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:  The first membership payments must be sent to NYSPTA by October 20 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 during February (to arrive before the end of the month) 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:  March is the clean-up month for Membership. Payments for all remaining memberships that you are holding at this point must be sent to NYS PTA. 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 any awards that you have earned. Unsold membership cards must also be returned at this time – the cards and your award summary sheets go to your Regional Membership Chair.

APRIL:  Continue unit business. Account for any missing cards.

MAY:  Insurance payments must reach NYS PTA before June 1 to take advantage of any discount that might be offered.

JUNE:  Pay insurance at the higher rate if you have not yet sent it into the state office. Begin to wrap up the unit business for the yearend report and the turning over of your Treasurer’s materials and books if you are leaving office.

JULY:  Complete reports in a timely manner and submit financial materials for audit. You do not have to wait for outstanding checks to clear before the audit.