

## Local Unit Treasurer Deadlines

### ❖ September 1<sup>st</sup>-3 Authorized signatures filed at bank

- President, Vice-President, Treasurer & Secretary can be authorized signers.
- Signers cannot be related or live in the same household
- Can be done any time after July 1, may need minutes from election meeting for bank.

### ❖ September 1<sup>st</sup>-Unit Audit

- An audit or financial review is required of the unit every fiscal year
- An audit should be completed at the close of books, before a new treasurer takes position, and/or after the close of the fiscal year
- A yearly recap should accompany an audit
- Audit report/Yearly recap are adopted at the FIRST membership meeting
- Can be done any time after July 1

### ❖ September 1<sup>st</sup>-Budget

- The Treasurer chairs the budget committee
- A budget is based on current bank balance and potential income
- The BOD shall prepare and submit a balanced budget to the membership for adoption
- Money cannot be spent until budget is adopted at the FIRST membership meeting
- Can be done any time after July 1 and books are reconciled with bank

### ❖ September 15<sup>th</sup>-Volunteer Service Report

- This is due to Idaho PTA
- Must also include volunteer service hours
- Needs President's signature
- This is best filled out with officers before summer break

### ❖ November 1<sup>st</sup> -Insurance Premium

- This is due to Idaho PTA, amount of \$125
- This can be paid at Fall Conference, give to Region Treasurer

### ❖ November 1<sup>st</sup> - Membership Dues

- This is due to Idaho PTA
- A check and remittance form is mailed to Idaho PTA
- An excel document with members should be emailed to Idaho PTA
- Adults are \$7.50 and student 6<sup>th</sup> & higher are \$4.00
- Work with membership chair for accurate member numbers and amounts
- Submit dues monthly thereafter

### ❖ November 15<sup>th</sup> -990's

- For a 7/1-6/30 fiscal year, Nov. 15<sup>th</sup> is the deadline for filing  
A unit can file a 990 anytime after July 1<sup>st</sup>.
- For a 1/1-12/31 fiscal year, May 15<sup>th</sup> is the deadline for filing  
A unit can file anytime after Jan. 1<sup>st</sup>

### ❖ November 1<sup>st</sup> -Region Dues (if applicable)

- Region dues are paid to the Region Treasurer and can be paid at Fall Conference

If you need any help at all, Your Idaho PTA Region Director is always happy to assist you. You may also contact the Idaho PTA State Office at:  
1655 W Fairview Suite 109, Boise, Id 83702 Phone: (208) 344-0851 Fax: (208) 342-8585 Email: [idahopta@idahopta.org](mailto:idahopta@idahopta.org) Website:

[www.idahopta.org](http://www.idahopta.org)