017</b></p> <p><b>AUGUST 2017</b></p> <p>28 – <i>Peralta's TRAINING and ASSOCIATION MEETING</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remit any per capita ("per caps") found in end of year audit to have not been submitted during previous year by 7/31</li> </ul> <p><b>Submit these reports:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Year End (2016-17) Financial Report</li> <li><input type="checkbox"/> End of Year (2016-17) Audit (Audit Report form, checklist and any recommendations/findings)</li> </ul>	<p>Take office on July 1 – beginning of fiscal year</p> <p>Outgoing auditor prepares end of year audit</p> <p>Outgoing Treasurer prepares Year End Annual Financial Report (&amp; can file taxes)</p> <p>Change signature cards at bank</p> <p>Executive board meeting during summer:</p> <ul style="list-style-type: none"> <li>• decide on goals, programs, review draft calendar</li> <li>• plan for Reflections, CAPTA grants, convention resolutions</li> <li>• present programs &amp; budget to board for review</li> <li>• copies of bylaws to whole board, review</li> <li>• present financial reports &amp; final calendar approval</li> </ul>

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<p><b>SEPTEMBER 2017</b></p>	<p><input type="checkbox"/> Remit per caps as collected</p> <p><i>Submit these reports:</i></p> <p><input type="checkbox"/> Year End (2016-17) Financial Report</p> <p><input type="checkbox"/> End of Year (2016-17) Audits</p> <p><input type="checkbox"/> Budget for 2017-18</p>	<p>Association meeting:</p> <ul style="list-style-type: none"> <li>• Adopt year end audit &amp; year end financial report</li> <li>• Approve proposed programs/projects and fundraisers</li> <li>• Approve updated budget</li> </ul> <p>Membership campaign kick-off</p> <p>Reflections program kick-off</p>
<p><b>OCTOBER 2017</b></p> <p>1 - Submit Intent-Conv. Resolution</p> <p>15 - CAPTA Grant Applications due</p>	<p><input type="checkbox"/> Per caps for 30 members by 10/15 to Peralta to qualify for <b>Ready Set Remit Award</b></p> <p><input type="checkbox"/> Remit insurance premium by 11/30</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>To remain a “unit in good standing” and retain their PTA charter, Peralta must receive:</b></p> <ul style="list-style-type: none"> <li>• <b>per capita for min. of 15 members by 11/15 and</b></li> <li>• <b>insurance premium by 11/30</b></li> </ul> </div>
<p><b>NOVEMBER 2017</b></p> <p>15 - Tax filing day</p>	<p><input type="checkbox"/> File tax forms &amp; RRF-1 by 11/15 <u>or</u></p> <p><input type="checkbox"/> File for extension to submit tax forms</p> <p><input type="checkbox"/> Remit per caps by 11/15</p> <p><input type="checkbox"/> Remit insurance by 11/30</p>	
<p><b>DECEMBER 2017</b></p> <p>6 - Reflections Entries to Peralta <i>(This is a tentative date.)</i></p>	<p><input type="checkbox"/> Remit late fee if insurance premium remitted after Nov 30</p> <p><input type="checkbox"/> Remit per capita</p> <p><input type="checkbox"/> Submit copies of tax filings</p>	<p>Prepare books for mid-year audit</p>
<p><b>JANUARY 2018</b></p> <p>13 - <b>Peralta's Reflections Event</b> <i>(This is a tentative date.)</i></p>	<p><input type="checkbox"/> Submit Workers Comp Report</p> <p><input type="checkbox"/> Pay WC surcharge <i>(if required)</i></p> <p><input type="checkbox"/> Complete mid-year (2017-18) Audit</p>	<p>Consider applying for Spotlight Award</p> <p>Complete mid-year audit</p> <p>Workers Comp Report form/surcharge due</p> <p>Association Meeting:</p> <ul style="list-style-type: none"> <li>• Elect Nominating Committee</li> <li>• Elect convention delegates</li> <li>• Mid-year membership push</li> </ul>

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<p><b>FEBRUARY 2018</b></p>	<p><input type="checkbox"/> Submit copy of midyear audit <i>(Can submit before it is adopted by association)</i></p>	<p>Present mid-year audit to executive board Review budget - need to amend? Notify membership of slate of officers (28 days before election) Celebrate PTA Founders Day:  <ul style="list-style-type: none"> <li>• Award Honorary Service awards</li> <li>• Collect &amp; remit Freewill Offering</li> </ul> </p>
<p><b>MARCH 2018</b> TBD-CAPTA Legislative Conference <b>5 - Peralta ASSOC MTG</b> <i>(This is a tentative date.)</i></p>	<p><input type="checkbox"/> Remit any per capita identified in the membership reconciliation of mid year audit as not having been remitted</p>	<p>Promote convention attendance Register for convention Association Meeting in March or April:</p> <ul style="list-style-type: none"> <li>• Elections for following year</li> <li>• Adopt mid-year audit</li> <li>• Elect delegates to CAPTA Convention</li> </ul>
<p><b>APRIL 2018</b> 27-29 California State Convention in Ontario, CA</p>		
<p><b>MAY 2018</b></p>	<p><input type="checkbox"/> Enter 2018-19 Officer Contact into PTAEZ by May 15th <input type="checkbox"/> Historian Reports with volunteer hours due to Peralta by May 15th</p>	<p>Contact info for officers to council/district President-elect meeting with officers-elect:  <ul style="list-style-type: none"> <li>• Plan, ratify chairmen, discuss goals, proposed budget</li> <li>• Plan to send officers-elect to training</li> </ul> </p>
<p><b>JUNE 2018</b> 1 – State PTA will consider units without president info in PTAEZ to be “not in good standing” 2 - <b>PERALTA ASSOC. MTG and Annual Training</b> <i>(This is a tentative date.)</i></p>	<p><input type="checkbox"/> Remit final per capita to be counted for 2017-18 year. <i>Peralta must receive by June 15<sup>th</sup> to process by end of fiscal year</i></p>	<p>Invite incoming officers to last board meeting Pass on materials, procedure books, etc Be sure all per capita has been remitted Arrange for Yr End Annual Financial Report and summer audit to take place <u>after June 30</u> Send officers to Peralta training</p>