



July/August

WHAT YOU MAY BE WORKING ON THESE TWO MONTHS

(R) = Items required by both California State PTA and IRS. All PTA units must submit or risk losing charter. Long Beach Council PTA's primary responsibility is to assistance units in completing these forms. If your unit

needs support, PLEASE reach out.

(R) Treasurer's Reports: See the **FINANCE** section. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month. Most units may need to turn in May – August Treasurer Reports.

(R) Year-End Audit: See **FINANCE** section. This is the second step in completing your year-end financials and must be finished and correct before completing the UTAR. The audit period covers January 2023 – June 2023.

(R) Unit Treasurer Annual Report (UTAR): See **FINANCE** section. The numbers reported will be used in filling out your unit's income tax forms.

(R) Taxes – 199 State & 990 Federal: See **FINANCE** section.

(R) RRF-1 & CT-TR-1: See **FINANCE** section

(R) Officer, Committee Chair & Delegate Contact Info: See **FORMS** section, 33rd District Officer, Chairmen Contact Sheet. This is a list of the people who make up the executive board in your unit, committee chairs and the names of your two delegates. Article IX or X – Council Membership in your unit bylaws state that units appoint 2 delegates to bring to the Unit Presidents meetings in **NOVEMBER, MARCH, AND JUNE.**

Membership Campaign -Create a theme, information letter, advertise with posters, banners, website, and social media. Sign up for electronic membership through TOTEM.



Reflections Committee - Organizing materials, advertisement of theme and timeline.

Professional Governance Standards: See **AWARDS TO ACHIEVE** section for completing this form and earning a *Certificate of Recognition* for your unit from California State PTA.

Budget Update -Changes may or may not have occurred over summer. Units must present the most recent budget for approval at the first association meeting of the year. Yes, this is an item voted on by your membership.

Due in September:

- **All items listed above with (R).**
- **(R) Membership dues:** Make sure to start your Membership campaign as soon as possible. If you would like your unit to be eligible for the CAPTA Ready, Set, Remit award, you will need to turn in dues for 30+ members. More information on Membership Dues and Campaigns can be found in the **Membership** section.
- **Bylaw Review Form:** See **RUNNING YOUR PTA**, Bylaws & Standing Rules, Yearly Review form for instructions



WHAT IS DUE THIS MONTH

(Please communicate with your Area Advisor if you need help with any of the items listed below)

(R) = Required

(R) Treasurer's Reports: See the **FINANCE** section of the Red Book. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month.

(R) Year End Audit: See **FINANCE** section

(R) Unit Treasurer Annual Report (UTAR): See **Finance** section for more information.

(R) Taxes – 199 State & 990 Federal: See **Finance** section

(R) RRF-1 & CT-TR-1: See **FINANCE** section

(R) Officer, Committee Chair & Delegate Contact Information: See **FORMS** section, 33rd District Officer. This is a list of the people who make up the executive board in your unit and the names of your delegates. Article IX or X – Council Membership in your unit bylaws state that you should appoint 2 delegates to bring with you to the Unit Presidents meetings in **NOVEMBER, MARCH, AND JUNE**.

(R) Minutes -Board & Association Meeting Minutes since last turned in. This may go back to May or June. See **PLANNING AND ORGANIZING** for sample minutes and tips.

(R) List of Check Signers: See **forms** section

Membership Dues: Membership dues are to be turned in monthly as received. More information can be found in the **MEMBERSHIP** section. Do not count dues received through TOTEM. Units who receive monies from TOTEM is the unit's portion. The pass-through has already been forwarded through channels.

Professional Governance Standards: See **AWARDS** section for completing this form and earning a *Certificate of Recognition* for your unit from California State PTA.

Bylaws Review Form: All units must review their bylaws annually and update every 5 years or when changes are to be made. Contact your area advisor if your unit is seeking to make changes or updates, as the process has multiple steps. See **FORMS** section for review form and **RUNNING YOUR PTA**, Bylaws & Standing Rules for the process of updating.

