

# FINANCIAL TIME LINE

All End-of-Year and Beginning-of-Year documents should be submitted via MemberHub under Compliance Submissions. Local units needing assistance with this procedure should work with the council or region treasurer for document submission.

Each local/council/region unit must keep copies of all reports and forms submitted for good record-keeping.

The most current/digital version of all forms are available on the Utah PTA website: [utahpta.org](http://utahpta.org).

July 1	Fiscal year begins/change over PTA checking account signers	
By the 25th	Membership dues (remit monthly)	National and state portions submit to Utah PTA via ACH through MemberHub or mailed with a check and remittance form
	Council membership dues (if applicable)	Council portions submit to council PTA via check and remittance form (MemberHub ACH not available)
August 1	End-of-Year Documents (previous fiscal year) - Year-End Financial Statement	Local PTA submit via MemberHub or to council/region
	Annual Financial Reconciliation report (AFR)	Local PTA submit via MemberHub or to council/region
	E-filed/Accepted IRS Form 990	Local PTA submit via MemberHub or to council/region
	Sales Tax Refund Request	Local PTA submit via <a href="http://utahpta.org/treasurer">utahpta.org/treasurer</a>
August 15	Council review of Local Unit End-of-Year Documents	Council submit to region via MemberHub approval
	Council review of Local PTA Sales Tax Refund Requests	Council submit to region via <a href="http://utahpta.org">utahpta.org</a> (accept/advance)
September 1	Region review of Council/Local End-of-Year Documents	Region submit to Utah PTA via MemberHub approval
	Region review of Local/Council PTA Sales Tax Refund Requests	Region submit to region via <a href="http://utahpta.org">utahpta.org</a> (accept/advance)
September 25	Membership dues - early bird remittance deadline	
October 1	Beginning-of-Year Documents - Budget	Local PTA submit via MemberHub or to council/region
	Budget approval minutes	Local PTA submit via MemberHub or to council/region
	Signed Ethics Conflict of Interest Form	Local PTA submit via MemberHub or to council/region
	Signed Basic Fiscal Management Form	Local PTA submit via MemberHub or to council/region
	Proof of insurance	Local PTA submit via MemberHub or to council/region



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October 15	Council review of Local Unit Beginning-of-Year Documents	Council submit to region via MemberHub approval
	PTA board list (current year)	Local PTA submit via MemberHub or to council/region
November 1	Region review of Council/Local Beginning-of-Year Documents	Region submit to Utah PTA via MemberHub approval
	Local, council, and region report #1 due	Online via Utah PTA website
December 1	Membership dues - remittance deadline to participate in Utah PTA programs	
February 1	Arts Education Fund Grant deadline	Online via Utah PTA website
	Local, council, and region report #2 due	Online via Utah PTA website
May 1	PTA board list (next year's incoming)	Local PTA submit via MemberHub or to council/region
June 1	Local, council, and region report #3 due	Online via Utah PTA website
June 30	Fiscal year ends and financial books must be closed.	
	Begin preparation of End-of-Year Documents: Year-End Financial Statement, Annual Financial Reconciliation report (AFR), E-filed/Approved IRS Form 990, and Sales Tax Refund Request.	

