



DUE DATES	DESCRIPTION	AMOUNT	SEND OR PAY TO:	
Dec	<ul style="list-style-type: none"> <li>If fiscal year end 5/31, submit books for audit (June 1 - Nov. 30), send <b>2 copies</b> of <b>ADOPTED MID-YEAR AUDIT REPORT</b> to Council.</li> <li>Submit <b>Monthly Membership Remittance</b> with Council Membership Remittance Form</li> </ul>	N/A \$5.75/mbr	Council Council	
Jan	<ul style="list-style-type: none"> <li>If fiscal year end 6/30, submit books for audit (July 1 - Dec. 31), send <b>2 copies</b> of <b>ADOPTED MID-YEAR AUDIT REPORT</b> to Council</li> <li>Pay for Council's Founders Day celebration dinner</li> <li><b>Submit Monthly Membership Remittance</b></li> </ul>	N/A \$TBD \$5.75/mbr	Council Council Council	
Feb	<ul style="list-style-type: none"> <li>All mid-year audit reports due - 2 copies</li> </ul>	N/A	Council	
Mar	<ul style="list-style-type: none"> <li>Pay any monies owed to Council</li> </ul>	Various	Council	
May	<ul style="list-style-type: none"> <li>Attend '<i>Council Workshops</i>'</li> <li>Request bills pertaining to the current fiscal year be submitted for payment</li> <li>Attend your unit's budget committee meeting</li> <li><b>FINAL MEMBERSHIP REMITTANCE DEADLINE for 2016-2017 Membership Totals</b></li> </ul>	N/A Various N/A \$5.75/mbr	N/A N/A Council	*Direct
June	<ul style="list-style-type: none"> <li>Close out books for year end</li> <li>Prepare <b>ANNUAL FINANCIAL REPORT</b> (end of fiscal year), <b>UNIT FINANCIAL SUMMARY FORM</b>, and <b>PROJECT FUNDS CARRY OVER REPORT</b>. Keep a copy for files and send 2 copies to Council.</li> <li>Submit books for audit according to bylaws</li> <li>Obtain new bank account signature cards, update procedure manual and give books to incoming treasurer</li> </ul>	N/A N/A N/A N/A	N/A Council N/A N/A	

**\* THESE ITEMS ARE PAID OR SENT DIRECTLY TO EACH RESPECTIVE PARTY**

**ALL MEMBERSHIP PAYMENTS TO COUNCIL.....**

- Must be made out to Glendale Council PTA.
- Must be sent on a separate check with the Membership Remittance Form

**ALL OTHER PAYMENTS TO COUNCIL.....**

- Must be made out to Glendale Council PTA.
- Must include a Glendale Council Regular Remittance Form.
- May be combined in one check, EXCLUDING membership.

**Where to Send Checks?**

**\$ Membership Dues - Rebecca Johnson @ Council PTA Office**

**\$ All Other Amounts Due - Diana Keeney @ Council PTA Office**

**Any questions, please call Council Treasurer - Diana Keeney at 818-749-0562 or email at nickoletta100@gmail.com**