RESERVATIONS: 33rd Legislative Conference)

WHAT YOU MAY BE WORKING ON THIS MONTH:

(R) Council Assessment Fee: This money is used to run the business side of the Long Beach Council PTA. Each unit must pay this to be considered a "unit in good standing" with the Long Beach Council PTA. See **TRACKER** for amount and remember to include a Money Matters Form when submitting check.

(R) Unit Budget: You need to have your budget approved at your first association meeting. Your unit would have worked on this over the summer and it should be presented and approved at the first association meeting of the school year in September. See the **SAMPLE BUDGET** in the **FINANCE** section for guidance.

(R) Membership dues: Make sure to start your Membership Campaign as soon as possible. If you would like your unit to be eligible for the Ready, Set, Remit award, you will need to turn in dues for 30+ members.

Red Ribbon Celebration: See **PROGRAM** section for ideas on this event.

Reflections Art Program: See **PROGRAM** section for council due dates, or **CAPTA.org** for detailed information on program and materials.



WHAT IS DUE THIS MONTH

(Please communicate with your Area Advisor if you need help with any of the items listed below)



(R) = Required

(R) Treasurer's Reports: See the **FINANCE** section. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month.

(R) Minutes: September Board and Association Meeting Minutes. See **PLANNING AND ORGANIZING** for sample minutes and tips.

(R) Council Assessment Fee: \$100.00 written to LBCPTA

(R) Unit Budget: (approved by association in September)

Conflict of Interest/Whistleblower Forms: See **FINANCE** section for information and form. Each person on the executive board should fill out and sign a form. Forms can be scanned into one document and emailed to area advisor.

Membership Dues: Membership dues are to be turned in monthly as received. More information on Membership Dues and Campaigns can be found in the PTA BASICS section of the Red Book.

LBCPTA PAT's Award Certificates Order Form: See **AWARDS** section for more information.

WHAT YOU MAY BE WORKING ON THIS MONTH

(R) Insurance Premium: Amount to be announced at the October UPs meeting.

(R) Workers' Compensation Annual Payroll Form: Form can be found in the **FINANCE** section of this book.

**Every unit is required to turn in a WC Form. If your unit did not pay any workers, write "NONE PAID" across sheet and submit to LBCPTA.

33RD District Unit Program / Directory Award: See **AWARDS TO ACHIEVE AND RECEIVE** section.

Delegates: Your bylaws require that in addition to the president attending the NOVEMBER UPs meeting, two (2) delegates (see Article X in your unit bylaws), from your association must also attend. This is one of 2 meetings requiring delegates to attend. **Delegates count for only one unit. Units may not split delegates.

CAPTA Grant & Scholarship Applications: More information on these opportunities can be found in the **SCHOLARSHIP & GRANTS** section. See CAPTA.org for specific due dates and requirements.

Reflections Art Program: See **PROGRAM** section for Long Beach Council PTA due dates. CAPTA.org provides category submission guidelines, promotional materials and timeline suggestions. NationalPTA.org is another great resource for units.

(R) Nominating Committee: – If you do not have a meeting in December, it is a good idea to elect this committee at your NOVEMBER association meeting. Please see Article V in your bylaws for information on how to elect this committee. See **RUNNING YOUR PTA**, Nominations and Elections, Electing a Nominating Committee to help you.

(R) Historian Tally Sheet: All units are required to submit their unit's total volunteer hours at the March UPs Meeting. This sheet helps to keep track of volunteer's hours throughout the year. It is recommended to pass around at either board or association meetings for monthly updating. See **FORMS** section for sample.

November

WHAT IS DUE THIS MONTH

(Remember to communicate with your Area Advisor if you need help with any of the items listed below)

(R) = Required

(R) Treasurer's Report: See **FINANCE** section for sample. This report is to be presented at every board and association meeting. A copy is due to council each month.

(R) Delegates: In addition to the unit president attending the November UP's meeting, each unit is required to bring two delegates to represent their unit, (*Article X in your unit bylaws*). For voting purposes and to make quorum delegates may not be shared between two units. This meeting will be electing the nominating committee for next term of Long Beach Council PTA officers.

