

2017 - 2018 CALENDAR for Units in Fremont Council PTA

Events & Meetings	Due Dates	Typical Unit Tasks
<p>August 14, 2017 Executive Board Meeting FUSD Office, Staff Room - 4202 Technology Drive, Fremont, CA</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Annual Financial Report 2016-17 <input type="checkbox"/> Board Roster Updates <input type="checkbox"/> End of Year (2016-17) Audit (Audit report form, checklist and any recommendations/findings) 	<p>Email reports to fcptadocuments@gmail.com</p> <p>Executive board meeting during summer:</p> <ul style="list-style-type: none"> - decide on goals, programs, review draft calendar - plan for Reflections, CAPTA grants, convention resolutions - present programs & budget to board for review - copies of bylaws to whole board, review - present financial reports & final calendar approval
	<ul style="list-style-type: none"> <input type="checkbox"/> Per caps for 30 members by 10/15 to Peralta to qualify for Ready Set Remit Award 	<p>Membership cards will be distributed at this meeting and hereafter. Membership envelopes are available for purchase (\$15 for a box of 500)</p>
<p>August 28, 2017 Peralta District Training (6:30pm - 9pm) 313 W. Winton Ave., Hayward, CA</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Deadline to apply: August 23, 2017 	
<p>September 1, 2017</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Registration opens for January 22-23, 2018 Legislation Conference in Sacramento 	
<p>September 9, 2017 - FCPTA Reflections Training (Saturday 2pm - 4pm) at the Fremont Cultural Arts Council</p>		<p>Contact FCPTA Reflections Chair Michelle Hertel at mmwh55@gmail.com</p>
<p>September 11, 2017</p> <p>Council Association and Board Meeting at FUSD, PDC (4210 Technology Drive, Fremont)</p> <ul style="list-style-type: none"> - Association Meeting: 7pm - 8pm - Board Meeting: 8pm - 8:30pm 	<ul style="list-style-type: none"> <input type="checkbox"/> Adopt year-end audit and financial report for period ending June 30, 2017 <input type="checkbox"/> Approve proposed programs, projects, calendar, mission statement and goals <input type="checkbox"/> Approve 2017-18 Budget (if completed) <input type="checkbox"/> Ratify appointments and release funds <input type="checkbox"/> Updated roster <input type="checkbox"/> Per caps (minimum of 30 members to receive "Ready Set Remit" membership award) 	<p>If Units have updated roster and completed year-end audit, financial report, budget, calendar of events, mission statement and goals, email them in PDF format to fcptadocuments@gmail.com</p> <p>Remit per cap (membership dues) to FCPTA Financial Secretary, Geetha Chandvasekav at 5016 Crandallwood Dr., Fremont, CA 94555</p>

Events & Meetings	Due Dates	Typical Unit Tasks
September 23, 2017 CAPTA Northern Regional Training - CSU Maritime Academy (200 Maritime Drive, Vallejo, CA 94590)		Deadline to apply: September 20, 2018, 5pm
October 9, 2017 Council Executive Board Meeting - FUSD Staff Room (4210 Technology Drive)	<input type="checkbox"/> Board Roster 2017-18 Updates <input type="checkbox"/> Association adopted audit report for period ending June 30, 2017 <input type="checkbox"/> Annual Financial Report 2016-17 (if not previously submitted) <input type="checkbox"/> 2017-18 Budget approved by the association (if completed) <input type="checkbox"/> Per caps received since last council meeting	Email updated roster, adopted audit, financial report, approved budget in PDF format to fcptadocuments@gmail.com Remit per capita (membership dues) to FCPTA Financial Secretary, Geetha Chandvasekav at 5016 Crandallwood Dr., Fremont, CA 94555
October 15, 2017	<input type="checkbox"/> Final Turn-in for "Ready Set Remit" membership award Per Cap (minimum 30 members) <input type="checkbox"/> CAPTA Grant Application due CAPTA directly	Remit per capita (membership dues) to FCPTA Financial Secretary, Geetha Chandvasekav at 5016 Crandallwood Dr., Fremont, CA 94555
November 13, 2017 Council Executive Board Meeting - FUSD Staff Room (4210 Technology Drive)	<input type="checkbox"/> Copy of filed tax returns, both state and federal taxes <input type="checkbox"/> Copy of RRF-1 filing <input type="checkbox"/> Per caps received since last council meeting <input type="checkbox"/> Remit Insurance premium by 11/30	Tax filings must be completed before the 15th, or an extension needs to be filed. (If help is needed, please contact FCPTA financial team) Email these reports and documents in PDF format to fcptadocuments@gmail.com Remit per capita (membership dues) to FCPTA Financial Secretary, Geetha Chandvasekav at 5016 Crandallwood Dr., Fremont, CA 94555
November 14, 2017 Irvington High School, Room #2	<input type="checkbox"/> Artwork entries due 6:30pm - 8:30pm	Entries will NOT be accepted at FCPTA meeting
November 15, 2017	<input type="checkbox"/> Due to IRS: Tax Returns 990/990EZ and Schedule or 990-N <input type="checkbox"/> Due to Franchise Tax Board: 199 or 199N <input type="checkbox"/> Due to CA State Attorney's Office: RRF-1 <input type="checkbox"/> Remit Per caps by 11/15 <input type="checkbox"/> Remit Insurance Premium by 11/30, Once payment is overdue - include \$25 late fee with insurance payments after this date	Remit per capita (membership dues) to FCPTA Financial Secretary, Geetha Chandvasekav at 5016 Crandallwood Dr., Fremont, CA 94555

