

Frequently Asked Questions of Treasurers

Does my chapter pay state and local tax?

Yes. Here is the reason, Delta Kappa Gamma Society International is identified by the Internal Revenue Service as a 501(c)(6). We are a professional organization required to pay state and local taxes.

Why does the chapter need to file the 990n annually?

The above tax status requires each chapter and coordinating council with gross receipts (*Gross receipts* are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.) are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the *e-Postcard*, unless they choose to file a complete Form 990 or Form 990-EZ instead.

What happens if my chapter does not file the 990n annually?

If you do not file your *e-Postcard* on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the *e-Postcard*, but an organization that fails to file required *e-Postcards* for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

What information is needed to file the 990n?

1. Has your organization terminated or gone out of business—No
2. Are your gross receipts normally \$50,000 or less—Yes
3. Legal name—Delta Kappa Gamma Society International
4. Employer Identification Number (EIN) located at the top of your chapter copy of form 18
5. In Care of Name—Chapter Treasurer
6. Organization's Mailing Address—Chapter Treasurer's address
7. Organization's website—www.dkg.org
8. Name and address of principal officer—Chapter Treasurer's name and address

What form do I use should my chapter wish to make a donation to an International Fund? Are these funds tax deductible for an individual?

Chapters and individual donations to International Funds should be sent along with Form 43. Donations to International Funds are tax deductible.

How does my chapter donate to Schools for Africa?

Chapter and individual donations to Schools for Africa should be sent along with the pamphlet tear off to Unicef at the address on the form.

How does my chapter donate to an Ohio scholarship or grant fund?

Chapter and individual donations are not tax deductible. There is no form required. Send your donation check to the state treasurer indicating the fund you are supporting. State funds include:

1. Annie Webb Blanton Scholarship Fund
2. Esther Strickland Student Teaching Grant Fund
3. Seventy-fifth Anniversary Fund

1. As treasurer you are handling other people's money—Duty of Care—Treat it as carefully as your own money!
2. Chapter spending and deposits are transparent to all members
3. Tracking the intention of each dollar deposited and spent
4. **Systems** of checks and balances are part of chapter **procedures**—someone, in addition to the treasurer, has knowledge of all transactions and bank records. No check is written without the knowledge and approval of another set of eyes—(finance committee, executive board, etc.)
5. Recording system that is appropriate for the chapter and understood by members