



YEARLY PTA PLANNING CALENDAR

Daily/Monthly:

- Prepare and make bank deposits daily
- Remit FSPTA and NPTA dues monthly (GiveBacks preferred, but can send check (see Membership section of our website))
- Balance checkbook, bank statement signed by President, Treasurer, and one other non-signatory board member

Summer Planning:

- Prepare final financial report; conduct financial review of previous year's books for presentation at first general meeting
- Treasurer transition; complete signature cards at bank
- Set goals for the coming year, meet with Principal
- Add or adjust committees based on your goals
- Elect Standing Committees per local unit bylaws
- Prepare budget to present to general membership at first general meeting
- Set general meeting schedule for year to be presented at first general meeting

July 1:

- Liability, Bonding, and Directors' and Officers' Insurance must be paid to AIM by **JULY 1**

August:

- Start membership campaign; consider using GiveBacks to increase membership; have hardcopy membership form, too

August/September, First Board Meeting of the Year:

- Approve committee plans of work

September, First General Meeting of the Year:

- Accept financial review report and upload into GiveBacks by **OCTOBER 30**
- Approve budget
- Announce general meeting schedule for year

October:

- Pay PTA Council dues by **OCTOBER 1** (invoice in hardcopy Back-to-School Package sent via interoffice mail)
- Upload copy of financial review report into GiveBacks by **OCTOBER 30**
- First FSPTA/NPTA dues payment due to FSPTA by **OCTOBER 31**

November 15:

- E-file IRS 990N (total income less than \$50,000), or file 990EZ or 990 for fiscal year 7/1- 6/30; upload copy into GiveBacks by **DECEMBER 15**

December 30:

- File Annual Update of Registration Form for MD Charitable Organizations by **DECEMBER 30**; upload copy into GiveBacks by **JANUARY 30**

2 Months Prior To Election of Officers:

- Select Nominating Committee following instructions in bylaws; elections held at general meeting as listed in bylaws

March 31:

- Cut-off for FSPTA Convention credentials; number credentialed from local unit based on members paid by **MARCH 31**

April 15:

- File Maryland Personal Property Report by **APRIL 15**; upload copy into GiveBacks by **MAY 15**

May:

- Check budget and make any amendments necessary

June:

- Prepare books for financial review.
- Pay liability, Bonding and Directors and Officers Insurance due **JULY 1**