

2021-2022 SMM PTA Financial Calendar

Various reports and payments are due to PTA Council each month on the dates listed below. Please plan in advance so you can mail or drop off your payments to Council's financial secretary before the deadline using the Financial Remittance Form.

PTA Full Council Meeting Dates	Items to Mail (or Bring) to Council
Sept 17	Copy of Unit Budget for 2021-22 Turn in Treasurer's Report for June 2021, July 2021** Remit Membership dues* (min of 30) to qualify for Ready Set... Remit Award Remit Unit Assessment of \$200
Oct 1	Turn in Unit Year-End Audit (Jan 1, 2021 – June 30, 2021) Turn in Annual Financial Report (2020-2021) Turn in Treasurer's Report for August** Remit Membership dues (minimum 15 to remain in good standing)
Nov 5	Turn in Treasurer's Report for September** Remit Liability insurance premiums (\$258 per unit)
Nov 15	FILE TAX RETURNS OR FILE FOR EXTENSION – EMAIL PDF OF RETURN OR EXTENSION TO COUNCIL TREASURER
Dec 1	Remit Membership dues* Turn in Treasurer's Report for October** Turn in Sacramento Safari registration forms and payment
Jan 12	Remit Membership dues* Remit Workers Compensation forms and payment (1/5/21 – 1/4/22; even if \$0 due) Turn in Treasurer's Reports for November & December**
Feb 4	Remit Founders Day donation Remit Membership dues*
Mar 3	Remit Membership dues to qualify for recognition at CAPTA Convention Turn in Unit Mid-Year Audit (July 1, 2021 -Dec 31, 2021) Turn in Treasurer's Report for January**
April 20	Turn in Treasurer's Report for February**
May 7	Turn in Treasurer's Report for March**
Jun 2	Remit final Membership dues for 2021-22 (if late, members may be counted in following year) Turn in Treasurer's Report for April and May**
July	Close books for June 30, 2022 Prepare annual report for 7/1/21 – 6/30/22 Conduct Audit 1/1/22 – 6/30/22 Prepare taxes for annual period ending 6/30/22 Change bank signatories for newly elected PTA board members

* **Membership dues** collected by your unit are due each month (and remitted the following month.) For each membership, \$5.25 is due to Council (Council keeps \$0.50 and passes along to District \$0.50; State \$2.00; and National \$2.25).

** **Treasurer's Reports** include the transactions for the month and the opening and closing balances of your bank accounts. This is not the same as your bank account reconciliation, and it should be compiled AFTER the monthly reconciliation is completed.