

YEARLY PLANNING CALENDAR

Daily/Monthly:

- Prepare and make bank deposits daily
- Remit state and NPTA dues to MDPTA monthly
- Balance check book, bank statement signed by President, treasurer and one other non-signatory board member

Summer Planning:

- Perform financial review of previous years books for presentation at first general meeting
- Set goals for the coming year
- Add or adjust committees based on your goals
- Elect standing Committees per bylaws Article X
- 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 company designated by MDPTA by **JULY 1**

August:

- Look for membership cards, verify count and start membership campaign

First Board Meeting of the Year:

- Approve committee plans of work

First General Meeting of the year:

- Accept auditor report (financial review) and send to MDPTA prior to Nov 1
- Approve budget
- Announce general meeting schedule for year

October 1:

- Pay council dues by **OCTOBER 1**

November 15:

- File 990N (total income less than \$25,000), 990EZ or 990 for fiscal year July 1- June 30. Send copy to MDPTA by Dec. 15.

December 30:

- File Annual Update COF-85 or Exempt Organization Fundraising Notice (Registration Form COR-92 is only filed once and before any solicitation) by December 30. Mail to MDPTA by January 30.

January 31:

- File 1099- Misc if applicable. Send its transmittal form 1096 to IRS and a copy to MDPTA by February 28

2 Months Prior To Election of Officers:

- Select Nominating Committee following instructions in Article VI Section 3 of the Local bylaws. Elections are held at annual meeting as listed in Bylaws Article VI Section 2b and Article XI Section 3.

March 31:

- Cutoff for state convention credentials. Number credentialed from Local based on members paid by March 31

April 15:

- File Maryland Personal Property Return by April 15. Send copy to MDPTA 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
- Return to MDPTA the balance of unissued membership cards – Due June 30.

MDPTA Forms & Instructions Booklet will be sent to each Local in the MDPTA Back-to-School mailing.

They will also be available for viewing and/or download at www.mdpta.org