

# 2017-2018 Financial Time Line

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Keep copies for your records of all reports and forms submitted  
 Current version of forms are available on Utah PTA website: [www.utahpta.org](http://www.utahpta.org)

<b>July 1</b>	Fiscal Year Begins/Change over PTA checking account signers	
<b>By the 25<sup>th</sup></b>	Membership Dues (Remit monthly) Council Membership Dues (If applicable)	National & State portions submit to <u>Utah PTA</u> Council portions submit to <u>Council PTA</u>
<b>August 1</b>	2016-2017 Year-End Financial Statement (previous year) Annual Financial Reconciliation Report (AFR) Copy of Completed 990 Form Sales Tax Refund Request Form (YELLOW paper)	Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u>
<b>August 15</b>	Council Summary of Year-End Financial Reports Copy of Completed 990s Sales Tax Forms-Council Compilation (PINK paper)	Council submit to <u>Region</u> Council submit to <u>Region</u> Council submit to <u>Region</u>
<b>September 1</b>	Council/Region Summary of Year-End Financial Reports Copy of Completed 990s Sales Tax Forms - Region Compilation (LILAC paper)	Region submit to <u>Utah PTA</u> Region submit to <u>Utah PTA</u> Region submit to <u>Utah PTA</u>
<b>September 15</b>	PTA Board List (Incoming) Budget/Budget approved minutes Signed Ethics/Conflict of Interest Form Signed Basic Fiscal Management Form Proof of Insurance	Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u> Local PTA submit to <u>Council/Region</u>
<b>September 25</b>	Membership Dues - Early Bird Remittance Deadline	
<b>October 1</b>	Council/Region Beginning Year Reports Form	Council submit to <u>Region</u>
<b>October 15</b>	Council/Region Beginning Year Reports Form	Region submit to <u>Utah PTA</u>
<b>November 1</b>	Local, Council and Region Report #1 due	Online on Utah PTA Website
<b>December 1</b>	Membership Dues - Remittance Deadline to participate in Utah PTA programs	
<b>February 1</b>	Sales Tax Refund Request Form (YELLOW paper) Arts Education Fund Grant Deadline Local, Council and Region Report #2 due	Local PTA submit to <u>Council/Region</u>  Online on Utah PTA Website
<b>February 15</b>	Sales Tax Forms - Council Compilation (PINK paper)	Council submit to <u>Region</u>
<b>March 1</b>	Sales Tax Forms - Region Compilation (LILAC paper)	Region submit to <u>Utah PTA</u>
<b>June 1</b>	Local, Council and Region Report #3 due	Online on Utah PTA Website
<b>June 30</b>	Fiscal year ends and financial books must be closed, prepare Year-End Financial Reports 2017-2018 Year End Financial Statement. 2017-2018 Annual Financial Reconciliation Report 2017-2018 990-Form 2017-2018 Sales Tax refund Request	