

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 council or region Local PTA submit to council or region Local PTA submit to council or region See current instructions on utahpta.org/treasurer
August 15	Council summary of year-end financial reports Sales tax forms-council compliation	Council submit to region See current instructions on utahpta.org/treasurer
September 1	Council/region summary of year-end financial reports Sales tax forms-region compliation	Region submit to Utah PTA 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 council/region Local PTA submit to council/region Local PTA submit to council/region Local PTA submit to council/region
September 25	Membership dues - early bird remittance deadline	
October 1	Council summary of beginning year reports form PTA board list (incoming)	Council submit to region Local PTA submit to council/region
October 15	Region summary of beginning year reports form	Region submit to Utah PTA
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 to Utah PTA website Online to Utah PTA website
May 1	PTA board list (incoming) due	Local PTA submit to council/region
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	