

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 treasurer@irvinecouncilpta.org	http://www.fourthdistrictpta.org/forms/AnnualFinancialReport.pdf 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	http://www.fourthdistrictpta.org/forms/AuditReport.pdf
Approved Unit Budget for 2009-10	10/21/09	Council Treasurer	Email to treasurer@irvinecouncilpta.org
Tax Return filed with IRS (most units use form 990EZ)	10/21/09	IRS and copy to Council treasurer	http://www.forms.gov/bgfPortal/docDetails.do?dId=9758
Reflections Entries	11/1/09	Reflections Chairperson	http://www.fourthdistrictpta.org/reflections.html
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	http://www.capta.org/sections/resources/downloads/Toolkit2007-09-WorkCompAnnualPayroll.pdf
Final Membership Payment	3/17/10	Council VP Membership	Use Council Remittance Form
Mid-Year Audit	3/17/10	Council Auditor	http://www.fourthdistrictpta.org/forms/AuditReport.pdf
Unit Annual Volunteer Hours	4/1/10	Council Historian Estimate hours through the end of June.	http://www.capta.org/sections/communication/downloads/communicator-2009-05/15UnitAnnualUnitHistorianReportForm.pdf
Officers' List for 2010-2011	4/1/10	4 th District website	Please submit online at www.fourthdistrictpta.org

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