(R) MINUTES: October Board and Association Meeting Minutes.

(R) Workers Compensation Annual Payroll Form: Each unit is required to fill out and submit this form. If your unit did not pay any individuals, write "**PAID NONE**" across the form and submit to council.

Membership Dues: Membership dues are to be turned in monthly as received. See **MEMBERSHIP** section for ideas on how to increase your Membership and reach your unit's membership goal. Units receiving monies from TOTEM is the unit's portion and should not need to be remitted. The pass-through has already been forwarded through channels.

Nominating Committee: If you do not have an association meeting in December, it is a good idea to elect this committee at your November association meeting. See Article V in your bylaws for more information on how to elect this committee. Additional info can be found in **RUNNING YOUR PTA**, Nominations and Elections section.

33rd Program/Directory Award: More information can be found in the **AWARDS TO ACHIEVE AND RECEIVE** section. Please note the required hard copies and remember to include a submission form.

Sacramento Safari is TBD for 2024

Reflections: Unit entries and student forms. Remember to include the Local PTA Participation Form, which gives how many entries were submitted to your unit's program, found in the **FORMS** sections. Student participation forms can be downloaded from CAPTA.org.

LBCPTA Praise, Appreciation and Thanks Certificates: Order form can be found in the **Awards** section. Units can order certificates all year long to recognize individuals for any occasion. Individuals recognized will be included in the program at Long Beach Council PTA's, In & Out Celebration held in June.

LOOKING AHEAD TO WHAT YOU MAY BE WORKING ON

LBCPTA Founder's Day Breakfast Meeting: TBD -See **PROGRAMS** section.

CAPTA High School Senior Scholarship Applications: See CAPTA.org for specific due dates and submission forms.

Mid-year Audit: The mid-year audit period is July 1 – December 31. Audits should be performed in mid- January and completed within two weeks. Units who do not have an auditor, audit committee, or are having difficulties with balancing their audit should reach out to their area advisor for assistance.

NO DECEMBER UPs MEETING.





January

WHAT IS DUE THIS MONTH

(Please communicate with your Area Advisor if you need help with any items listed below)

R) = Required

(R) Treasurer's Reports: See **FINANCE** section. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month.

(R) Minutes: November and December Board and Association Meeting Minutes. If your unit did not meet, communicate which meetings did not take place to your area advisor so they can check off required paperwork correctly. See **PLANNING AND ORGANIZING** for sample minutes and tips.

Membership Dues: Membership dues are to be turned in monthly. Reconciling dues at year end can help with the mid-year audit. Treasurer should confirm membership totals with Membership Chair before end of year. January can begin "New Year Membership" campaign.

RECOGNITION AWARDS: Many units present Honorary Service Awards (HSA) or Praise, Appreciation and Thanks (PAT) awards to volunteers at their schools or to people or businesses in their community that are helpful and supportive. This can be done if your unit has a Founders Day Celebration in February or for your last PTA meeting of the year in May or June. Form a committee to help arrange these awards to be given out. Forms can be found in the **AWARDS** section. Official HSA's can only be ordered from CAPTA, via hard copy or online at ShopPTA.com. A list of past recipients can be found on the CAPTA website.

Elections: See Article V of your unit's Bylaws for when elections are to take place. A notice with slate of officers, date and place of election must be sent 30 days prior to elections typically held in March or April. Nominating Committee procedures along with election script can be found in the **RUNNING YOUR PTA**, Nominations and Elections section.

Reservations: LBCPTA Founder's Day. LBCPTA celebrates Founder's Day at our February meeting. Flyer with specifics will be email closer to event. Invite your officers, committee chairs, volunteers, principal, and staff to this event. Units should have a line item in budget for this expense. It is a legitimate PTA expense. See **PROGRAMS** section for overview.

