



Parents' Council Important Deadlines

What are the mandatory dues/documents that PTCOs need to provide to Parents' Council each year?

Spring or Fall

- Attend Parents' Council's Spring or Fall training workshop

October 15

- Annual Dues to Parents' Council (\$65)
- Affiliation Letter
- Copy of approved budget for the current school year
- Year-end financial statement for the previous school year
- Most recent and up-to-date copy of PTCO bylaws

Note: If your bylaws are dated prior to September 2018, they need to be updated and submitted to Parents' Council (sample policies can be found on the Parents' Council website at ccparentscouncil.org, under Templates)

- Most recent and up-to-date copy of your financial policies (including your cash/check policy)

Note: If your financial policies are dated prior to September 2018, they need to be updated and submitted to Parents' Council

November 15

- Federal Tax Return due (990, 990-EZ or 990-N postcard)
- Colorado Charitable Financial Statement (Colorado Secretary of State)
- Annual year-end fiscal review for the previous school year

Variable

- Colorado Charitable Organization Registration renewal – Certificate of Good Standing. *This is due on the registration renewal date (most often 2/15). Must have completed Colorado Charitable Financial Statement as mentioned above. Must be current in order to legally fundraise in the state of Colorado.*

Send all required documents to documents@ccparentscouncil.org
Questions? Email documents@ccparentscouncil.org