



BURBANK COUNCIL OF PARENT AND TEACHER ASSOCIATIONS, INC.

Procedures and Financial Calendar for Unit Treasurers
2011-2012

Mail all checks and reports to:

Treasurer:
Steve Frintner
920 N Keystone St.
Burbank, CA 91506
(818) 381-7640
stevefrintner@yahoo.com

Financial Secretary:
Tammy Sparks
1331 N Catalina St.
Burbank, CA 91505
(818) 378-9045
tamsparks@earthlink.net

Auditor:
Sonia Arce
400 Cambridge Dr.
Burbank, CA 91504
(818) 845-5619
ptasonia@sbcglobal.net

PROCEDURES:

- All checks to PTA Council are made payable to BURBANK COUNCIL PTA.
- All checks are mailed to the Council Financial Secretary except as noted otherwise.
- **THREE (3) COPIES OF THE REMIT FORMS ARE TO BE COMPLETED AND MAILED WITH YOUR CHECK AND A SELF-ADDRESSED, STAMPED ENVELOPE TO THE COUNCIL FINANCIAL SECRETARY. REMITTANCES WILL NOT BE ACCEPTED WITHOUT THESE FORMS.**
- No checks should be written for under \$1.00.
- Checks must have two (2) signatures, even if the bank only requires one.
- Checks should have "*Void If Not Cashed In 90 Days. Two Signatures Required*" printed on them.
- Payments to Council PTA can be made prior to due dates.
- **MULTIPLE PAYMENTS CAN BE WRITTEN ON A SINGLE CHECK AND LISTED ON A SINGLE REMIT FORM.**
- Special instructions and reminders are given to Association Presidents at Council meetings. Check with your president after the first Monday of each month for instruction.
- Keep all financial records for seven (7) years, including the current year.
- Burbank Coordinating Council address: PO Box 10126, Burbank 91510.
- Dates listed on calendar are **DUE DATES TO COUNCIL** (except where noted, i.e., DUE at Attorney General). These dates are **FINAL** to allow time for Council to process information & remittances and to forward through channels to meet State deadlines. Items must be **RECEIVED BY COUNCIL BY DUE DATE**.

**PLEASE NOTE:
THIS CALENDAR IS ISSUED ANNUALLY.
USE THE CALENDAR AS A CHECK-OFF LIST AND PERSONAL WORKSHEET.
PLEASE BE SURE TO READ AND ABIDE BY DEADLINE DATES!**

CALENDAR:

JUNE	✓	
1		File new signature cards at the association's bank, if not done previously. The <i>three (3) signatories (elected officers)</i> usually include president, first vice president and treasurer. Check your bylaws.
1		File Form CT-1 – Initial Registration Form to Attorney General of CA (if not already completed).
1		Send to Council Financial Secretary (<i>see top of page for address</i>): <ul style="list-style-type: none"> • Two (2) copies of your PTA and School's 2011-2012 Calendar
1		Send to Council Auditor two (2) copies of the <i>Project Funds Carry-Over Substantiation</i> form, if applicable.

JULY	✓	
		Relax, go to the beach, play with your children, have fun with your family.

AUGUST	✓	
		Submit your proposed budget to your association for adoption, if not done previously.
22 (Council Mtg)		Send to Council Financial Secretary with your president: <ul style="list-style-type: none"> • Two (2) copies of Adopted 2011-2012 Budget (if not sent previously) • Two (2) copies of Annual Treasurer's Report • Two (2) copies of end-of-year Auditor's Report • Two (2) copies of your PTA and School's Calendar (if not sent previously) • Two (2) copies of the May Treasurer's Reports • Two (2) copies of the Unit Financial Summary Form (without tax info okay) • \$250 Council Assessment
		Membership money should be mailed in immediately. <u>Please do not hold it.</u> A total of \$4.50 for each membership is sent to Council. The remainder is your association's portion to keep. Breakdown of dues: National PTA - \$2.25; State PTA - \$1.25; 1 st District - \$.50; Burbank Council - \$.50.
		Membership envelopes. Pay to Burbank Council PTA.
		If your unit plans to hold any raffles this year file the Non-Profit Raffle Program form with the State Attorney General's office. This form and a \$20 fee due to them on September 1 st .
		All units are now required to file with the IRS and the Franchise Tax Board. For the IRS (federal) if your unit has less than \$50,000 in gross receipts you may file an electronic postcard. If your unit has between \$50,000 and \$200,000 you need to file Form 990EZ and a Schedule A. If your unit has gross receipts of over \$200,000 you need to file Form 990 and a Schedule A. For the Franchise Tax Board (state) if your unit has less than \$25,000 in gross receipts you need to file Form 199N, if your unit is over \$25,000 you need to file Form 199. Your financial year ends on May 31 st and your tax forms are due on October 15 th . ** Send two (2) copies of the completed form to the Council Financial Secretary. **

