IMPORTANT DATES

AUGUST  If you haven’t received the Treasurer’s books yet, arrange to do so. Develop a budget with the other officers of the unit. (Some units do this in the spring)

SEPTEMBER  Present Budget for approval at first meeting. Give audit report for the minutes. Make sure that you have gotten the membership remittance slips from the president. You will need these for sending in membership payments to the NYSPTA.

OCTOBER 15  The first membership payments must be sent to NYSPTA by October 15 to qualify your unit for Early Bird status. All initial payments (25 minimum) must arrive at the state office by November 1. Don’t forget to attach remittance slips for proper credit. Council dues generally have a November 1st deadline also.

NOVEMBER  Forms 990 or 990EZ are due to the IRS by NOVEMBER 15 if your fiscal year ends June 30. (Otherwise the deadline for the forms reaching the IRS is 4½ months after the close of the fiscal year). Send any new membership payments.

DECEMBER  Send new membership payments.

JANUARY  Send new membership payments.

FEBRUARY  PTA Founder’s Day is celebrated on the 17th of this month. Any unit that sends in 15 or more membership payments, receives the Founder’s Day award. (Good opportunity to catch up on any unsent payments.) Don’t forget that the State and National dues do not belong to your unit and should be sent to Albany promptly so they have operating funds.

MARCH 20  March is the clean-up month for Membership. Payments for all remaining memberships that you are holding at this point must be sent to NYSPTA. If you send the check by the 20th, it will have time to reach the state office before March 31st. This final payment determines the official count for your unit’s membership and consequently any awards that you will have won. Unsold membership cards must also be returned at this time – these, along with your award sheets go to your Regional Membership Chair.

APRIL  Continue unit business. Return remaining cards or account for any missing cards.

MAY 15  Insurance payments must reach NYSPTA before June 1 to take advantage of the discount (if offered).

JUNE  Pay insurance at higher rate (if you didn’t last month) and then wrap up the unit business for the annual report and the turning over of your Treasurer’s materials and books if you are leaving office. Treasurer’s books should be submitted for audit.