Reservations: 33rd District Annual Meeting

WHAT YOU MAY BE WORKING ON THIS MONTH

33rd District Freewill Offering: Optional offering given at the LBCPTA Founder's Day Celebration. See **PROGRAM** section for more information.

Mid-year Audit: See **FINANCE** section. Due at March UPs meeting.

Unit Annual Historian's Report: Be sure to keep a record of the volunteer hours of your unit. A volunteer Tally Sheet can be found in the **FORMS** section.

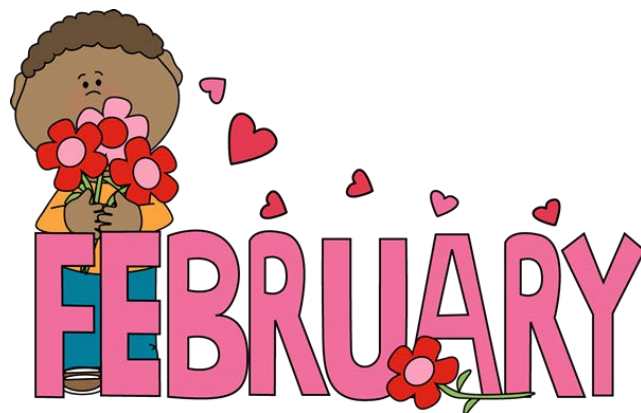
CAPTA High School Senior Scholarships & Continuing Education Scholarships: See CAPTA.org

33rd District Award: Red Ribbon – Healthy Lifestyles Program. See **AWARDS** section.

Reservations: For 33rd District Diversity and Inclusion Conference.

WHAT IS DUE THIS MONTH

(Please communicate with your Area Advisor if you need help with upcoming items due.)



Membership Dues: Membership dues are to be turned in monthly.

33rd District Freewill Offering: Optional offering given at the LBCPTA Founder's Day Celebration. See **PROGRAM** section for more information.

Elections: See Article V of your unit's Bylaws for when elections are to take place. A notice of elections and slate of officers must be sent to membership 30 days prior to elections typically held in March or April. Nominating Committee procedures along with election script can be found in the RUNNING YOUR PTA, Nominations and Elections section.

LOOKING AHEAD ON WHAT YOU MAY BE WORKING ON THIS MONTH

Mid-year Audit: See FINANCE section. Should be completed by February and submitted to council at the March UPs meeting. Units who do not have an auditor, audit committee, or are having trouble balancing the audit, please reach out to council asap.

Budget Update: Due March UPs meeting.

Unit Annual Historian's Report: Due at March's meeting. Be sure to keep a record of the volunteer hours of your unit. A volunteer Tally Sheet, along with the Historian's Report can be found in the **FORMS** section.

Delegates: Bylaws, (section IX or X) require that in addition to the president attending the March UPs meeting, your association must also send two delegates. Delegates count for only one PTA and cannot be share between two PTAs.

California State PTA Convention: See **SCHOLARSHIPS AND GRANTS** for a little background on what to expect. 2024 State Convention will be held in location Ontario, CA on May 3 - May 5, 2024. Make sure your unit has a line item for this PTA expense. Check CAPTA.org for registration, classes and activities offered, hotel accommodations and guest speakers.

LBCPTA Convention Scholarship: See **SCHOLARSHIPS AND GRANTS** section.

LBCPTA High School Senior Scholarships: See **SCHOLARSHIPS & GRANTS** section.

LBCPTA Teacher of the Year Award: See **AWARDS TO ACHIEVE AND RECEIVE** section for more details.

Reservations: 33rd District Association Meeting and Spring Awards: Invitation will be emailed from 33rd closer to event. Units are invited to bring officers, and chairmen from your unit for the meeting. Units are encouraged to bring a tri-fold display board that displays your PTA highlights. Entries will be judged, and awards given. Attendees are asked to bring their membership cards to vote on the business of the meeting.

WHAT IS DUE THIS MONTH



(Please communicate with your Area Advisor if you need help with any items due)

R) = Required

(R) Treasurer's Reports: See **FINANCE** section. This report needs to be presented at every executive board and association meeting. You will turn in a copy to council every month.

