

## Las Trampas Creek Council of PTA Treasurer's Notes 2010-2011

- √ Always submit Membership payments with a Unit Remittance Form – a copy of the form is in this packet for your convenience or go to the CAPTA.org website or the Tool Kit.
  
- √ Membership remittance is \$4.40 per member
  - \$ 1.75 goes to National PTA
  - \$ 1.25 goes to State PTA
  - \$ .40 goes to 32<sup>nd</sup> District PTA
  - \$ 1.00 goes to Las Trampas Creek Council
  - \$ 4.40/member
  
- √ Make remittance checks payable to Las Trampas Creek Council of PTA's.
  
- √ Send all payments and remittances to Mary Beth Moura, Council Treasurer  
at 385 Shady Glen Rd., Walnut Creek, CA 94596  
phone # 925 930-0156  
email: [marybethmoura@yahoo.com](mailto:marybethmoura@yahoo.com)
  
- √ Send audits to Patty Gonser, Council Auditor  
at 958 Reliez Station Rd., Lafayette, CA 94549  
phone# 925 906-9775  
email: [bpgonser@comcast.net](mailto:bpgonser@comcast.net)
  
- √ All units must file a 990n, 990ez or 990 tax return for the 08-09 tax year. Your required form is determined by your unit's income. For more information see attached flyer.
  
- √ Refer to the attached calendar for important financial submittal dates and deadlines. These dates include membership dues payments in October, November and March, year end 09-10 financial statements in October, 10-11 unit budgets in October, 09-10 tax returns due on November 15, audit filing in October and February and unit insurance payments for both liability in December and workers compensation insurance in January.
  
- √ If you're planning to hold a raffle at your school you are required to register with the California State Attorney General's office. It's easy through the website:  
[caag.state.ca.us/charities/forms.htm#raffles](http://caag.state.ca.us/charities/forms.htm#raffles)
  
- √ Use the LTCC Bulk Mail Permit for your PTA mailings. The \$185.00 yearly fee will be equally divided by the units who use it during the year. Invoices will be sent out in April.
  
- √ What is the Founders Day Free Will Offering? Consider it a PTA birthday gift. Donations collected during Founders Day observances benefit the entire organization. Collected in the spring, it is divided and shared with all levels of PTA.