![Riverside Council PTA — every child. one voice.]

2023-2024 PTA Unit Leaders
Items to upload into www.myPTEZ.com

July:

☐ Officers Contact Entered into myPTEZ by 7/1 - Hard Deadline

☐ Confirm Bylaws are uploaded and current- If not, UPLOAD

☐ Confirm Bylaws Signature page is uploaded and current- if not, UPLOAD

August:

☐ End of Year Financial Report (7/1/22 to 6/30/23)

☐ 2023-2024 Approved Budget (PDF of Budget must be uploaded into "Documents Management Folder")

September:

☐ End of Year Financial Review Report (1/1/23 to 6/30/23)

    ☐ Must include audit report, checklist, & audit recommendations with approval dates

October:

☐ None

November:

☐ Federal & State Tax Filing

    ☐ 990N/990EZ, 199N/ 199, RRF-1, CT-TR-1 (File with the government, but also upload report to myPTEZ)

        ☐ **ALL UNITS MUST** file these 4 filings with the government

December:

☐ None

January:

☐ Worker's Compensation Form (digitally filed directly with AIM)

    ☐ After submitting to AIM, the unit will get an upload confirmation document. This document needs to be uploaded into myPTEZ.

February:

☐ Mid-Year Financial Review Report (7/1/23 to 12/31/23) - RECOMMENDED (Not Required)

    ☐ Must include audit report, check list, & audit recommendations

March:

☐ None

April:

☐ None

May:

☐ Officers-Elect Entered into myPTEZ

    ☐ As soon as elections are over your new board should be entered in myPTEZ)

(Honor Roll Points/ Bonus points will be given if the above reports are uploaded in myPTEZ before the meeting each month. These reports are required to be uploaded during your term for the California State PTA. If you are not able to upload before the monthly meeting, it is still important to upload during your term.)