

TREASURER

2008-2009 TIMELINE

- Keep copies for your records of all reports and forms submitted!
- Forms are found in the *2008-2009 Utah PTA Handbook*. Select forms are also available in the *Treasurer Handbook* and/or at www.utahpta.org.
- Where discrepancies exist between dates on this timeline and those on specific forms or other calendars, those on this timeline prevail!

"I love deadlines. I like the whooshing sound they make as they fly by."
 –Douglas Adams

July 1	Fiscal Year Begins	
By the 25th of each month	Membership Dues.....	Remit National and State portions <u>to Utah PTA</u> and Council portion <u>to Council</u>
August 1	2007-2008 Year-End Financial Statement and Audit Report.....	Local unit submit <u>to Council</u>
August 1	Sales Tax Refund Request Form.....	Local unit submit <u>to Council</u> (on yellow paper)
August 15	Council Year-End Financial Report Summary.....	Council submit <u>to Region</u>
August 15	Sales Tax Forms–Council Compilation.....	Council submit <u>to Region</u> (on pink paper)
September 1	Recommended Deadline for Filing Form 990N (for those not required to file Form 990EZ) (Note: This form covers the fiscal year July 1, 2007, to June 30, 2008, and must be filed electronically by November 15.)	
September 1	Council Year-End Financial Report Summary.....	Region submit <u>to Utah PTA</u>
September 1	Sales Tax Forms–Region Compilation.....	Region submit <u>to Utah PTA</u> (on lilac paper)
October 1	Ethics/Conflict of Interest Policy, Basic Fiscal Management Procedures, and 2008-2009 Budget with Minutes of General Membership Meeting Where Approved	Local unit submit <u>to Council</u>
October 15	Council Money Handling Form.....	Council submit <u>to Region</u>
October 15	Requested Submission Date for IRS Form 990EZ and Schedule A (if required)..... (Note: This form covers the fiscal year July 1, 2007, to June 30, 2008, and is due to the IRS by November 15. Please do not mail the form directly to the IRS.)	Submit <u>to Utah PTA</u>
October 31	Membership Dues–Early Bird Remittance Deadline	
November 1	Council Money Handling Form.....	Region submit <u>to Utah PTA</u>
November 15	IRS Deadline for Forms 990EZ and 990N	
December 1	Membership Dues–Remittance Deadline to Participate in Utah PTA Programs	
February 1	Sales Tax Refund Request Form.....	Local unit submit <u>to Council</u> (on yellow paper)
February 15	Sales Tax Forms–Council Compilation.....	Council submit <u>to Region</u> (on pink paper)
March 1	Sales Tax Forms–Region Compilation.....	Region submit <u>to Utah PTA</u> (on lilac paper)
March 1	Arts Education Fund Grant Application.....	Due <u>to Utah PTA</u>
March 15	Membership Dues–Final Remittance Deadline for 2008-2009 Membership Year	
By June 30	Books To Be Closed for Audit (The 2008-2009 Audit Report is due no later than August 1.)	
June 30	Fiscal Year Ends	