



UP-DATED

2022-2023 Due Dates and Deadlines

Follow procedures and remit through channels, to be received by 18th District.

NOTE: If you need assistance with uploading PDF documents to myPTEZ.com, please contact your Compliance Officer, Darlene Dobie @ 18compliances@gmail.com



WHAT'S DUE	DONE	DATE DUE	SEND TO WHOM	Handled by
Conflict of Interest / Whistleblower (Executive Board & Committee members)		Upon election or assignment	PTA Unit's Treasurer	
Monthly Unit Report NOTE: Is due each month !		15th of month	18historian@gmail.com	
Budget 2022-2023 (Covers 7/1/2022 - 6/30/23)		September 15	MyPTEZ.com (see note above)	
Calendar of Events (Covers 7/1/2022 - 6/30/23)		September 15	MyPTEZ.com (see note above)	
Annual Financial Report 2021-2022 (Covers 7/1/21 - 6/30/22)		September 15	MyPTEZ.com (see note above)	
Year-End Audit 2021-2022 (Covers 1/1/22 - 6/30/22)		September 15	MyPTEZ.com (see note above)	
Ready, Set...Remit! (Minimum 30 members)		October 15	18treasurer@gmail.com	
Form 900 / 900EZ / 990N - Federal Tax Filing		November 15	IRS (Internal Revenue Service)	
Form 199 / 199N - State Tax Filing		November 15	FTB (Franchise Tax Board)	
RRF-1 Charitable Trust Renewal (Include CT-TR-1, if you filed 990N with IRS)		November 15	California Attorney General	
Remittance of per capital dues (Minimum 15 members)		November 15	18treasurer@gmail.com	
Federal and State Taxes filings & RRF-1 (CT-TR-1) renewal uploaded		December 5	MyPTEZ.com (see note above)	
Insurance Premium		December 20	Paid directly to AIM - Proof to be uploaded to MyPTEZ.com	
Workers Compensation Form (Covers 1/4/22-1/3/23)		January 15	MyPTEZ.com (see note above)	
C Membership Challenge		March 15	18membership@gmail.com	
Mid-Year Audit 2022-2023 (Covers 7/1/22 - 12/31/22)		March 15	MyPTEZ.com (see note above)	
Annual Unit Historian Report (Covers 7/1/22 - 6/30/23)		May 20	18historian@gmail.com	
Final remittance of per capita dues		June 15	18treasurer@gmail.com	
Unit Board Roster for 2023-2024		June 30	MyPTEZ.com (see note above)	