(R) Budget Update: Year-to-date actuals.

(R) Mid-Year Audit: July 1 – December 31, 2023.

(R) Minutes: January and February Board and Association Meeting Minutes. If your unit did not meet, communicate to your area advisor which meetings did not take place so they can check off required paperwork correctly. See **PLANNING AND ORGANIZING** for sample minutes and tips.

(R) Unit Annual Historian's Report: See **FORMS** section for form. The recording secretary should keep a copy of the form.

Membership Dues: Is your unit participating in a spring membership drive?

Elections: See Article V of your unit's Bylaws for when elections are to take place. A notice with slate of officers, date and place of election must be sent 30 days prior to elections typically held in March or April. Nominating Committee procedures along with election script can be found in the **RUNNING YOUR PTA**, Nominations and Elections section.

Reservations: 33rd District Annual Meeting and Spring Awards: Units are encouraged to bring officers and delegates to meeting and bring a tri-fold display board that displays your PTA highlights. Entries will be judged, and awards given. Attendees are asked to bring their membership cards to vote on the business of the meeting.



WHAT YOU MAY BE WORKING ON THIS MONTH

RECOGNITION AWARDS: Many units present Honorary Service Awards (HSA) or Praise, Appreciation and Thanks (PAT) awards to volunteers at their schools or to people or businesses in their community that are helpful and supportive. This can be done if your unit has a Founders Day Celebration in February or for your last PTA meeting of the year in May or June. Form a committee to help arrange these awards to be given out. Forms can be found in the **AWARDS** section. Official HSA's can only be ordered from CAPTA, via hard copy or online at ShopPTA.com. A list of past recipients can be found on the CAPTA website.

California State PTA Convention: See **SCHOLARSHIPS AND GRANTS** for a little background on what to expect. 2024 State Convention will be held in Ontario on May 3 - May 5. Make sure your unit has a line item for this PTA expense. Check CAPTA.org for registration, classes and activities offered, hotel accommodations and guest speakers.

LBCPTA Convention Scholarship: See **SCHOLARSHIPS AND GRANTS** section.

LBCPTA High School Senior Scholarships: See **SCHOLARSHIPS & GRANTS** section.

LBCPTA Teacher of the Year Award: See **AWARDS TO ACHIEVE AND RECEIVE** section for more details.

WHAT IS DUE THIS MONTH

(Please communicate with your Area Advisor if you need help with any items due)

R) = Required



(R) Treasurer's Reports: See **FINANCE** section. This report needs to be presented at every executive board and association meeting. You will turn in a copy to the council every month.

(R) Minutes: March Board and Association Meeting Minutes. If your unit did not meet, communicate to your area advisor which meetings did not take place so they can check off required paperwork correctly. See **PLANNING AND ORGANIZING** for sample minutes and tips.

(R) 33rd Officer and Chairman Contact Sheet: 2024-2025 term (*fillable form*)

Membership Dues: Membership chair should reconcile with treasurer for final remittance in May. Units receiving monies from TOTEM are the unit's portion of dues and do not need to be forwarded.

Elections: See Article V of your unit's Bylaws for when elections are to take place. A notice with slate of officers, date and place of election must be sent 30 days prior to elections typically held in March or April. Nominating Committee procedures along with election script can be found in the **RUNNING YOUR PTA**, Nominations and Elections section.

Reservations: 33rd District Annual Meeting and Spring Awards: Units are encouraged to bring officers and delegates to meeting and bring a tri-fold display board that displays your PTA highlights. Entries will be judged, and awards given. Attendees are asked to bring their membership cards to vote on the business of the meeting.

LBCPTA High School Senior Scholarships: See **SCHOLARSHIPS & GRANTS** section.

LBCPTA Teacher of the Year Award: See **AWARDS TO ACHIEVE AND RECEIVE** section for more details.

LBCPTA Convention Scholarship: See **SCHOLARSHIPS AND GRANTS** section.

