

SCV PTA

Unit Submission Checklist

2022-2023

DUE BY AUGUST 25, 2022

- 2022-2023 Budget--[upload to myPTAEZ](#)
- 2022-2023_Calendar--submit via www.scvpta.org
- Annual Financial Report (July 1, 2021 - June 30, 2022)--[upload to myPTAEZ](#)
- Year-End Audit (January 1, 2022 - June 30, 2022)--[upload to myPTAEZ](#)
- Unit Assessment Fee--\$50--bring payment to Council's August Association meeting or mail
- Membership Remittance (traditional) --bring payment to Council's August Association mtg or mail

DUE BY OCTOBER 1, 2022

- At least 15 members remitted--via TOTEM or by check submitted to Council.

DUE BY OCTOBER 20, 2021

- All winning Reflections entries--bring a labeled portfolio with winning entries to Council's October Association meeting.
- Taxes--[upload to myPTEZ](#)
- RRF-1--[upload to myPTEZ](#)

DUE BY DECEMBER 1, 2021

- Workers' Compensation Form (submitted electronically through AIM)
- Insurance payment (submitted through AIM) [info to come](#)

DUE BY JANUARY 31, 2022

- Mid-year audit (July 1, 2022-December 31, 2022)--[upload to myPTEZ](#)

DUE BY MARCH 23, 2022

- Historian Report--submit via www.scvpta.org

DUE BY MAY 15, 2022

- Executive Board roster entered into my[PTAEZ](#)

DUE BY JUNE 30, 2022

- Nonprofit Raffle Annual Report (CT-NRP-2) submitted to Attorney General's Office (if you obtained a raffle permit for the year, you must submit a report whether or not you held a raffle)