

2010-2011 Financial Deadlines
Las Trampas Creek Council of PTAs

October 1	January 1–June 30, 2010 Unit Audit due to Council (send 2 copies of adopted audit to LTCC Auditor**)
October 1	Year-end 09-10 Financial Reports due to Council (send 2 copies of financial report to LTCC Treasurer*)
October 1	Association Approved 2010-11 Budgets due to Council (send 2 copies of budget to LTCC Treasurer*)
October 1	Early Bird Membership Remittance due to Council --15 minimum (send remittance check along with unit remittance form to LTCC Treasurer*)
October 15	Chairman's Club membership due to Council --50 memberships, including Early Bird (send remittance check along with unit remittance form to LTCC Treasurer*)
November 1	First Mandatory Per Capita Membership Dues due to Council (send remittance check along with unit remittance form to LTCC Treasurer*)
November 15	Tax Returns due to IRS for tax year 2009-2010 -- all units are required to file either a 990 or 990ez (send 2 copies of tax return to LTCC Treasurer*)
December 15	General Liability Insurance Premium due to Council (send remittance check along with unit remittance form to LTCC Treasurer*)
January 1	Worker's Compensation Insurance form and payment due to Council (send remittance check along with unit remittance form to LTCC Treasurer*)
February 28	July 1-December 31, 2010 mid-year Unit Audits due to Council (send 2 copies of adopted audit to LTCC Auditor**)
March 1	Founders Day Free Will Offering due to Council (send remittance check along with unit remittance form to LTCC Treasurer*)
March 1	Final Per Capita Membership Dues due to Council (send remittance check along with unit remittance form to LTCC Treasurer*)
*	10-11 LTCC Treasurer's address: Mary Beth Moura 385 Shady Glen Rd. Walnut Creek, CA 94596 Make all checks payable to: Las Trampas Creek Council of PTA's
**	10-11 LTCC Auditor's address: Patty Gonser 958 Reliez Station Rd. Lafayette, CA 94549