

TREASURER CALENDAR

Monthly Activities

- Pay bills, file receipts
- Reconcile bank statements
- Deposit payroll tax for prior month (by the 15th of the following month)
- Prepare payroll for current month, ensure staff is paid on time
- Prepare monthly reports and financial statements
- Present financial statements at board meeting, state for the minutes all significant filings with the fed and state, such as those described below

Calendar Guideline

This monthly reminder is only to be used as a guideline. Refer to IRS and state publications and PCPO correspondence for additional information and exact due dates.

JULY

File 2nd Qtr payroll returns IRS 941 and state OQ
Perform a Financial Review of prior fiscal year books

AUGUST

PCPO Group Insurance renewal forms and premium *deposit* are due

SEPTEMBER

PCPO Dues statements are issued
PCPO Group Insurance *estimated balance* on premiums is invoiced

OCTOBER

File 3rd Qtr payroll returns IRS 941 and state OQ
Pay PCPO Dues
Pay PCPO Group Insurance *estimated balance*
Complete the PCPO Liability Insurance audit form

NOVEMBER

File annual returns: state CT-12 and IRS 990-EZ
(for gross receipts over \$25,000; if under \$25,000, file IRS form 5578) due 4 ½ months after fiscal year ends
PCPO group conference fee (optional) invoiced

DECEMBER

Worker's Compensation insurance premium typically due Dec or Jan (check with your provider)

JANUARY

File 4th Qtr payroll returns IRS 941 and state OQ
Prepare W-2 forms for employees
PCPO group conference fee (optional) is due

FEBRUARY

Worker's Compensation payroll audit typically due
PCPO Group Insurance actual remaining balance is invoiced (or in March)
Group Non-discriminatory Policy ad published
File W-2 & W-3 with SSA, WR with state
Begin Teacher contract negotiations

MARCH

PCPO Group Insurance actual remaining balance is due (or in April)

APRIL

File 1st Qtr payroll returns IRS 941 and state OQ
Begin work to prepare next fiscal year budget
PCPO Registration fee and Non-discriminatory Policy ad (optional) fee is invoiced

MAY

PCPO Registration fee due
PCPO New Officers Workshop for new board

JUNE

