

2010/2011 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 1 The Unit Year-end Audit and the 10/11 Budget must be approved by your Association at the first meeting this fall.

Bylaws/Parliamentarian's Workshop, Legislation Conference**, UPOC Workshop* & Presidents & Principals Conference Registration & fees are due to **Tish Carney**, Council Financial Secretary.

October 6 **Membership turn-in:** Ken Miller – Toyota Meeting Room
West Area Schools 8:00 – 8:15 AM
North Area Schools 8:15 – 8:30 AM
South Area Schools 8:30 – 8:45 AM
Central Area Schools 8:45 - 9:00 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 6 Turn in a copy of your income tax report to **Debbie Russell**, Council Treasurer. If you had gross receipts of less than \$25,000 you were required to e-file.

November 3 Adopted audit to **Terry Ragins**, Council Auditor
Adopted budget to **Bobbi Lim**, Council Director of Budget and Finance
Council Obligations – Youth camp, Operation Back Pack, Scholarship Fund, Health are due to **Tish Carney**, 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 5 Insurance Premiums, Sacramento Safari*, Mid-Winter Conference* Teen Scene Middle & High School conference (*formerly Secondary Conference*)* reservation & fees to **Tish Carney**, 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 **Debbie Russell**, 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 2

March 2

Adopted Mid-year (August 1st - December 31st) Audit to **Terry Ragins**, Council Auditor
Budget Update to **Tish Carney**, 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 2010/2011 membership totals to **Tish Carney**, 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 13

Annual Financial Report (2 copies) to **Debbie Russell**, Council Treasurer

May 18

Adopted Fiscal year-end audits (January 1st – February 28th) to **Terry Ragins**, 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

Tish Carney
3437 W 229th Pl
Torrance, CA 90505 310-351-5196
carneypta@socal.rr.com

Receives all monies – Submit with a remit

Council Treasurer

Debbie Russell
22307 Kent Ave #36
Torrance, CA 90505 310-378-6916
carneypta@socal.rr.com

Receives Workers comp & Unit Annual Financial Reports

Council Director of Budget and Finance

Bobbi Lim
21622 Redbeam Ave.
Torrance, CA 90503
cobaboba@earthlink.net

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

Council Auditor

Terry Ragins
3321 W. 180th St.
Torrance, CA 90504 310-323-6259
ragins@socal.rr.com

Receives copies of unit's treasurers reports