

[December – February]: Compliance Checklist

Complete and remit all of the checklists to receive #MagicMaker recognition for 2024-2025!

Month	Day		Subject	Send Via	STATUS
Monthly		<input type="checkbox"/>	Remit Member Dues: December <input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/>	Channels	Required
Monthly		<input type="checkbox"/>	CAPTA Webinar Opportunities: Dec <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/>	Virtual	Recommended
Monthly		<input type="checkbox"/>	Host/Attend Executive Board Meetings? (U/C/D – whichever applies to your position!) Nov <input type="checkbox"/> Dec <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/>	Virtual	Required
Association Meeting		<input type="checkbox"/>	Did You: <input type="checkbox"/> Present: Annual Report <input type="checkbox"/> Adopt: Mid-Year Financial Review Report <input type="checkbox"/> Elect: Nominating Committee (Jan/Feb) (General Association elects; check your bylaws!)	Upload to MyPTEZ or Send Via Channels	Required
December		<input type="checkbox"/>	Did You: <input type="checkbox"/> Attend the 23 rd District General Association Meeting? <input type="checkbox"/> Encourage your units to attend? <input type="checkbox"/> File taxes: IRS (990/990n) and FTB (199/199n) by November 15 <input type="checkbox"/> File CT-TR-1 [If 2023-2024 annual revenue was under \$50,000] <input type="checkbox"/> File RRF-1 (Attorney General) by November 15 <input type="checkbox"/> Upload copies of the filings into PTAEZ? <input type="checkbox"/> Upload the 2023-2024 year-end financial review into MyPTEZ? <input type="checkbox"/> Pay the Insurance Premium directly by December 20? <input type="checkbox"/> Contact 23 rd District PTA if a Premium Waiver was needed? <input type="checkbox"/> Remit Reflections Entries to 23 rd District PTA (via channels) <input type="checkbox"/> Prepare for the Mid-Year Fin. Review (Period 1: July 1 – Dec 31)?		
January		<input type="checkbox"/>	Did You: <input type="checkbox"/> Complete the Mid-Year Financial Review? <input type="checkbox"/> Submit the Worker Compensation Annual Payroll Report Form		
February		<input type="checkbox"/>	Did You: <input type="checkbox"/> Submit the Worker Compensation Annual Payroll Report Form		

Upcoming Events:

December 20 – LAST DAY TO PAY INSURANCE PREMIUMS! PREMIUMS MUST BE RECEIVED BY AIM BY DECEMBER 20th

NO EXCEPTIONS

January 1 – You're six months in! Congratulations!

January 31 – Worker Compensation Forms DUE TO AIM INSURANCE SERVICES

February 1 – CAPTA Scholarships deadlines

February 12 – 23rd District PTA Reflections Awards Event (Golden Bear Theater, TVHS)

February 17 – Founders Day

February 27th – 23rd District PTA General Association Meeting (Zoom)