



**BURBANK COUNCIL
OF PARENT AND TEACHER ASSOCIATIONS, INC.**
Procedures and Financial Calendar for Unit Treasurers
2018-2019

**Mail all checks
and email reports to:**

Treasurer:
Kristina Balos
524 Stanford Road
Burbank, CA 91504
(818)841-5271
Kbalos1@aol.com

Financial Secretary:
Wendi Harvel
1335 N. Broadway
Burbank, CA 91504
(818) 468-1144
wharvel721@gmail.com

Auditor:
Teresa Marasek
825 N. Griffith Park Dr.
Burbank, CA 91506
(818) 848-8183
tcmarasek@gmail.com

*** IMPORTANT!!! IF AT ANY TIME YOU RECEIVE ANY COMMUNICATION FROM A GOVERNMENT AGENCY (IRS, CA FTB, CA ATTORNEY GENERAL, ETC) – IT IS IMPERATIVE THAT YOU NOTIFY THE BURBANK COUNCIL PTA TREASURER IMMEDIATELY. PLEASE *DO NOT* EVER CALL THESE ENTITIES – CONTACT BURBANK COUNCIL PTA***

PROCEDURES:

- All checks to PTA Council are made payable to **BURBANK COUNCIL PTA.**
- All checks are mailed to the Burbank 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.**
- **MULTIPLE PAYMENTS CAN BE WRITTEN ON A SINGLE CHECK AND LISTED ON A SINGLE REMIT FORM.**
- 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 Burbank Council PTA can be made prior to due dates.
- Special instructions and reminders are given to Association Presidents at Council PTA meetings. Check with your president after the first Tuesday of each month for instruction.
- Burbank Coordinating Council address: PO Box 10126, Burbank 91510. Send Coordinating Council dues and campership money to this address.
- Dates listed on calendar are **DUE DATES TO BURBANK COUNCIL PTA** (except where noted, i.e., DUE at Attorney General). These dates are **FINAL** to allow time for BCPTA to process information & remittances and to forward through channels to meet State deadlines. Items must be **RECEIVED BY BCPTA 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.
		EMAIL to Council Financial Secretary (<i>see top of page for email address</i>)(<i>these items should have been prepared by the outgoing treasurer/officers</i>): <ul style="list-style-type: none"> • One (1) PDF of your PTA and School's 2018-2019 Proposed Calendar • One (1) PDF of your 2018 – 2019 Proposed Budget • One (1) PDF of your 2017 – 2018 Annual Treasurer's Report • One (1) PDF of end-of-year Auditor's Report • One (1) PDF of the May Treasurer's Report
		If your unit plans to hold any raffles this year (September 1 – August 31) file the Non-Profit Raffle Program form (CT-NRP-1) with the State Attorney General's office. This form and a \$20 fee is due to them on September 1 st . Your unit MAY NOT hold any raffles unless this form has been approved (in writing) by the Office of the Attorney General. It can take as long as 60 days to get approval, so it is suggested that you apply now. Once you have received a confirmation letter, please email a PDF to the BCPTA Financial Secretary. Information can be found at: https://oag.ca.gov/charities/raffles

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.
14 (Council Mtg)		Email to Council Financial Secretary with your president: <ul style="list-style-type: none"> • One (1) PDF of your ADOPTED 2018-2019 Budget • One (1) PDF of your ADOPTED PTA and School's Calendar (if not sent previously) • One (1) PDF of the Unit Financial Summary Form (without tax info okay) • \$400 Council Assessment
		Membership money should be mailed in immediately. <u>Please do not hold it.</u> A total of \$5.50 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 - \$2.00; 1 st District - \$.75; Burbank Council - \$.50.
		Membership envelopes. You will be billed. Pay to Burbank Council PTA.

SEPTEMBER	✓	
1		Non-Profit Raffle Registry (CT-NRP-01) forms due to State Attorney General
4 (Council Mtg)		Email one (1) PDF of June, July, and August Treasurer's Report to the Council Financial Secretary.
4		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 (Council Mtg)		Premium for Liability insurance and Workers Comp is due (Amount to be determined). Write check to Burbank Council PTA
1		Email one (1) PDF of September Treasurer's Report to the Council Financial Secretary with your president.
1		Continue to send in membership money.
15		2017 Federal and State Income Tax forms due. (You will be notified if not complete.)
15		Form RRF-1 – Charitable Trusts Registration/Renewal Report due to Attorney General of CA. (You will be notified if not complete.)
15		All Whistle Blower Forms are due to Units. Recording Secretary of each Unit keeps originals on file.

NOVEMBER	✓	
5 (Council Mtg)		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.
5		Email one (1) PDF of October Treasurer's Report to the Council Financial Secretary with your president.
5		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.

DECEMBER	✓	
11 (Council Mtg)		Email (1) PDF 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. EMail one (1) copy to Council Financial Secretary
		Continue to send in membership dues.

JANUARY	✓	
7 (Council Mtg)		Email one (1) PDF of December Treasurer's report to the Council Financial Secretary with your president.

FEBRUARY	✓	
4 (Council Mtg)		Send to the Council Financial Secretary with your president. - Email one (1) PDF of January Treasurer's Report - Email one (1) PDF of mid-year audit report to the Council Financial Secretary.
4		Submit to Council the Founder's Day Freewill Offering - as budgeted
4		Continue to send per capita membership dues to 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 (May 16-18 Monterey, CA).

MARCH	✓	
4 (Council Mtg)		Email one (1) PDF 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	✓	
1(Council Mtg)		Email one (1) PDF 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 <u>HSA Chairman</u> or their designee. *****DO NOT MAIL TO COUNCIL FINANCIAL SECRETARY*****
		Call and preside over budget meeting for the following year. Check your bylaws and standing rules for members of the budget committee. Have draft ready for your May PTA meeting.

MAY	✓	
6(Council Mtg)		Email one (1) PDF of April Treasurer's Report to the Council Financial Secretary with your president.
		Present the draft of your preliminary budget at your May PTA meeting. Adoption of Budget will take place at the first meeting of the school year in August.

JUNE 2019	✓	
1		Submit your books to your auditor for audit. The audit should be completed in June. Email one (1) PDF to the Council Financial Secretary.
30		<p><u>2018 TAX RETURNS:</u> Your financial year ends on May 31st and it is your responsibility as outgoing treasurer to file the taxes for your unit or arrange for a professional tax preparer. YOU are responsible for filing your returns with each agency. Do NOT send originals to Council. Send copies only to the Council Financial Secretary with proof of mailing if mailed (certified mail, return receipt):</p> <ul style="list-style-type: none"> • Email one (1) PDF of your Federal Tax return (990N, 990EZ, or 990, plus all schedules). Due to IRS on or before October 15th (four months and 15 days after last day of your fiscal year). 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. If your unit has gross receipts of over \$200,000 you need to file Form 990. • Email one (1) PDF of your CA State Franchise Tax Board return (199N or 199). Due to CA State Franchise Tax Board on or before October 15th (four months and 15 days after last day of your fiscal year). If your unit has less than \$50,000 in gross receipts you need to file Form 199N, if your unit is over \$50,000 you need to file Form 199. • Email one (1) PDF of your Charitable Trust Renewal form (RRF-1). Due to CA State Attorney General's office on or before October 15th (four months and 15 days after last day of your fiscal year). • Email one (1) PDF of Non-Profit Raffle Report (NRP-2) only if your unit held a registered raffle since September 1, 2018. Due to State Attorney General's office on or before October 1st.

Have a great year!
Please call us with questions.