SEPTEMBER	✓	
1		Non-Profit Raffle forms due to State Attorney General
12 (Council Mtg)		Send two (2) copies of June, July, and August Treasurer's Report to the Council Financial Secretary.
12		Continue to send in membership money. Monies for 30 memberships MUST be RECEIVED BY COUNCIL FINANCIAL SECRETARY in order for unit to qualify for membership awards.

OCTOBER	✓	
1		\$199.00 premium for Liability insurance and Workers Comp is due to Council.
3 (Council Mtg)		Send two (2) copies of September Treasurer's Report to the Council Financial Secretary with your president.
		Continue to send in membership money.
15		2010 Federal and State Income Tax forms due. Mail two (2) copies to Council Financial Secretary.
15		Form RRF-1 – Charitable Trusts Registration/Renewal Report due to Attorney General of CA. (If necessary, do not need to file if form CT-1 was sent in this year).
15		Final Unit Financial Summary due to Council with Tax Info completed.

NOVEMBER	✓	
7 (Council Mtg)		Send two (2) copies of October Treasurer's Report to the Council Financial Secretary with your president.
1		The Council Financial Secretary MUST RECEIVE all membership dues that your unit has collected by this date. (This is the final date for receipt of initial membership dues in order to qualify for representation at First District. Units are trying to obtain 1%-3% more memberships than last year.) These monies may be submitted at the Council meeting to meet deadline.

DECEMBER	✓	
5 (Council Mtg)		Send two (2) copies of November Treasurer's Report to Council Financial Secretary with your president.
		Submit books to your auditor - according to the bylaws - for the mid-year audit. Mail two (2) copies to Council Auditor.
6		Submit the <i>Worker's Compensation Annual Payroll Report</i> (mark "No payment made" across the form if your unit does not have employees or contractors). Can send to Council with your president.
		Continue to send in membership dues.

JANUARY	✓	
9 (Council Mtg)		Send Two (2) copies of December Treasurer's report to the Council Financial Secretary with your president.
		Bulk Mailing Permit fees (most secondary associations): Pay to U.S. Postmaster.
		Continue to send in membership dues.

FEBRUARY	✓	
6(Council Mtg)		Send to the Council Financial Secretary with your president. -Two (2) copies of January Treasurer's Report -Two (2) copies of mid year audit report
6		Submit to Council the Founder's Day gift - as budgeted
6		Last per capita membership payment due to Council Financial Secretary. Membership dues MUST BE RECEIVED by Council Financial Secretary. (This is the final date for receipt of membership dues in order to qualify for representation at the State PTA Convention.) These monies may be submitted at the Council Meeting.
		Register delegates for State PTA Convention (2012 – Anaheim).

MARCH	✓	
5 (Council Mtg)		Send two (2) copies of February Treasurer's Report to the Council Financial Secretary with your president.
		Order Past President's pin directly from California State PTA office. Have engraved for the president. (Order form is located in the State <i>PTA Catalog of PTA Materials</i>)
		Order HSA/CSA pins and certificates as advised by your HSA Chairman. (Order forms are in the back of the State PTA <i>Toolkit</i>)

APRIL	✓	
2 (Council Mtg)		Send two (2) copies of March Treasurer's Report to the Council Financial Secretary with your president.
		Honorary Service Awards Banquet tickets for your recipient(s) and any others allowed by your standing rules. Your HSA Chairman will advise you. Make check payable to Burbank Council PTA . Mail to the Burbank Council PTA HSA Chairman or their designee. *****DO NOT MAIL TO COUNCIL FINANCIAL SECRETARY*****

MAY	✓	
7(Council Mtg)		Send two (2) copies of April Treasurer's Report to the Council Financial Secretary with your president.
		Call and preside over budget meeting for the following year. Check your bylaws and standing rules for members of the budget committee.
		Submit books to your auditor - according to the bylaws - for the year end audit. Mail two (2) copies to Council Auditor.

Have a great year!
Please call us with questions.