



Eighteenth District PTA

2022-2023 Unit Remittance Form

Please use this form when submitting payments and reports.

Remember to keep a copy for your records before submitting.

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

Mail payments made out to 18th District PTA to:

Rhonda Brambley 18th District PTA
 154 Juniper St Vacaville, CA, 95688
18treasurer@gmail.com

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

<input type="checkbox"/> Membership dues (non TOTEM).....	Every month
<input type="checkbox"/> Last day to remit (non TOTEM) minimum 15 memberships to be "in good standing".	November 15th
<input type="checkbox"/> Final (non TOTEM) membership remittance for year-end totals.....	June 15th

REMITTANCE AMOUNTS:

Membership Dues (non TOTEM)
 (\$.75/District, \$2.00/State, \$ 2.25/National)

Membership Envelopes
 (500 envelopes per box)

Insurance Late Fee
 \$25 late fee after 12/20/2022

Insurance goes directly to AIM

Other: (ex: training fees) _____

Date _____ Check# _____

\$5.00 per member	<u># of members</u>	\$
\$15.00 per box	<u># of boxes</u>	\$
\$25.00 late fee if insurance pd to AIM after Dec 20	Due only if insurance is paid after Dec 20.	\$
		\$
TOTAL AMOUNT ENCLOSED		\$

Upload reports into myptez or email pdfs to:

Darlene Dobie
18compliances@gmail.com

<input type="checkbox"/> End of Year Audit (for 2 nd half of previous year Jan 1-June 30).....	September 15th
<input type="checkbox"/> Annual Financial Report/Budget to Actual (for July 1-June 30 previous year).....	September 15th
<input type="checkbox"/> Approved Budget (for July 1-June 30 current year)	September 15th
<input type="checkbox"/> Approved Calendar (for July 1-June 30 current year)	September 15th
<input type="checkbox"/> Copy of 2021-2022 AG RRF/CTTR1 renewal	December 5th
<input type="checkbox"/> Copy of 2021-2022 State FTB 199 filed	December 5th
<input type="checkbox"/> Copy of 2021-2022 Federal IRS 990 filed	December 5th
<input type="checkbox"/> Copy of proof of insurance submitted to AIM	December 20th
<input type="checkbox"/> Copy of Workers Comp Filing (1/5/22-1/4/23).....	January 31st
<input type="checkbox"/> Mid Year Audit (for 1st half of current year July 1-Dec 31).....	March 15th

Unit Name: _____ CAPTA Unit ID #: _____
 Treasurer Name: _____

