

**SADDLEBACK VALLEY COUNCIL PTA**  
**2009-2010 DUE DATES**

<b>ITEM</b>	<b>DUE DATE</b>	<b>ITEM DUE TO</b>	<b>NOTE: All PTA forms available at <a href="http://www.svpta.org">www.svpta.org</a></b>
First Membership Payment (50+ Members = Chairman's Award)	9/24/09	SVPTA Treasurer	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>
Adopted 2008-09 Year End Audit (June 30, 2009 Period End)	10/22/09	SVPTA Auditor	Audit Form <i>Toolkit Page 313</i>
Annual Financial Report for June 30, 2009 Year End	10/22/09	SVPTA Treasurer	Sample Report Form <i>Toolkit Page 310</i>
Adopted 2009-2010 Budget	10/22/09	SVPTA Treasurer	Sample Budget Form <i>Toolkit Page 314</i>
Membership Payment	10/22/09	SVPTA Treasurer	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>
Reflections Entries	11/4/09	SVPTA Reflections	Summer Service Mailing <a href="http://www.svpta.org">www.svpta.org</a>
Tax Return filed with IRS (2008 Tax Year, Ending 6/30/09)	11/16/09	<b>IRS</b>	IRS 990, IRS 990-EZ, or IRS 990-N
CA State PTA Grant Application CA State PTA Scholarship Appl.	11/16/09	<b>CA State PTA</b>	<i>Toolkit Page 335-36</i> <i>Toolkit Page 357-67</i>
Membership Payment	11/19/09	SVPTA Treasurer	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>
Copy of Tax Return	11/19/09	SVPTA Treasurer	IRS 990, IRS 990-EZ, or IRS 990-N
Insurance Premium Payment	11/19/09	SVPTA Treasurer	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>
Workers' Comp Form (Required even if <i>NO ONE PAID</i> )	11/19/09	SVPTA Treasurer	Workers' Comp Form <i>Toolkit Page 322</i>
"PTA Spotlight" Award Application	1/22/10	SVPTA President	<i>Toolkit Page 301-02</i>
Membership Payment	1/28/10	SVPTA Treasurer	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>
CA State PTA High School Senior Scholarship Application	2/1/10	<b>CA State PTA</b>	<i>Toolkit Page 369-71</i>
Adopted Mid Year Audit (December 31, 2009 Period End)	2/25/10	SVPTA Auditor	Audit Form <i>Toolkit Page 313</i>
Unit Annual Report (Volunteer Hours)	3/18/10	SVPTA Historian	Annual Report Form <i>Toolkit Page 373-74</i>
Final Membership Payment	3/18/10	SVPTA Treasurer	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>
4 <sup>th</sup> District PTA Award Application	3/25/10	SVPTA President	
Officers' List for 2010-2011	4/1/10	<b>4<sup>th</sup> District PTA</b>	Submit online at <a href="http://www.fourthdistrictpta.org">www.fourthdistrictpta.org</a>
Copy of 2010 – 11 Officers' List	4/15/10	SVPTA President	
Membership Envelope Order For 2010-2011	4/15/10	SVPTA Membership	Unit Remittance Form <a href="http://www.svpta.org">www.svpta.org</a>