

CAMARILLO COUNCIL PTA

2023-2024 FINANCIAL DUE DATES

Send all remittances to the Council Treasurer to: Marie Hammond

Address: 731 Via Marquesa, Camarillo CA 93012

Phone: 805-570-7107

Email: treasurer.camarilloptacouncil@gmail.com

Please include a remittance form with each submission.

NOTE: All remittances **must** be received by the Council Treasurer **no later than** the listed due dates.

| Document/Remittance | Due to Council | Completed |
|---|-----------------------|------------------|
| Annual Year-End Report (2022-2023 school year) | September 15, 2023 | |
| 2022-2023 Year End Audit (1/1/23 – 6/30/23) | September 15, 2023 | |
| Proposed Budget (2023-2024 school year) | September 15, 2023 | |
| Ready, Set, Remit Membership Award (<i>Minimum of 30 Members</i>) <i>Totem and paper memberships count.</i> | October 1, 2023 | |
| Conflict/WhistleBlower Forms (just send a list of the officers' names/positions that you have received forms from; you keep the actual signed forms) | October 1, 2023 | |
| Council Dues (\$300.00) | November 1, 2023 | |
| First Required Remittance of Per Capita Dues (minimum of 30 members) | November 1, 2023 | |
| Copy of Tax Filings (2022-2023)(<i>both State and Federal</i>) along with proof of filing | December 1, 2023 | |
| Copy of RRF-1 (Charitable Trust Renewal)Filing 2022-2023 along with proof of filing | December 1, 2023 | |
| 2023-2024 Mid-Year Audit (7/1/23 – 12/31/23) | February 28, 2024 | |
| Freewill Offering Remittance | May 1, 2024 | |
| Final Membership Remittance | June 1, 2024 | |

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| SEND TO AIM INSURANCE DIRECTLY | | |
| Insurance Premiums-Units submit online to AIM. Payments online. | December 1, 2023 | |
| Worker's Compensation Payroll Report - Information and additional payment if necessary (This is done online through AIM Insurance.) | January 1, 2024 | |

Tax Filings

The following dates are for remittances to be sent *directly from the units to the regulating government agency*. These are the ACTUAL due dates.

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|--|-------------------|
| Raffle Permit applications due to Attorney General re 2023-2024 year | January 1, 2024 |
| Raffle Report due to Attorney General for the 2022-2023 year | February 1, 2024 |
| Form 990 due to IRS or extension filed (tax year ending June 30, 2023) | November 15, 2023 |
| Form 199 due to Franchise Tax Board or extension filed (tax year ending June 30, 2023) | November 15, 2023 |
| Form RRF-1 (charitable trust renewal) due to Attorney General | November 15, 2023 |

Questions? Contact Marie Hammond at treasurer.camarilloptacouncil@gmail.com or mehammond11@yahoo.com