



# Eighteenth District PTA

## 2021-2022 Unit Remittance Form

Please use this form when submitting payments and reports.  
*Remember to keep a copy for your records before submitting.*

### Send payments to:

*Rhonda Brambley 18th District PTA*  
*154 Juniper St Vacaville, CA, 95688*  
[18treasurer@gmail.com](mailto:18treasurer@gmail.com)  
 707-673-3313

For District Use:  
 Date Rec'd: \_\_\_\_\_  
 Date Deposit: \_\_\_\_\_  
 Entered myptez: \_\_\_\_\_  
 Batch # \_\_\_\_\_

**To remain in good standing, units must submit payments and reports to 18<sup>th</sup> District by these dates:**

- Membership dues .....
- Ready, Set, Remit Reward (minimum 30 members).....
- Insurance Premium.....
- Last day to remit minimum membership (15 to be "in good standing") .....
- Final membership remittance for year-end awards .....

Every month
October 15 <sup>th</sup>
November 15 <sup>th</sup>
November 15 <sup>th</sup>
June 5 <sup>th</sup>

### Remittance Amounts

- Remit Membership Dues:**  
 (\$.75/District, \$2.00/State, \$ 2.25/National)
- Membership Envelopes**  
 (500 envelopes per box)
- Remit Insurance**  
 Policy dates 1/5/22-1/4/23 (\$25 late fee after 11/15/21)
- Other:** (ex: training fees) \_\_\_\_\_

<b>\$5.00 per member</b>	<u># of members</u>	\$
<b>\$15.00 per box</b>	<u># of boxes</u>	\$
<b>\$TBD + \$25.00 late fee</b>	<b>Nov 15<sup>th</sup> after Nov 15</b>	\$
		\$
<b>Date _____ Check# _____</b>		\$
<b>TOTAL AMOUNT ENCLOSED</b>		\$

### Send reports to:

*Darlene Dobie 18th District PTA*  
*2320 Grouse Court Fairfield, CA 94533*  
[18compliances@gmail.com](mailto:18compliances@gmail.com)

- End of Year Audit (for 2<sup>nd</sup> half of previous year Jan 1-June 30)**  
 .....
- Annual Financial Report/Budget to Actual (for July 1-June 30 previous year)**  
 .....
- Approved Budget (for July 1-June 30 current year) .....**  
 .....
- Approved Calendar (for July 1-June 30 current year)**  
 .....

September 15 <sup>th</sup>
September 15 <sup>th</sup>
September 15 <sup>th</sup>
September 15 <sup>th</sup>



- Copy of 2020-2021 AG RRF/CTTR1 renewal (mail copy or email pdf/upload in myptez.....
- Copy of 2020-2021 State FTB 199 filed (mail copy or email pdf/upload in myptez.....
- Copy of 2020-2021 Federal IRS 990 filed (mail copy or email pdf/upload in myptez) .....
- Copy of Workers Comp (1/5/21-1/4/22) filed AIM (mail copy or email pdf/upload in myptez
- Mid Year Audit (for 1st half of current year July 1-Dec 31) .....

<b>November 15<sup>th</sup></b>
<b>November 15<sup>th</sup></b>
<b>November 15<sup>th</sup></b>
<b>January 31<sup>st</sup></b>
<b>March 15<sup>th</sup></b>

Unit Name:		CAPTA Unit ID #:	
Treasurer Name:			