



Unit Remittance Form *valid through June 30, 2017*

Please use this when submitting payments and reports. *Remember to make a copy for your records before submitting.*

To remain in good standing, units must submit reports and payments by these dates:

**ALL Financial report, Insurance & Membership payments to: 14thDistrict Treasurer, c/o Trish Luna
247 Fauna Ave, Rohnert Park, CA 94928 14thTreasurer@gmail.com**

Check with your District PTA 14thDistPresident@gmail.com for valid mailing address after June 30th, 2017.

Make checks Payable to: Fourteenth District PTA

📁 Reports Due:

Please indicate which report is enclosed with an

- ☐ PTA Unit Bank Info
- ☐ End of Year Audit (for 2nd half of previous year)
- ☐ Annual Financial Report (for previous year)
- ☐ Actual Budget (for previous year)
- ☐ Annual Proposed Budget (for current year)
- ☐ Worker's Compensation Annual Payroll Report
- ☐ Mid-Year Audit (covers current year, 1st half)
- ☐ New Officers List [Enter into PTA EZ]
- ☐ Volunteer Hour Tally Totals (projected thru 6/30)
- ☐ Unit Annual Report Form

Due to District by:

X

Sept 20th

Sept 20th

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Sept 20th

Sept 20th

Sept 20th

Dec 10th

Feb 10th

May 10th

May 15th

May 20th

- ☐ **Remit Insurance Premium**
Policy January 5, 2016 – January 4, 2017
(\$25 late fee after December 10th)

November 5th \$216
*includes Worker's Comp

**Payment enclosed:
\$ 241.00**

- ☐ **Membership Remittance -**

District DEADLINES for Membership Awards:

- ☐ **October 10th Ready, Set...Remit (min 30)**
- ☐ **Nov 10** last chance to be "in good standing"
- ☐ **Jan 10 Teachers Matter, Members Matter Award**
- ☐ **June 10 Final**

Win one free Convention registration if 100% of teachers join!

**\$4.75 per capita
forward to District**

X #members

TOTAL AMOUNT ENCLOSED

\$

Submitted By:

Date: _____ Unit: _____ PTA / PTSA

Name: _____

Address: _____ Zip Code: _____

Email: _____ Phone #: _____

NOTES: _____