

Irvine Unified Council PTA

Due Dates

2007 – 2008

Item	Due Date	#	Mark Envelopes to:	Notes
Early Bird Membership Payment	10/1/07	1	Council VP Membership	Use Council Remittance Form
Year End Audit for 2006-07	10/24/07	1	Council Auditor	Sample form in California State PTA Toolkit
End of Year Financial Report for 2006 – 2007	10/24/07	1	Council Treasurer	Sample form in California State PTA Toolkit
Approved Unit Budget for 2007-2008	10/24/07	1	Council Treasurer	
First Membership Payment	11/1/07	1	Council VP Membership	Use Council Remittance Form
Second Membership Payment	11/14/07	1	Council VP Membership	Use Council Remittance Form
Copies of Tax Return filed with the IRS	11/14/07	1	Council Treasurer	IRS mails the forms directly to the unit -
Reflections entries	11/5/07		Reflections Chairperson	See packet for directions
Third Membership Payment	1/16/08	1	Council VP Membership	Use Council Remittance Form
Insurance Payment	1/16/08	1	Council Financial Secretary	Use Council Remittance Form
Workers' Compensation Report	1/16/08	1	Council President	Workers' Compensation Report
Final Membership Payment	3/1/08	1	Council VP Membership	Use Council Remittance Form
Mid-Year Audit for 2007 – 2008	3/26/08	1	Council Auditor	Mid-Year Audit for 2007 – 2008
Unit Annual Volunteers Hours	4/16/08	1	Council Historian	Estimate through the end of the year
Officers' List for 2008-09	4/16/08	3	Council President	Elections should be held in March 2008

Make all checks payable to Irvine Unified Council PTA
 Send all payments to IUSD, 5050 Barranca Parkway, Irvine, CA 92604
 Attention PTA Council:

President
 Kim Axene
 949/551-2951

Treasurer
 Bill Tomlinson
 949/559-5324

Financial Secretary
 Lauren Brooks
 714/669-8710

Auditor
 Nicki Martin
 949/733-9591

VP Membership
 Marlene Campbell
 949/854-9798

VP Programs
 Sue Kuwabara
 714/838-4815

VP Communications
 Linda Pierce
 949/551-5801

Secretary
 Ramaa Bhasin
 714/573-3911

Historian
 Leslie Lindgren
 949/509-1436

Reflections
 Amy Tingiridies
 949/552-4333