

Las Trampas Creek Council of PTA Treasurer's Notes 2011-2012

- √ Always submit membership payments with a [Unit Remittance Form](#) – click here. It is also available in your toolkit.

- √ Membership remittance is \$4.90 per member
 - \$ 2.25 goes to National PTA
 - \$ 1.25 goes to State PTA
 - \$.40 goes to 32nd District PTA
 - \$ 1.00 goes to Las Trampas Creek Council
 - \$ 4.90/member

- √ Make remittance checks payable to Las Trampas Creek Council of PTA's.

- √ Send all payments and remittances to Martha Grausz, Council Treasurer at 11 Williams Drive, Moraga, CA 94556
phone # 925 631-0407
email: mggrausz@comcast.net

- √ Send audits to Kaisa Lyon, Council Auditor at 3300 Freeman Road, Walnut Creek, CA 94595
phone# 925 939-3463
email: kaisalyon@comcast.net

- √ All units must file a 990n, 990ez or 990 tax return for the 10-11 tax year. Your required form is determined by your unit's income. Go to www.IRS.gov/charities for more information.

- √ Refer to the [calendar](#) (click here) for important financial submittal dates and deadlines. These dates include membership dues payments in October, November and March, yearend 10-11 financial statements in October, 11-12 unit budgets in October, 10-11 tax returns due on November 15, audit filing in October and February and unit insurance payments for both liability 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. Click her for more information:
www.caag.state.ca.us/charities/forms.htm#raffles

- √ Use the LTCC Bulk Mail Permit for your PTA mailings. The \$190.00 yearly fee will be equally divided by the units who use it during the year. Invoices will be sent out by 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.