

FINANCIAL TIME LINE – ALASKA LOCAL PTA UNITS:

- **Spring or Fall**
 - As soon as Elections of Officers is completed, send AK PTA your **Officers List**. It is important that we have current names and addresses so we can get your ANNUAL LEADERSHIP INFORMATION and membership cards to you.
 - Confirm that your **FORM 990 EZ or FORM 990N e-Postcard** has been completed and sent in to IRS by deadline of 4-1/2 months after fiscal year end.
- **First General Membership meeting of year** – present for approval **Budget** for year. Must have been approved by Executive Board prior to this meeting. Cannot spend monies until budget is approved by general membership.
- **October 25 – First membership dues report** due to AK PTA. Turn in monthly from then on.
- **October – Legislative Issues Conference.**
- **October 31 – Insurance premium due** to AK PTA office (Effective December 1st). Checks made out to **AK PTA**.
- **November 15 – Form 990-N or Form 990EZ and related schedules due to IRS.** An extension can be filed, with cause, on Form 8868. November 15 is the 15th day of the 5th month following the AK PTAs fiscal year end of June 30th. Most AK PTA local units have this same year end – if your year end is different count 4-1/2 months from then as your deadline. Don't forget to send AK PTA a copy of the Form 990-N or 990EZ. See your Money Matters or Common Cents Handbook for Alaska PTA Treasurers or call Alaska PTA office at 907/279-9345 for more info.
- **February or March – Fly- In to Juneau.**
- **March 31 – Final dues report sent to AK PTA to be eligible for State and National Awards.**
- **March – Alaska PTA Annual Convention (budget for it now!).**
- **Spring / Summer** – Schedule **Audit of books** / turn over books to new Treasurer, if applicable. **Annual Financial Report** (Profit and Loss, Balance Sheet) presented to Board. Complete **Form 990-N or FORM 990 EZ** BEFORE turning books over to new Treasurer or beginning new fiscal year.
- **Spring / Summer – Send copies to AK PTA:**
 - ✓ Annual Audit.
 - ✓ Form 990-N or 990EZ and associated schedules
 - ✓ Annual Financial Report
 - ✓ List of next years Officers, if known.

DON'T FORGET TO BUDGET FOR LEGISLATIVE ISSUES CONFERENCE (Fall) AND ALASKA STATE PTA CONVENTION (Spring)

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