SAMPLE FINANCIAL CALENDAR

**UPON ELECTION** (SPRING)

• Treasurer-elect chairs budget committee.

• Board-elect develops and adopts preliminary budget, based on proposed PTA

programs for the upcoming year.

• Present the proposed budget to the current executive board and the membership at the

last PTA meeting of the year. (This allows board-elect the ability to cover routine

summer expenses as outlined in the bylaws.)

**BEGINNING OF THE SCHOOL YEAR: (AUGUST-SEPTEMBER)**

• Re-present budget to association for adoption at its first meeting.

• Send approved audit and year-end financial report and current year budget to council

or district as directed.

• Send the first remittance of per capita dues through channels. Send monthly

thereafter.

**OCTOBER**

• Prepare tax forms and file as required. Forward copies of tax returns to council or

district as directed.

**NOVEMBER/DECEMBER**

• Submit books and financial records for mid-year audit, as specified in the bylaws.

• Revise budget, if necessary.

• Pay annual U.S. Postal Service Bulk Mailing

permit fee, if required.

• Ensure that Workers’ Compensation form and

insurance surcharges have been forwarded through channels.

**FEBRUARY**

• Send Founders Day freewill offering through channels to district PTA, when collected.

The event may be held during a month other than February.

• Determine if convention registration fees need to be paid.

**MARCH**

• Ensure all per capita dues have been forwarded through channels, in accordance with

established due dates.

**APRIL**

• Issue convention checks for authorized expenditures for elected delegates.

**MAY/JUNE**

• Ensure all per capita dues have been forwarded through channels.

• Attend workshops for financial officers, when offered.

• Submit books and financial records to outgoing auditor for end-of-term audit, as

stipulated in the bylaws (after close of fiscal year).

• Give financial records and materials to the incoming financial officer (except those in

audit).

• Obtain new bank account signature cards to assist the incoming officers.

• Prepare Annual Financial Report and tax returns (end of fiscal year).

• Send checks for insurance premiums through channels. Do not send checks directly

to the California State PTA office or the insurance broker. The premium must have

been forwarded through PTA channels to be received in the California State PTA office

by December 20, or a late fee of $25 will be assessed by the California State PTA.

Postmarks are not accepted.

• Complete and send the Workers’ Compensation Annual Payroll Report through

channels whether or not the association has employees.

• Review California State PTA Toolkit 5.11 PTA as an Employer for additional filing

requirements.

Other pertinent dates should be added (or adjusted) to the calendar to meet timeframes

specific to each PTA and fiscal year.