

*For physical mailings, items must be postmarked by deadline date unless otherwise noted.  
 For emails, items must be received at [support@wastatepta.org](mailto:support@wastatepta.org) by deadline date.  
 If deadline date falls on a non-postal day (a Sunday or holiday), the postmark or email deadline is extended to the following day.*

## Membership Dues Remittance

Each month your PTA will receive via email an invoice which includes the per-member dues for national, state, and council if applicable. PTAs served by a council will also send the per-member council fees directly to the WSPTA office (WSPTA will collect these fees and send them to the councils). Best business practice is to pay your invoices in full monthly.

### DEADLINE DATES

**Note regarding nonprofit corporation annual report:**

*Due date is the last day of the month in which your PTA or council was incorporated.*

<b>September 30:</b>	<ul style="list-style-type: none"> <li>Standing rules - updated as needed and approved by the membership (recommended at first membership meeting of the year)</li> </ul>
<b>November 1:</b>	<ul style="list-style-type: none"> <li>Reflections Theme Search Contest submissions due</li> </ul>
<b>November 15:</b>	<ul style="list-style-type: none"> <li>IRS Form 990/990EZ/990-N to Internal Revenue Service</li> <li>Bylaws amendment recommendations due for WSPTA Convention</li> <li>Resolution submissions (new or amended) due for WSPTA Convention</li> <li>WSPTA state officer nominations</li> </ul>
<b>December 31:</b>	<ul style="list-style-type: none"> <li>Liability insurance payable to AIM (to avoid lapse in coverage)</li> </ul>
<b>January:</b>	<ul style="list-style-type: none"> <li>Recommended to schedule mid-year financial review</li> <li>Intent to run from the floor for WSPTA office</li> </ul>
<b>January 15:</b>	<ul style="list-style-type: none"> <li>WSPTA//Game Development Competition Intent to Submit deadline</li> </ul>
<b>January 18</b>	<ul style="list-style-type: none"> <li>Reflections entries due to WSPTA office (received by—not postmark date)</li> </ul>
<b>January 31:</b>	<ul style="list-style-type: none"> <li>IRS Form 1099-MISC sent to independent contractor(s)</li> <li>IRS form 1099-MISC with IRS Form 1096 sent to IRS</li> <li>Sales tax form due to Washington State Department of Revenue (use forms Combined Excise Tax Return, Sales Tax Remittance, <b>OR</b> Retailing &amp; Other Activities)</li> </ul>
<b>March 1:</b>	<ul style="list-style-type: none"> <li>Membership Award applications (100% Membership and 100% Staff)</li> <li>PTA Men’s Essay Contest submissions</li> <li>Leadership Academy applications</li> <li>Local PTA and Council Awards of Excellence submissions</li> <li>WSPTA scholarship applications</li> <li>WSPTA//Game Development Competition submissions</li> </ul>

<b>May 1:</b>	<ul style="list-style-type: none"> <li>• Issues/resolutions/principles submissions due for Legislative Assembly</li> </ul>
<b>May 31:</b>	<ul style="list-style-type: none"> <li>• Charitable Solicitation Act registration/renewal report to Secretary of State's office (received by – not postmark date)</li> </ul>
<b>June 15:</b>	<ul style="list-style-type: none"> <li>• Communicate with WSPTA office staff about PT Avenue, basic version, end of year</li> </ul>
<b>June 30:</b>	<ul style="list-style-type: none"> <li>• Remit outstanding membership dues</li> <li>• Approve next year's budget at a membership meeting prior to June 30</li> <li>• Hold officer elections no later than June 30</li> <li>• Update officer and key non-elected position contact information in PT Avenue</li> <li>• Basic PT Avenue version end of year closeout deadline</li> <li>• Close fiscal year financial books - give to financial review committee within 30 days</li> </ul>
<b>July 15:</b>	<ul style="list-style-type: none"> <li>• Full and Finance PT Avenue version end of year closeout deadline (if not done by deadline WSPTA will complete it at a cost to your local PTA)</li> </ul>
<b>August:</b>	<ul style="list-style-type: none"> <li>• Year-end financial review recommended no later than August 30</li> </ul>

For more information on deadline dates and events, visit: <https://www.wastatepta.org/events/>

### WSPTA DATES FOR YOUR CALENDAR

<b>September 3, 2018</b>	<i>WSPTA office closed – Labor Day</i>
<b>October 20-21, 2018</b>	Legislative Assembly   Green River College   Auburn
<b>November 12, 2018</b>	<i>WSPTA office closed – Veterans Day</i>
<b>November 22-23, 2018</b>	<i>WSPTA office closed – Thanksgiving</i>
<b>December 24, 2018 – January 1, 2019</b>	<i>WSPTA office closed – Christmas</i>
<b>January 21, 2019</b>	<i>WSPTA office closed – Martin Luther King Jr. Day</i>
<b>February 11, 2019</b>	Focus Day   Olympia
<b>February 11- 15, 2019</b>	Advocacy Week
<b>February 17, 2019</b>	National PTA Founder's Day
<b>February 18, 2019</b>	<i>WSPTA office closed – Presidents' Day</i>
<b>April 14, 2019</b>	Washington State PTA Founder's Day
<b>April 20, 2019</b>	WSPTA Student Celebration
<b>April 26-28, 2019</b>	WSPTA Convention   SeaTac Hilton   SeaTac
<b>May 27, 2019</b>	<i>WSPTA office closed – Memorial Day</i>
<b>July 4, 2019</b>	<i>WSPTA office closed – Independence Day</i>