

2018-2019 PTA COUNCIL CALENDAR

	Deliverable or Meeting
SEPTEMBER	
9/26/18	PTA Council Association Meeting, 6:30-8:00pm, ESC Board Room
9/28/18	End of Year Audit due to Council (Audit period 1/1/18-6/30/18)
9/28/18	End of Year Financial Report due to Council (fiscal year ending 6/30/18)
OCTOBER	
10/1/18	Non-profit Raffle Report Form CT-NRP-2 (period 9/1/17-8/31/18) due to CA Attorney General
10/1/18	1st installment of Per capita dues submitted to Council
NOVEMBER	
11/1/18	2nd installment of Per capita dues submitted to Council
11/2/18	Reflections entries due to Council – Drop off at Gallardo Elementary or Riverview STEM Academy
11/15/18	2016 Federal & State taxes submitted to IRS/FTB.
11/15/18	RRF-1 form submitted to CA Attorney General
11/16/18	Insurance premium due to Council Treasurer (\$232)
11/19/18	Copies of 2017 Fed & State taxes, RRF-1 form and CT-NRP-2 form due to Council
DECEMBER	
12/1/18	Insurance premium due to Council with late fee (\$232 + \$25 late fee)
12/1/18	3rd installment of Per capita dues submitted to Council
12/14/18	Workers Comp form due to Council
JANUARY	
1/1/19	4th installment of Per capita dues submitted to Council
1/15/19	Last day to accept Insurance Premium with late fee (\$232 + \$25 late fee)
1/23/19	PTA Council Association Meeting – CANCELLED*
FEBRUARY	
2/1/19	5th installment of Per capita dues submitted to Council
2/1/19	Mid-yr Audit due to Council Treasurer (audit period 7/1/18-12/31/18)
2/25/19*	PTA Council Association Meeting, 6:30-8:30pm, ESC*
MARCH	
3/1/19	Final installment of Per capita dues submitted to Council
3/27/19	PTA Council Association Meeting, 6:30-8:00pm, ESC Cafe
MAY	
5/1/19	2019-2020 Roster due to Council
5/1/19	Historian Report due to Council Historian