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#09-11

February 20, 2009

TO: PTA Member Companies
SUBJECT: Annual Reporting Requirements, Obligations and Reminders
FROM: Steven J. Samara 

Attached is PTA's Member Bulletin on Annual Reporting Requirements. The bulletin is an excel document with a tab for each month. Please note the following when viewing the file:

- 1st Tab (Cover): Lists the requirement with tab location
- 2nd Tab: Lists requirements that have no specific due date
- State Requirements are listed first (blue) followed by Federal Requirements
- Instead of having many attachments, this file will have links to the appropriate website or form, insert, references, etc.
- Comments can be found throughout the document and will be seen by moving your mouse over the red triangle in the cell

We are hoping this format will help organize the reporting information. If you have any suggestions or would like something included in future revisions, please contact Sue Carter at sue.carter@patel.org or 717-238-8311.

Sorry for the delay in getting this bulletin to the membership – I hope you find it helpful.

cc: PTA Management Accounting Committee
PTA Service Committee