Events & Meetings	Due Dates	Typical Unit Tasks
November 30, 2017	<input type="checkbox"/> Insurance Premium Payment will be overdue - include \$25 late fee with insurance payments after this date	Mail to FCPTA Financial Secretary, Geetha Chandvasekav at 5016 Crandallwood Dr., Fremont, CA 94555
December 9, 2017 FCPTA Reflections Ceremony American High School Rotunda & Theater 70 (3pm - 5pm)		Contact FCPTA Reflections Chair Michelle Hertel at mmwh55@gmail.com
December 11, 2017 Council Association & Executive Board Meeting (FUSD PDC - 4210 Technology Drive) Association meeting - 7pm Board meeting - 8pm	<input type="checkbox"/> Copy of filed tax return & RRF-1 Filing (if not previously submitted) <input type="checkbox"/> Turn in Worker's Comp Annual Payroll Report if contractor payments are finished for the year	Email these documents in PDF format to fcptadocuments@gmail.com
January 8, 2018 Council Executive Board meeting - FUSD Staff Room - 7pm	<input type="checkbox"/> Worker's Comp Annual Payroll Report (send surcharge for contractor payments to FCPTA financial secretary) <input type="checkbox"/> Complete mid-year audit (2017-2018) <input type="checkbox"/> Mid-year Unit Report to include volunteer hours through December and Mid-Year Unit Checklist due via email to FCPTA historian	Email to FCPTA Financial Secretary: fcptadocuments@gmail.com Email to FCPTA Historian: chitrarun@gmail.com
January 22 - 23, 2018 California Legislative Conference		
February 1, 2018	<input type="checkbox"/> Due directly to CAPTA applications for Volunteer Service Scholarships and PTA Unit Spotlight Award	
February 12, 2018 Council Executive Board meeting - FUSD Staff Room - 7pm	<input type="checkbox"/> Association adopted Mid-Year Audit (if completed)	Email to FCPTA Financial Secretary: fcptadocuments@gmail.com
March 12, 2018 Council Association & Board meeting - FUSD Staff Room Association meeting: 7pm Executive Board meeting: 8pm	<input type="checkbox"/> Association adopted Mid-Year Audit (if not previously submitted)	Email to FCPTA Financial Secretary: fcptadocuments@gmail.com
March 2018 Founder's Day Celebration (TBD)		Celebrate PTA Founders Day: - Award Honorary Service awards - Collect & remit Freewill Offering

Events & Meetings	Due Dates	Typical Unit Tasks
April 9, 2018 Council Executive Board Meeting - FUSD Staff Room - 7pm	<input type="checkbox"/> 2018-2019 Board Roster	Enter the Roster in PTAEz, Officer/Board Member Contact
April 27 - 29, 2018 CAPTA Convention, Ontario, CA		Elect delegates to CAPTA Convention
May - Robertson Staff Appreciation meals		Contact: Aimee Hubacek hubacek6@comcast.net
May 14, 2018 Council Association and Executive Board meeting - FUSD PDC Association meeting: 7pm Executive Board meeting: 8pm	<input type="checkbox"/> Approve preliminary budget/summer expenses <input type="checkbox"/> Enter 2018-2019 Board Roster in PTAEz (if elections were held in April) by May 15 <input type="checkbox"/> Historian Reports to include volunteer hours through June. Reports due to Peralta by May 15	Email Unit Annual Report to FCPTA Historian: chitrarun@gmail.com
June 2, 2018 Officers Training for Unit and Council leaders by Peralta District, 9am - 2pm		<ul style="list-style-type: none"> - President-elect meets with Principal regarding summer plans for PTA & tentative calendar. - Attend all leadership training. - Have committee meetings, get organized, plan. - Organize files received from predecessor
June 8, 2018	<input type="checkbox"/> Last day to submit to include in fiscal year 2017 - 2018 membership <input type="checkbox"/> State PTA will consider units without president info in PTAEz to be "not in good standing."	Email to FCPTA: fcptadocuments@gmail.com
June 11, 2018 Council Executive Board Meeting, FUSD Staff Room - 7pm	<input type="checkbox"/> Enter 2018 -2019 Board Roster in PTAEz (if elections were held in April) <input type="checkbox"/> Submit any Financial Reports/copies of tax filings not yet forwarded <input type="checkbox"/> Annual Historian Report to include volunteer hours through June	<p>Email to FCPTA Financial Secretary: fcptadocuments@gmail.com</p> <p>Email Unit Annual Report to FCPTA Historian: chitrarun@gmail.com</p>
July 4, 2018 Fremont 4th of July Parade		
July 2018	<input type="checkbox"/> Any per caps after June 8th are not counting towards the previous fiscal year, but the new fiscal year.	<ul style="list-style-type: none"> - Take office on July 1 – beginning of fiscal year - Outgoing auditor prepares end of year audit - Outgoing Treasurer prepares Year End Annual Financial Report (& can file taxes) - Change signature cards at bank