

2022/2023 DUE DATES

**The following dates are Ninth District PTA due dates. (Exceptions: IRS, FTB, AG and AIM Insurance)
 Council should set due dates reflective of the time required to process unit remittance and forward remittance to Ninth District by the district due date. If Out of Council remit directly to Ninth District PTA.*

MEMBERSHIP DUES	DUE DATE
2022/2023 Membership Award Qualification	October 20
2022/2023 Membership remittance of per capita dues (Minimum 1 st 15 members)	November 15 Membership remittance is due monthly.
Final Installment of per capita membership dues for 2022/2023	May 31 if TOTEM June 15 if by check
INSURANCE	2022/2023
2022/2023 Insurance Premium Due (<ul style="list-style-type: none"> Unit Amount \$272.00 Council Amount \$188.00 	December 20 Insurance due directly to AIM Insurance
2022/2023 Workers Compensation Annual Payroll Report	January 31 Send reports directly to AIM, California State PTA's insurance broker.
GOVERNMENT AGENCY REQUIRED RETURNS	FILING FOR 2021/2022
2021/22 IRS 990/990EZ or 990N Information Return	Due to governmental entity, 15th day of the 5 th month after *fiscal year end. (*See bylaws)
2021/22 FTB 199 or 199N Information Return	Due to governmental entity, 15th day of the 5 th month after *fiscal year end. (*See bylaws)
2021/22 Attorney General (AG) RRF-1 and CT-T1 Information return	Due to governmental entity, 15th day of the 5 th month after *fiscal year end. (*See bylaws)
Upload copies of all reports and filings to MYPTEZ, or send through channels, to Ninth District PTA	November 15
FINANCE FORMS	2021/2022 Year End Reports and 2022/2023 Audit and Budget Reports
2021/22 Year End Financial Report	October 15
2021/2022 End of Year Audit - January 1 thru June 30	October 15
2022/2032 Mid-Year Audit - July 1 thru December 31	April 15
2022/2023 Adopted Budget	October 15
ANNUAL HISTORIAN REPORTS FOR	2022/2023
Calculate all volunteer hours for the year from July 1 thru June 30. Project ahead and estimate as closely as possible the number of hours volunteers will spend in PTA activities through June 30.	May 1
ROSTER OF OFFICERS	2022/2023
Unit and council officers. Please provide the following: Officer title, name, home address, email address, home and cellular phone numbers.	May 15

**Materials/remittances are to be received in the Ninth District PTA office on or before the date specified.*

**Units must observe council due dates. All remittance is through PTA channels: Unit PTA to Council PTA, Council PTA to District PTA, and District PTA to State PTA. If Out of Council remit directly to Ninth District PTA.*

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