



Read *Guidelines for Chapter Leaders* pages 19 – 31

Resources to fulfill the duties of Chapter Treasurer are available at

<https://www.dkgohio.org/just-for-treasurers.html>

### Finance Checklist

- Retain and destroy financial records per Suggested Accounting Retention in *Finance Committee Guidelines*.
- Identify chairman and members of the Finance Committee. Remember, the treasurer may not serve as chairman.
- Identify chairman and members of the Financial Review Committee. Remember, the treasurer is not a member of this committee. She prepares the materials for the committee to review.
- Financial Review Committee to examine and certify the accuracy of all accounts and records of deposits, checks and signed expense vouchers from June 30 – July 1. It is suggested the review be completed by July 30.
- Change of Treasurer? Complete and submit Change of Treasurer or Treasurer's Address (Form 87).
- Update bank signature cards on checking and savings accounts and if needed on certificates of deposit and investment.
- Record online banking user name and password-the president and treasurer should have this information and keep the information secure.
- Record IRS 990n login and password-the president and treasurer should record this information.
- Finance Committee develops chapter operating budget for Executive Board to amend or approve.
- Finance Committee presents chapter operating budget to membership to amend or approve.
- Review chapter Internal Controls for Disbursements – Is there a process for approval of payments? Is there a voucher/request for payment process being used by officers, committees and members?
- Review chapter Internal Controls for Receipts – Is there a process for accepting cash and checks? Are two people involved?
- Complete and submit Annual Report of Chapter Treasurer (Form 15) by July 15.

- Complete and submit IRS Form 990n from July 1 – November 15. Forward IRS 990n receipt to state treasurer.
- Collect member dues. This requires teamwork!
  - Considerable effort should be made to collect dues by June 30.
  - Record dues and fees using dkg.org portal. Send International dues to Austin; send state dues and fees to state treasurer. Send **OSO Dues and Fees Payment Report** each time dues are sent to state treasurer.
  - Resignations from membership should be presented in writing to the chapter president.
  - Report dropped members on Report of Members Dropped (Form 18a). Record reason for termination. Send a copy to International and a copy to state treasurer.
  - Members requesting a membership status change from Active to Reserve must inform the president. Reserve status is granted by a majority vote of the chapter.
- Remind members to access and print their membership card and add a photo from dkg.org > My DKG>My Account.
- Report members dropped to chapter membership and record in meeting minutes.
- Review member roster and correct name, address, phone and email information. Correct member information using the dkg.org portal. Send the editor of *The Voice* email updates.
- Use a consistent method for recording receipts and disbursements. Keep fund accounts separate. Scholarship money should be recorded separately from dues because it is used for a different purpose. Chapters with a large scholarship fund may want to have a separate account for these funds.
- Prepare a written Statement of Financial Activity (income and expenses) against budget for each meeting.
- Prepare a Statement of Financial Position (chapter assets – checking, savings, etc.) upon request.
- Reconcile bank statements monthly.
- Send approved chapter contributions using Alpha Delta State Ohio Educational Foundation Contribution Form or Contribution to the International Society Funds (Form 43).
- Numerous resources are available by signing into dkg.org User ID is your membership number; Password is dkg2014society.
- Please include chapter name in the subject line of emails when corresponding with officers.

Diana Haskell, State Treasurer