

## Due Dates – Los Alamitos PTA Council (2016 – 2017)

Due Date	Materials Due	Where / Who	Notes
<b>September 26</b>	Unit Insurance Premiums (\$222)	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> </ul>
	Unit Assessment (\$200)	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> </ul>
	Membership Dues	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> <li>30 Memberships to be eligible for "Ready, Set, Remit" Award</li> </ul>
	Adopted Unit Annual Financial Reports (2015 – 2016)	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council President &amp; Treasurer</li> </ul>
	Adopted Unit Budget (2016 – 2017)	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council President &amp; Treasurer</li> </ul>
	Adopted Unit Audit (January 1, 2016 – June 30, 2016)	Council Auditor	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council Auditor &amp; President</li> <li>Please include checklist and recommendations</li> <li>Audits need to be completed for all bank accounts</li> </ul>
	Copies of Filed Tax Forms	Council Treasurer	<ul style="list-style-type: none"> <li>Email to Council Treasurer</li> <li>Upload to PTAEZ Document Management</li> <li>Taxes need to be completed for all bank accounts</li> <li>State 199, Federal 990 &amp; RRF-1 for Charitable Trust</li> </ul>
	Adopted Unit Calendars	Council Meeting (President)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting and email to Council President</li> </ul>
	Unit Roster	Council Meeting (President)	<ul style="list-style-type: none"> <li>Bring two copies to Council Meeting and bring email to Council President</li> </ul>
<b>October 21</b>	Reflections Entries	Council Reflections Chair	<ul style="list-style-type: none"> <li>Please contact Maria Osorio to arrange delivery</li> </ul>
<b>October 24</b>	Membership Dues	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> <li>15 Memberships per unit to remain in good standing</li> </ul>
	Remaining Insurance Premiums	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> <li>LATE FEE ASSESSED IF RECEIVED AFTER 12/3/16</li> </ul>
	Worker's Compensation Annual Payroll Report	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Payment due (if necessary)</li> <li>Bring two copies to Council meeting</li> <li>Contact Council if your unit employs anyone</li> </ul>
	Copies of filed tax forms	Council Treasurer	<ul style="list-style-type: none"> <li>Email to Council Treasurer</li> <li>Upload to PTAEZ Document Management</li> </ul>
	Remaining copies of adopted Annual Financials & Budgets	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council President &amp; Treasurer</li> </ul>
	Remaining copies of adopted Audits	Council Meeting (Auditor)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council Auditor &amp; President</li> </ul>
<b>November 15</b>	<b><i>All units must file 990, 199 &amp; RRF - 1</i></b>		<ul style="list-style-type: none"> <li>Upload to PTAEZ Document Management</li> <li>Type of 990 &amp; 199 depends on gross receipts of your PTA</li> </ul>
<b>November 28</b>	Membership Dues	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> </ul>
	Remaining Insurance Premiums & Unit Assessments	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Use Council Remittance Form</li> <li>Final deadline for unit to remain in good standing</li> </ul>
	Remaining copies of adopted Audits	Council Auditor	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council Auditor &amp; President</li> <li>Final deadline for unit to remain in good standing</li> </ul>
	Remaining Workers Compensation Annual Payroll Reports	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Final deadline for unit to remain in good standing</li> </ul>
	Remaining copies of filed tax forms	Council Treasurer	<ul style="list-style-type: none"> <li>Email to Council Treasurer</li> <li>Upload to PTAEZ Document Management</li> <li>Final deadline for unit to remain in good standing</li> </ul>
	Remaining copies of unit calendars and rosters	Council Meeting (President)	<ul style="list-style-type: none"> <li>Email to Council President &amp; one copy to Council meeting</li> </ul>
	Remaining copies of adopted Budgets and Financial Reports	Council Meeting (Treasurer)	<ul style="list-style-type: none"> <li>Bring two copies to Council meeting</li> <li>Email to Council President &amp; Treasurer</li> <li>Final deadline for units to remain in good standing</li> </ul>

<b>December 1</b>	Reflections entries due to 4 <sup>th</sup> District	Council Reflections Chair	
<b>January 8</b>	RSVP for Council Luncheon	Council Hospitality Chair	• Please invite your principals
	Luncheon payment due for unit's attendance	Council Treasurer	• Cost of Luncheon TBD • Mail to Council Treasurer
<b>January 28</b>	Membership Dues	Council Meeting (Treasurer)	• Use Council Remittance Form
	Membership Unit Awards Applications	4 <sup>th</sup> District	• Application will be posted on 4 <sup>th</sup> District website
	Unit Adopted Midyear Audit (July 1, 2016 – December 31, 2016)	Council Meeting (Auditor)	• Email to Council Auditor • Bring two copies to Council meeting
<b>February (TBD)</b>	Fourth District Unit Awards & Applications	Submit to 4 <sup>th</sup> District	• Application will be posted on 4 <sup>th</sup> District website
<b>February 22</b>	Membership Dues	Council Meeting (Treasurer)	• Use Council Remittance Form
	Unit Adopted Midyear Audit (July 1, 2016 – December 31, 2016)	Council Meeting (Auditor)	• Email to Council Auditor • Bring two copies to Council meeting
<b>March 10</b>	"Do Good Things For Your PTA Membership" Application Due	Submit online	• Applications available on CAPTA website
<b>March 27</b>	Membership Dues	Council Meeting (Treasurer)	• Use Council Remittance Form
	Unit Officer Lists for 2017 – 2018	Upload to PTAEZ	
	Remaining copies of midyear Audits	Council Meeting (Auditor)	• Bring two copies to Council meeting • Email to Council Auditor & President
	Unit Historian Reports	Council Meeting (Historian)	• Volunteer hours for 7/1/16 – 6/30/17 • Bring two copies to Council meeting • Email to Council Historian & President
<b>April 24</b>	Membership Dues	Council Meeting (Treasurer)	• Use Council Remittance Form
	Unit Officer Lists for 2017 – 2018	Council President	• Upload to PTAEZ
	Unit Historian Reports	Council Meeting (Historian)	• Bring two copies to Council meeting • Email to Council Historian & President
<b>May 22</b>	Membership Dues	Council Meeting (Treasurer)	• Use Council Remittance Form
	Order Membership envelopes	Order via 4 <sup>th</sup> District	• Contact Council Membership Chair for order form
<b>June 1</b>	Unit Officer Lists for 2017 – 2018	Council President	• Enter into PTAEZ
	Final remittance for Membership	Council Treasurer	• Mail to Council Treasurer • Use Council Remittance Form
	Order Membership envelopes	Order via 4 <sup>th</sup> District	• Contact Council Membership Chair for order form

**NOTES:**

- Please make all checks payable to: *Los Alamitos PTA Council*.
- Council Remittance Forms need to be turned in with all payments to Council.
- All items needing "adoption" must have adoption date when turned into Council.
- When emailing documents to the Treasurer, Auditor, etc., please be sure to CC Council President on all emails.

**Council President**

Andrea Hitzke  
ahitzke@aol.com

**Council Treasurer**

Barb Ringhofer  
barb\_ringhofer@yahoo.com

**Council Auditor**

David Barton  
davidsbarton@aol.com

**Council Membership Chair**

Maureen Wauters  
maureen.wauters@gmail.com

**Council Reflections Chair**

Maria Osorio  
osoriome@aol.com

**Council HSA**

Paurvi Trivedi  
paurvi@yahoo.com