

MemberHub Financial Time Line

Keep copies for your records of all reports and forms submitted
 Current version of forms are available on Utah PTA website: utahpta.org

July 1	Fiscal year begins/change over PTA checking account signers	
By the 25th	Membership dues (remit monthly) Council membership dues (if applicable)	National and state portions submit to Utah PTA Council portions submit to council PTA
August 1	Year-end financial statement (previous year) Annual financial reconciliation report (AFR) Copy of completed 990 form Sales tax refund request form	Local PTA submit to MemberHub Local PTA submit to MemberHub Local PTA submit to MemberHub See current instructions on utahpta.org/treasurer
August 15	Council summary of year-end financial reports Sales tax forms-council compliation	Council submit on Utah PTA website See current instructions on utahpta.org/treasurer
September 1	Region summary of year-end financial reports Sales tax forms-region compliation	Region submit on Utah PTA website See current instructions on utahpta.org/treasurer
September 15	Budget/budget approved minutes Signed ethics/conflict of interest form Signed basic fiscal management form Proof of insurance	Local PTA submit to MemberHub Local PTA submit to MemberHub Local PTA submit to MemberHub Local PTA submit to MemberHub
September 25	Membership dues - Back to School Award remittance deadline	
October 1	Council summary of beginning year reports form	Council submit to MemberHub
October 15	Region summary of beginning year reports form	Confirms submissions on MemberHub
November 1	Local, council, and region report #1 due	Online on Utah PTA website
December 1	Membership dues - remittance deadline to participate in Utah PTA programs	
February 1	Arts Education Fund Grant deadline Local, council, and region report #2 due	Online on Utah PTA website Online on Utah PTA website
May 1	PTA board list (incoming)	Local PTA submit to MemberHub
June 1	Local, council, and region report #3 due	Online on Utah PTA website
June 30	Fiscal year ends and financial books must be closed Prepare year-end financial reports: Year End Financial Statement, Annual Financial Reconciliation Report, 990-Form, Sales Tax Refund Request	