

22nd District PTA

2017-2018 Unit Deadlines

JULY 2017		
AUGUST 2017		
SEPTEMBER 2017		
29	Annual Financial Report for 2016-2017	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
29	Budget for 2017-2018	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
29	Year-End Audit for 2016-2017	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
OCTOBER 2017		
13	Ready, Set....Remit! Send in 30 memberships to qualify for State PTA Membership Award and 22 nd District's Unit of the Year Award	send money to: District Treasurer, Jackie Rollings at: P.O. Box 6039 Eureka, CA 95502 send names to: District Membership VP, Rose Buchner at buchnerr@eurekacityschools.org OR mail to: P.O. Box 6039 Eureka, CA 95502
NOVEMBER 2017		
1	Annual Tax Filings	send copy to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
10	Review Bylaws & submit changes, if any	send to: District Parliamentarian, Heidi Davis at hdavisnow@yahoo.com . Mail Bylaws package to: P.O. Box 6039 Eureka, CA 95502
DECEMBER 2017		
5	Remit Liability Insurance Premium	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
5	Submit Training Fee & Membership Envelopes Fee	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
5	Submit Workers Compensation Annual Payroll Report, if no one was paid	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
JANUARY 2018		
TBA	Submit Reflections entries	deliver to: District Reflections Chair, Stacy Young. Email her at youngquartet@mac.com for location.
10	Submit Workers Compensation Annual Payroll Report with payment, if someone was paid with PTA funds	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502
FEBRUARY 2018		
28	Mid-Year Budget	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502.
28	Mid-Year Audit	send to: District Treasurer, Jackie Rollings at jrollings0614@gmail.com OR mail to: P.O. Box 6039 Eureka, CA 95502.
MARCH 2018		
APRIL 2018		
MAY 2018		
15	List of 2018-2019 PTA unit officers	email list to: District President, Martin Goddi at dp22@capta.org Officer information must also be entered into the PTAEZ Officer List Program.
15	Annual Historian Report	send to: District Historian, Becky Reece at beatlebeck@aol.com OR mail to: P.O. Box 6039 Eureka, CA 95502
JUNE 2018		
15	Last day to remit membership dues for 2017-18	send money to: District Treasurer, Jackie Rollings at: P.O. Box 6039 Eureka, CA 95502 send names to: District Membership VP, Rose Buchner at buchnerr@eurekacityschools.org OR mail to: P.O. Box 6039 Eureka, CA 95502

Please Don't Wait!

Send your membership monies monthly to: District Treasurer, Jackie Rollings at P.O. Box 6039 Eureka, CA 95502

Send your membership names monthly to: District Membership VP, Rose Buchner at buchnerr@eurekacityschools.org OR mail to: P.O. Box 6039 Eureka, CA 95502

6/13/17