

## Irvine Unified Council PTA Important PTA Due Dates 2008-2009

Item	Due Date	Mark Envelopes to:	Notes
First Membership Payment (50+ members qualifies for Chairmen's Club)	10/15/08	Council VP Membership	Use Council Remittance Form
Year End Audit for 2007-08	10/24/08	Council Auditor	Sample form in California State PTA Toolkit
End of Year Financial Report for 2007 – 08	10/24/08	Council Treasurer	Sample form in California State PTA Toolkit
Approved Unit Budget for 2008-09	10/24/08	Council Treasurer	Sample form in California State PTA Toolkit
Tax Return filed with IRS	9/30/08	IRS	IRS mails the forms directly to the unit
Reflections Entries	11/1/08	Reflections Chairperson	See packet for directions
Copy of filed Tax Return	11/19/08	Council Treasurer	Copy of IRS Form
Second Membership Payment	11/19/08	Council VP Membership	Use Council Remittance Form
Third Membership Payment	1/14/09	Council VP Membership	Use Council Remittance Form
Insurance Payment	1/14/09	Council Financial Secretary	Use Council Remittance Form
Workers' Compensation Report	1/14/09	Council President	Workers' Compensation Form
Final Membership Payment	3/18/09	Council VP Membership	Use Council Remittance Form
Mid-Year Audit	3/18/09	Council Auditor	For unit activities July 1- December 31, 2008
Unit Annual Volunteer Hours	4/15/09	Council Historian	Estimate through the end of the year
Officers' List for 2009-2010	4/1/09	4 <sup>th</sup> District	Please submit online at <a href="http://www.fourthdistrictpta.org">www.fourthdistrictpta.org</a>
Copy of Officers' List for 2009-2010	4/22/09	Council President	

**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**  
Kim Axene  
949-551-2951

**Treasurer**  
Bill Tomlinson  
949-559-5324

**Financial Secretary**  
Lauren Brooks  
714-669-8710

**Auditor**  
Nickie Martin  
949-733-9591

**VP Membership**  
Laura Cook  
949-854-7533