

## Irvine Unified Council PTA Due Dates 2009-2010

Item	Due Date	Mark Envelopes to:	Notes
End of year financial report for 2008-2009	9/23/09	Council Treasurer Email report to <a href="mailto:treasurer@irvinecouncilpta.org">treasurer@irvinecouncilpta.org</a>	<a href="http://www.fourthdistrictpta.org/forms/AnnualFinancialReport.pdf">http://www.fourthdistrictpta.org/forms/AnnualFinancialReport.pdf</a> example
First Membership Payment (50+ members qualifies for Chairmen's Club)	10/21/09	Council VP Membership	Submit payment for 50 members even if you haven't finished your membership drive.
Year End Audit for 2008-09	10/21/09	Council Auditor	<a href="http://www.fourthdistrictpta.org/forms/AuditReport.pdf">http://www.fourthdistrictpta.org/forms/AuditReport.pdf</a>
Approved Unit Budget for 2009-10	10/21/09	Council Treasurer	Email to <a href="mailto:treasurer@irvinecouncilpta.org">treasurer@irvinecouncilpta.org</a>
Tax Return filed with IRS (most units use form 990EZ)	10/21/09	IRS and copy to Council treasurer	<a href="http://www.forms.gov/bgfPortal/docDetails.do?dId=9758">http://www.forms.gov/bgfPortal/docDetails.do?dId=9758</a>
Reflections Entries	11/1/09	Reflections Chairperson	<a href="http://www.fourthdistrictpta.org/reflections.html">http://www.fourthdistrictpta.org/reflections.html</a>
Insurance Payment	11/18/09	Council Financial Secretary	Use Council Remittance Form
Second Membership Payment	11/18/09	Council VP Membership	Use Council Remittance Form
Third Membership Payment	1/20/10	Council VP Membership	Use Council Remittance Form
Workers' Compensation Report	1/20/10	Council President	<a href="http://www.capta.org/sections/resources/downloads/Toolkit2007-09-WorkCompAnnualPayroll.pdf">http://www.capta.org/sections/resources/downloads/Toolkit2007-09-WorkCompAnnualPayroll.pdf</a>
Final Membership Payment	3/17/10	Council VP Membership	Use Council Remittance Form
Mid-Year Audit	3/17/10	Council Auditor	<a href="http://www.fourthdistrictpta.org/forms/AuditReport.pdf">http://www.fourthdistrictpta.org/forms/AuditReport.pdf</a>
Unit Annual Volunteer Hours	4/1/10	Council Historian Estimate hours through the end of June.	<a href="http://www.capta.org/sections/communication/downloads/communicator-2009-05/15UnitAnnualUnitHistorianReportForm.pdf">http://www.capta.org/sections/communication/downloads/communicator-2009-05/15UnitAnnualUnitHistorianReportForm.pdf</a>
Officers' List for 2010-2011	4/1/10	4 <sup>th</sup> District website	Please submit online at <a href="http://www.fourthdistrictpta.org">www.fourthdistrictpta.org</a>

### Make all checks payable to Irvine Unified Council PTA

Bring payments to council meetings or send (with remittance form) to:  
Irvine Unified PTA Council c/o IUSD, 5050 Barranca Parkway, Irvine, CA 92604

**President**  
Steffanie Early  
949-433-5565

**Treasurer**  
Laura Cook  
949-422-4470

**Financial Secretary**  
Kim Axene  
949-551-2951

**Auditor**  
Cindy Foster  
949-294-0941

**VP Membership**  
Kerri Fung  
949-786-4328

[www.irvinecouncilpta.org](http://www.irvinecouncilpta.org)