LOOKING AHEAD TO WHAT YOU MAY BE WORKING ON

Recognition Awards: Many units present Honorary Service Awards (HSA) or Praise, Appreciation and Thanks (PAT) awards to volunteers at their schools or to people or businesses in their community that are helpful and supportive. This can be done if your unit has a Founders Day Celebration in February or for your last PTA meeting of the year in May or June. Form a committee to help arrange these awards to be given out. Forms can be found in the **AWARDS** section. Official HSA's can only be ordered from CAPTA, via hard copy or online at ShopPTA.com. A list of past recipients can be found on the CAPTA website.

California State PTA Convention: See **SCHOLARSHIPS AND GRANTS** for a little background on what to expect. 2024 State Convention will be held in Ontario on May 3 - May 5. Make sure your unit has a line item for this PTA expense. Check CAPTA.org for registration, classes and activities offered, hotel accommodations and guest speakers.

Board-Elect Meeting: After elections, the board-elect can meet to begin planning for next term. Contracts and spending cannot take place until the new term begins July 1st. See **RUNNING YOUR PTA**, Transition -Key steps for outgoing and incoming officers. CAPTA.org has more information on the transition between the two executive boards.



**MAY THE 4TH
BE WITH YOU**

WHAT IS DUE THIS MONTH

(Please communicate with your Area Advisor if you need help with any items due)

R) = Required

(R) Treasurer's Reports: See **FINANCE** section. This report needs to be presented at every executive board and association meeting.

(R) Minutes: April Board and Association Meeting Minutes. If your unit did not meet, communicate to your area advisor which meetings did not take place so they can check off required paperwork correctly. See **PLANNING AND ORGANIZING** for sample minutes and tips.

Membership Dues: Membership chair should reconcile with treasurer for final remittance. Units receiving monies from TOTEM are the unit's portion of dues and do not need to be forwarded.

Proposed Budget: Presented to the Association by treasurer-elect the 2024/25 proposed budget at last meeting with release of summer payments. Budget may be adjusted during summer, with budget being presented and approved again by the membership at the first association meeting of the new school year. See **FINANCE** section. CAPTA.org has detailed information on building budgets, financial procedures, and duties of officers for new and experience officers.

Recognition Awards: Many units present Honorary Service Awards (HSA) or Praise, Appreciation and Thanks (PAT) awards to volunteers at their schools or to people or businesses in their community that are helpful and supportive. This can be done if your unit has a Founders Day Celebration in February or for your last PTA meeting of the year in May or June. Form a committee to help arrange these awards to be given out. Forms can be found in the **AWARDS** section. Official HSA's can only be ordered from CAPTA, via hard copy or online at ShopPTA.com. A list of past recipients can be found on the CAPTA website.

Reservations: LBCPTA In & Out Meeting and Awards

Reservations: 33rd Spring Training (*Learning to lead with confidence*)

Reservations: LBCPTA Convention Lunch (*This is a separate optional event planned by the Long Beach Council Convention Committee to enhance the experience of convention.*)

Reservations: LBCPTA In & Out Meeting and Award Ceremony: This year-end meeting and celebration is the time to say goodbye to those who are leaving their positions and HELLO to those coming in. Held off campus with breakfast served, attendees can mingle with fellow PTA friends and bid on raffle prizes for the Laura Costley Convention Scholarship. Honor unit awards, membership awards and other honors are the BIG Prizes so be sure to encourage both outgoing, incoming board members, committee chairs and your principal to share in this happy time.



WHAT YOU MAY BE WORKING ON THIS MONTH

California State PTA Convention: Last minute details, travel itinerary, per-diem for meals, convention materials.

Board-Elect Meeting: After elections, the board-elect can meet to begin planning for next term. Contracts and spending cannot take place until the new term begins July 1st. See **RUNNING YOUR PTA**, Transition -Key steps for outgoing and incoming officers and **FINANCE** sections. CAPTA.org has more information on the transition between the two executive boards too.