

2015-2016 Alameda PTAC Council Due Date Calendar

Unit Treasurer is responsible for submitting all documents listed, except where noted

Mail submissions to:

Amanda Shavers - Alameda PTAC Treasurer

2609 Buena Vista Avenue

Alameda, CA 94501

Email: treasurer@alamedaptac.org

Feel free to email reports, budgets and anything else not requiring payment

Make all checks payable to: Alameda PTA Council

Submissions due by September PTAC Meeting (9/21):

- Year-End (2014-15) Financial Report
- Year-End (2014-15) Audit
- 2015-16 PTA Budget
- Membership per caps (mail with payment)

Submissions due by October PTAC Meeting (10/28):

- Insurance premium- \$216.00
- Membership per caps

Submissions due by November PTAC Meeting (11/18):

- File tax forms & RRF-1 by 11/15 OR
- File for extension to submit tax forms
- Insurance premium (if not already paid)
- Copy of tax forms (if filed)
- Membership per caps

Submissions due by end of December:

- Insurance premium (if not already paid)
- Membership per caps

Submissions due by January PTAC Meeting (1/27):

- Workers Compensation Report and any surcharge due
- Additional insurance premium paid? (if required)
- Mid-Year (2015-16) Audit (Note: can submit before audit adopted by association)
- Membership per caps

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Submissions due by February PTAC Meeting (2/24):

- Membership per caps

No additional submissions due unless previous deadlines were missed

Submissions due by March PTAC Meeting (3/23):

- Membership per caps

No additional submissions due unless previous deadlines were missed

Submissions due by April PTAC Meeting (4/27):

- Membership per caps

No additional submissions due unless previous deadlines were missed

Submissions due by May PTAC meeting (5/25):

- Membership per caps

- 2016-17 Officer contact information entered into PTAEZ (done by unit President)

- 2016-17 Roster submitted to president@alamedaptac.org (done by unit President)

- Annual Historian Report (done by unit President for the period: July 1, 2015 projected through June 30, 2016)

Submissions due in June:

- Final per caps due by June 15 to be counted for 2015-16 year