

2009/2010 TORRANCE COUNCIL OF PTAs FINANCIAL CALENDAR

This financial calendar is very important to all financial officers and the unit president. We, as council officers have an obligation to Thirty-Third District PTA to meet their deadlines and so we are counting on you to refer to this calendar for important due dates. In turn, we also have an obligation to you, the units, to turn things in to Thirty-Third PTA on time so that you meet requirements for District, State and Nationals PTA. All moneys (including reservations) must be accompanied by a remit form and turned in at Torrance Council of PTA's meetings or sent to the Council Financial Secretary. If you have any questions, please give any of us a call. Our addresses and phone numbers are listed on the reverse side of this page.

Treasurer Report: Due each month to Membership Chairman

September 2 The Unit Year-end Audit and the 09/10 Budget must be approved by your Association at the first meeting this fall.

Bylaws/Parliamentarian's Workshop & fees are due to **Debbie Russell**, Council Financial Secretary.

October 2 **Membership turn-in:** TUSD District Office Human Resources Conference Room
North Area Schools 10:00 – 10:15 AM
South Area Schools 10:15 – 10:30 AM
Central Area Schools 10:30 – 10:45 AM
West Area Schools 10:45 - 11:00 AM

Turn in per capita is as follows:		For example if your dues are:
Council portion	20%	\$5.00 remit \$4.50 per member
33 rd District portion	\$0.50	\$5.50 remit \$4.60 per member
State portion	\$1.25	\$6.00 remit \$4.70 per member
National portion	\$1.75	\$7.00 remit \$4.90 per member

Following the October turn-in, membership is turned in monthly.

October 7 Turn in a copy of your income tax report to **Tish Carney**, Council Treasurer. If you had gross receipts of less than \$25,000 you were required to e-file.

Legislation Conference**, UPOC Workshop* & Presidents & Principals Conference Registration & fees are due to **Debbie Russell**, Council Financial Secretary.

November 4 Adopted audit to **Ann Cooper**, Council Auditor
Adopted budget to **Susan Asato**, Council Director of Budget and Finance
Council Obligations – Youth camp, Operation Back Pack, Scholarship Fund, Health are due to **Debbie Russell**, Council Financial Secretary.

REMINDER: The amount for the Insurance Premium will be announced in the fall. **Each unit must pay the insurance premium** which is for liability, bonding, workers compensation and directors and officers bonding insurance. The Workers comp form will be sent to the Unit President in the Fall State PTA mailing.

January 6 Insurance Premiums, Sacramento Safari*, Mid-Winter Conference* reservation & fees to **Debbie Russell**, Council Financial Secretary
A \$25 late fee will be charged by the state PTA for premiums paid after this date.
Workers Comp Report (2 copies) to **Tish Carney**, Council Treasurer. *Units paying more than \$1,000 to employees must also pay insurance surcharge at this time.*

Check your books to be sure all monies have been forwarded – Council projects, membership, insurance and workers comp. Mid-year audits will be due March 4 but must be approved by your association first. Plan ahead and do your audits now if you haven't already.

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- February 3** Secondary Conference* reservations & fees are due to **Debbie Russell**, Council Financial Secretary.
- March 3** Adopted Mid-year (August 1st - December 31st) Audit to **Ann Cooper**, Council Auditor
Budget Update to **Susan Asato**, Council Director of Budget and Finance
Founders Day gift, Annual Meeting* reservation & fee plus final turn in for membership money to be included in the 2009-2010 membership totals to **Debbie Russell**, Council Financial Secretary
*Fiscal yearend audits (January 1 – February 28) will be due May 1. If you do not have an association meeting in March/April please turn in a copy of the un-adopted audit and mail a copy of the adopted audit to Ann Cooper immediately after its adoption.
Plan ahead and do your audits now if you haven't already.*
- April 14** Annual Financial Report (2 copies) to **Tish Carney**, Council Treasurer
- May 19** Adopted Fiscal year-end audits (January 1st – February 28th) to Ann Cooper, Council Auditor
(If you do not have an association meeting in March/April please turn in a copy of the un-adopted audit and mail a copy of the adopted audit to Ann Cooper *immediately* after its adoption.)
- June/July** **INCOME TAX REPORTS** must be filed by all units. Units that have gross receipts of less than \$25,000 must e-file. The filing date is July 15, 2009. Do not ignore any tax forms or notices. Please forward 1 copy of completed tax forms to the Council Treasurer.

***There will be a late fee of \$5.00 for Thirty-Third District PTA events and \$3.00 for Thirty-Third District PTA workshops.**

Council Financial Secretary

Debbie Russell
22307 Kent Ave #36
Torrance, CA 90505 378-6916
Dlrshspts@aol.com

Receives all monies – Submit with a remit

Council Treasurer

Tish Carney
3437 W 229th Pl
Torrance, CA 90505 351-5196
carneypta@socal.rr.com

Receives Workers comp & Unit Annual Financial Reports

Council Director of Budget and Finance

Susan Asato
5453 Edgemere Dr.
Torrance, CA 90503 944-3661
susana905@yahoo.com

Receives copies of association approved budgets and all request for reimbursement or advances

Council Auditor

Ann Cooper
5012 Sharynn Lane
Torrance, CA 90505 316-8015
annabelcooper@yahoo.com

Receives copies of unit's treasurers reports