

TORRANCE COUNCIL OF PTAs
2023-2024 Financial Turn In Calendar

All items listed below are to be turned in to TCPTA except for those designated with an asterisk (*).

Payments will be accepted at the TCPTA Executive Board meetings. Reports and other documents will be accepted digitally at docs@torrancecouncilofptas.org.

OCTOBER	4	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports • 2023-2024 Unit Budget • Conflict/Whistleblower Form (filled out/signed by unit president)
	11	<ul style="list-style-type: none"> • Unit Annual Treasurer Report – Budget to Actual Report that covers July 1, 2022 – June 30, 2023 • Unit Financial Review (audit) for period January 1, 2023 – June 30, 2023
NOVEMBER	1	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports • Torrance Council of PTAs Projects donations – Project BOSS, Project HOPE, Scholarship, Health, College & Career Fair (\$150 for high schools, \$25 for middle schools)
	15	<ul style="list-style-type: none"> • *Tax filings due to IRS (990/EZ/N) and Franchise Tax Board (199/N) • *Charitable trust registration renewal (RRF-1) + copy of 990/EZ or CT-TR-1 (if file 990N) + fee due to California State Attorney General’s Office
	27	<ul style="list-style-type: none"> • Copies of tax filings/charitable trust registration renewal for July 2022-June 2023
DECEMBER	6	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports
	20	<ul style="list-style-type: none"> • *Insurance premium of \$282 due to AIM. A \$25 late fee will be assessed by AIM if not paid on time.
JANUARY	10	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports
	31	<ul style="list-style-type: none"> • *Workers’ Compensation Annual Payroll Report (covers the period Jan. 5, 2023 – Jan. 4, 2024) – Units that paid more than \$1,000 to vendors providing services and/or employees must also pay an insurance surcharge of 5% of the amount exceeding \$1,000 to AIM.
FEBRUARY	1	<ul style="list-style-type: none"> • *Raffle Report due to California State Attorney General’s Office for raffles held Sept. 1, 2022 – Dec. 31, 2023
	7	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports • Founders Day donation • Copy of raffle report for Sept. 2022-Dec. 2023
MARCH	6	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports • Unit Financial Review (audit) for period July 1, 2023 – Dec. 31, 2023
APRIL	10	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports
MAY	1	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) • Monthly/Association treasurer reports
JUNE	5	<ul style="list-style-type: none"> • Membership dues (\$6 per capita) (last turn in date to be credited for 2023-2024) • Monthly/Association treasurer reports

Other items to turn in to TCPTA as applicable: copy of Statement of Information (SI-100) for incorporated units (due every other year to California Secretary of State), fiduciary agreements, revised budgets approved by association