

# FINANCIAL TIME LINE

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

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

<b>July 1</b>	Fiscal year begins/change over PTA checking account signers , Givebacks ownership, and other financial platform ownership	
<b>By the 25th</b>	Membership dues (remit monthly)	National and state portions submit to Utah PTA via ACH through Givebacks or mailed with a check and remittance form
<b>August 1</b>	End-of-Year Documents (previous fiscal year) - Year-End Financial Statement	Local and Council PTAs submit via Givebacks
	Annual Financial Reconciliation report (AFR)	Local and Council PTAs submit via Givebacks
	E-filed/Accepted IRS Form 990	Local and Council PTAs submit via Givebacks
	Sales Tax Refund Request	Local and Council PTAs submit via <a href="http://utahpta.org/treasurer">utahpta.org/treasurer</a>
<b>August 15</b>	Council review of Local Unit End-of-Year Documents	Council approve or reject uploaded documents in Givebacks,
	Council review of Local PTA Sales Tax Refund Requests	Council accept or cancel request via <a href="http://utahpta.org">utahpta.org</a>
<b>September 1</b>	Region review of Council End-of-Year Documents	Region approve or reject uploaded documents in Givebacks,
	Region review of Council PTA Sales Tax Refund Requests	Region accept or cancel request via <a href="http://utahpta.org">utahpta.org</a>
<b>September 25</b>	Membership dues - early bird remittance deadline	
<b>October 1</b>	Beginning-of-Year Documents - Budget	Local and Council PTAs submit via Givebacks
	Budget approval minutes	Local and Council PTAs submit via Givebacks
	Signed Ethics Conflict of Interest Form	Local and Council PTAs submit via Givebacks
	Signed Basic Fiscal Management Form	Local and Council PTAs submit via Givebacks
	Proof of insurance	Local and Council PTAs submit via Givebacks
	PTA board list (current year)	Local and Council PTAs submit via Givebacks

# FINANCIAL TIME LINE

<b>October 15</b>	Council review of Local Unit Beginning-of-Year Documents	Council approve or reject uploaded documents in Givebacks.
<b>November 1</b>	Region review of Council Beginning-of-Year Documents	Region approve or reject uploaded documents in Givebacks.
	Local and council report #1 due	Online via utahpta.org
<b>December 1</b>	Membership dues - remittance deadline to participate in Utah PTA programs	
<b>February 1</b>	Arts Education Fund Grant deadline	Online via utahpta.org
	Local and council report #2 due	Online via utahpta.org
<b>May 1</b>	PTA board list (next year's incoming)	Local PTA submit via Givebacks
<b>June 1</b>	Local and council report #3 due	Online via utahpta.org
<b>June 30</b>	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.	