

















Calendar Reminders and Due Dates

Check with your Council/District for local due dates. Then use it as a guide throughout your PTA year.

MONTH	Due Date COUNCIL PTA Insert Council Due Date(s)	Due Date DISTRICT PTA Insert District Due Date(s)	Due Date STATE PTA Insert State Due Date(s)
JULY 2022			
Term Begins		July 1	July 1
Confirm all officer contact information is in MyPTEZ			June 1
Set PTA Program Calendar and due dates			
Review BYLAWS	Reviewed Annually/Submit every five years		
Prepare Year-End Audit	Forwarded/uploaded after adoption	Forwarded/uploaded after adoption	Forwarded/uploaded after adoption
Begin Membership Campaign	capta.org/resource/membership-toolbox-for-pta-leaders/		
	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
Update Leaders in E-membership (TOTEM)	capta.org/pta-leaders/services/electronic-membership-system		
			
Update bank and check signer information as needed at bank and in TOTEM			
AUGUST 2022			
Upload to MyPTEZ : • current Fiscal Year Budget • End of Year Audit for Prior Fiscal Year • Annual Financial Report (Budget vs. Actuals) for Prior Fiscal Year	As soon as possible after adoption	As soon as possible after adoption	As soon as possible after adoption
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
SEPTEMBER 2022			
Tell Us Your Membership Goal and Theme Deadline	email info to membership@capta.org		Sept 15

Calendar Reminders and Due Dates

MONTH	Due Date COUNCIL PTA Insert Council Due Date(s)	Due Date DISTRICT PTA Insert District Due Date(s)	Due Date STATE PTA Insert State Due Date(s)
OCTOBER 2022			
Continuing Education Scholarship Applications due	N/A	N/A	October 1
Program Grant Applications due	N/A	N/A	October 1
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
100 in 100 Membership Challenge Deadline	N/A	N/A	October 9
Ready, Set ... Remit! Membership Award	N/A	N/A	October 30
NOVEMBER 2022			
National PTA Reflections Theme Search entries due	November 1, 2021		
DRAFT Resolutions due	N/A	N/A	November 1
Tax forms to IRS, Franchise Tax Board (FTB), and Attorney General's Registry of Charitable Trusts (AG/RCT) capta.org/pta-leaders/services/tax-filing-support-center	Due 15th day of the 5th month following the end of your Fiscal Year (FY). For PTAs with a FY end of June 30, the date is November 15. Check your Bylaws for your Fiscal Year!		
Check for new incentives and membership challenges	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
DECEMBER 2022			
Minimum per capita memberships (15) due to remain in good standing			December 1

Calendar Reminders and Due Dates

MONTH	COUNCIL PTA Insert Council Due Date(s)	DISTRICT PTA Insert District Due Date(s)	STATE PTA Insert State Due Date(s)
DECEMBER continued			

Insurance premium due



December 20

Check for new incentives and membership challenges

Remit per capita membership dues monthly

Remit per capita membership dues monthly

Remit per capita membership dues monthly

JANUARY 2023

California State PTA Legislative Conference

January 2022 TBD in Sacramento
All Leaders Encouraged and Welcome to Register

FINAL Resolution submission due

N/A

N/A

January 5

Reflections Art Program Entries Due - must be submitted through channels*



Due to California State PTA
from District PTAs by
January 15

Prepare Mid-Year Audit

All Month

Workers' Compensation Annual Payroll Report due



January 31

Kick off Mid-Year Membership Campaign - check for new incentives and challenges

Remit per capita membership dues monthly

Remit per capita membership dues monthly

Remit per capita membership dues monthly

FEBRUARY 2023

Founders' Day

125 Years of PTA - February 17, 2022

Graduating High School Senior Scholarship Applications Due

Interview with District President required before submission

February 1

Upload Mid-Year Audits into MyPTEZ as soon as possible after adoption

All Month







Continue Mid-Year Membership Campaign

Remit per capita membership dues monthly

Remit per capita membership dues monthly

Remit per capita membership dues monthly

Calendar Reminders and Due Dates

MONTH	COUNCIL PTA Insert Council Due Date(s)	DISTRICT PTA Insert District Due Date(s)	STATE PTA Insert State Due Date(s)
MARCH 2023			
Order Honorary Service Awards (HSAs)	Honorary Service Awards can be given anytime		
California State PTA Annual Convention Registration opens	TBD online at www.capta.org/convention		
Continue Mid-Year Membership Campaign - check incentive deadlines	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
APRIL 2023			
Continue Mid-Year Membership Campaign - check incentive deadlines	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
California State PTA Convention	April 29 - May 1 , 2022 in Ontario, CA Everyone is encouraged to attend		
MAY 2023			
Teacher Appreciation Week	National: May 2-6 California: May 9-13		
Membership Continues	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
JUNE 2023			
Roster of Officers for Next Fiscal Year due			June 1
Volunteer Hours: Annual Historian Report due			June 1
Freewill Offering due			June 1
Finalize Year-End Membership Campaign and begin planning for next term.	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly

This calendar is the best information we have at time of publication and is for planning purposes only. Dates are subject to change. Please check with your PTA council (if in council) and/or PTA district for their deadlines. Some items must go through channels [*channels: to council, if in council; or to district for out-of-council PTA units) and MUST be submitted by your council/district deadline. Items listed here may NOT be submitted directly to State PTA.

Check www.capta.org for the latest information.