



**BURBANK COUNCIL
OF PARENT AND TEACHER ASSOCIATIONS, INC.**
Procedures and Financial Calendar for Unit Treasurers
2019-2020

Send all checks to Financial Secretary and upload all documents to your unit's Google Drive Folder

For specific questions / concerns please contact:

Treasurer:

Kelly Duenckel

treasurer@burbankcouncilpta.org

Financial Secretary:

Chris Molaro

financialsecretary@burbankcouncilpta.org

Auditor:

Christina Hauver

auditor@burbankcouncilpta.org

*** 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 sent to the Burbank Council Financial Secretary except as noted otherwise. You may send checks and remittance forms with your PTA president to the monthly Council PTA meeting.
- **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. But if you send multiple checks, you must send remit forms for each check.**
- Checks must have two (2) signatures, even if the bank only requires one.
- Checks should have "*Void If Not Cashd 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 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:

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| 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. |
| | | <p>UPLOAD the following to your unit's Google Drive Folder (<i>these items should have been prepared by the outgoing treasurer/officers</i>):</p> <ul style="list-style-type: none"> • One (1) PDF of your PTA and School's 2019-2020 Proposed Calendar • One (1) PDF of your 2019 – 2020 Proposed Budget • One (1) PDF of your 2018 – 2019 Annual Financial 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 upload one (1) PDF of it to your unit's Google Drive Folder. Information can be found at: https://oag.ca.gov/charities/raffles |

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

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| AUGUST | ✓ | |
| | | Submit your proposed budget to your association for adoption. |
| 13 (Council Mtg) | | <p>UPLOAD to your unit's Google Drive Folder:</p> <ul style="list-style-type: none"> • One (1) PDF of your ADOPTED 2019-2020 Budget • One (1) PDF of your ADOPTED 2019-2020 PTA and School's Calendar. • One (1) PDF of the Unit Financial Summary Form (without tax info okay) • \$400 Council Assessment |
| | | Membership money should be sent in immediately. Please do not hold it. 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. Submit membership remit form together with check and unit remit forms when sending in membership money. |
| | | Membership envelopes. You will be billed. Pay to Burbank Council PTA. |
| 24 | | L.I.S.T. Workshops 8:45 AM check-in, 9:00-11:00 AM, JBHS |

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| SEPTEMBER | ✓ | |
| 1 | | Non-Profit Raffle Registry (CT-NRP-01) forms due to State Attorney General. |
| 3 (Council Mtg) | | UPLOAD to your unit's Google Drive Folder (1) PDF of June, July, and August Treasurer's Report to the Council Financial Secretary. |
| 3 | | UPLOAD to your unit's Google Drive Folder one (1) PDF of CT-NRP-01 and one (1) PDF of the raffle permit confirmation letter from the Office of the Attorney General if not previously uploaded. |
| 3 | | Continue to send in membership dues with membership remit form. Monies for 30 memberships MUST BE RECEIVED BY COUNCIL FINANCIAL SECRETARY in order for unit to qualify for membership awards. |

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| OCTOBER | ✓ | |
| 7 (Council Mtg) | | Premium for Liability insurance and Workers Comp is due (\$232.00). Write check to Burbank Council PTA |
| 7 | | <p>UPLOAD to your unit's Google Drive Folder September Treasurer's Report</p> <p>As soon as your taxes are filed, UPLOAD</p> <ul style="list-style-type: none"> • Federal and State Tax Returns • RRF-1 <p>(If you filed via mail, also upload copy of return receipt from certified mail)</p> |

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| 7 | | Continue to send in membership dues with membership remit form. |
| 15 | | 2018 Federal and State Income Tax forms due. (You will be notified if not complete.) |
| 15 | | Form RRF-1 – Charitable Trusts Registration/Renewal Report, along with check for fee (dependent on your unit's gross annual revenue) due to Attorney General of CA. (You will be notified if not complete.) |
| 15 | | UPLOAD to your unit's Google Drive Folder (1) PDF of CT-NRP-02 Raffle report form |
| 15 | | All Whistle Blower Forms are due to Units. Treasurer of each Unit keeps originals on file. |

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| NOVEMBER | ✓ | |
| 4 (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. |
| 4 | | UPLOAD to your unit's Google Drive Folder one (1) PDF of October Treasurer's Report |
| 4 | | Submit the Worker's Compensation Annual Payroll Report (mark "No payment made" across the form if your unit does not have employees or contractors). Can send to Council with your president. |

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| DECEMBER | ✓ | |
| 9 (Council Mtg) | | UPLOAD to your unit's Google Drive Folder one (1) PDF of November Treasurer's Report. |
| | | Submit books to your auditor for the mid-year audit. |
| | | Continue to send in membership dues with membership remit form. |
| | | You will receive a check from Council for your unit's portion of Community Membership dues. |

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| JANUARY | ✓ | |
| 7 (Council Mtg) | | UPLOAD to your unit's Google Drive Folder one (1) PDF of December Treasurer's report. |
| 7 (Council Mtg) | | Continue to send in membership dues with membership remit form. |

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| FEBRUARY | ✓ | |
| 3 (Council Mtg) | | . UPLOAD to your unit's Google Drive Folder - One (1) PDF of January Treasurer's Report - One (1) PDF of mid-year audit report to the Council Financial Secretary. |
| 3 | | Submit to Council the Founder's Day Freewill Offering - as budgeted |
| 3 | | Continue to send membership dues with membership remit form 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 15-17 Riverside |

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| MARCH | ✓ | |
| 2 (Council Mtg) | | UPLOAD to your unit's Google Drive Folder one (1) PDF of February Treasurer's Report |
| 2 (Council Mtg) | | Continue to send in membership dues with membership remit form. |
| | | 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>) |

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| APRIL | ✓ | |
| 6(Council Mtg) | | UPLOAD to your unit's Google Drive Folder one (1) PDF of March Treasurer's Report |
| 6(Council Mtg) | | Continue to send in membership dues with membership remit form. |
| 6(Council Mtg.) | | Honorary Service Awards Banquet tickets for your recipient(s) and any others allowed by your |

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| | | 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 SEND 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. |

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| MAY | ✓ | |
| 2 | | Spring L.I.S.T. for incoming Pres., Treas. & Memb., Current Auditors TBD |
| 4(Council Mtg) | | UPLOAD to your unit's Google Drive Folder one (1) PDF of April Treasurer's Report |
| 4(Council Mtg) | | Continue to send in membership dues with membership remit form. |
| | | 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. |
| | | You will receive a check from Council for your unit's portion of Community Membership dues. |

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| JUNE 2020 | ✓ | |
| 1 | | Submit your books to your auditor for audit. The audit should be completed in June. UPLOAD to your unit's Google Drive Folder one (1) PDF to the Council Financial Secretary. |
| 6 | | First District Leadership Conference, TBD |
| 30 | | <p>2019 TAX RETURNS: 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"> • UPLOAD to your unit's Google Drive Folder 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. • UPLOAD to your unit's Google Drive Folder 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. • UPLOAD to your unit's Google Drive Folder 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). • UPLOAD to your unit's Google Drive Folder one (1) PDF of Non-Profit Raffle Report (NRP-2) only if your unit held a registered raffle since September 1, 2019. Due to State Attorney General's office on or before October 1st. |

Have a great year!
 Please call me with any questions.
 Kelly Duenckel at 818-434-7900