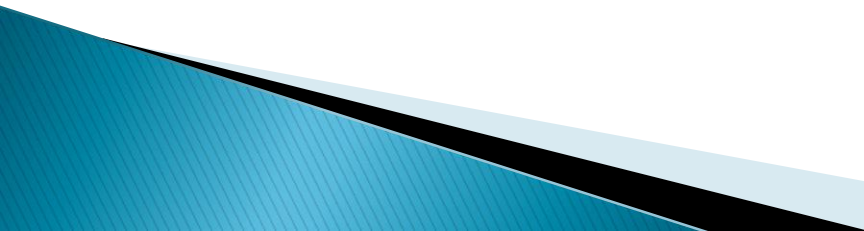


Building a Better DKG Chapter Money Matters

Diana Haskell
Alpha Delta State Treasurer
June, 2012

Money Matters

Chapter Treasurer Duties

- Receive and pay out all moneys belonging to the chapter
 - Keep an accurate record of receipts and expenditures
 - Keep a file of receipts, bills, canceled checks and bank statements
 - Present a report at each chapter meeting
 - File 990N, Form 15, Form 18, Form 18A
 - Submit for annual audit the accounts of the chapter
 - Serve on the chapter Executive Board & Finance Committee
- 

Money Matters

June Calendar

All chapter bills should be paid by June 30, the end of the fiscal year

Send initiate cards, Form 18 and initiate fees (\$5.00) by June 15 to State Treasurer to include new member in fall roster

Appropriately destroy old and out-of-date financial records. Review *Guidelines for State and Chapter Finance Committees*

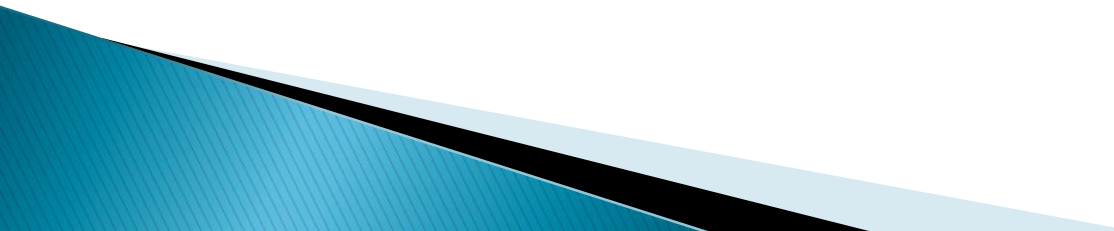
Money Matters

July Calendar

Beginning of Delta Kappa Gamma fiscal year

Complete Annual Report of Chapter Treasurer,
Form 15 and submit to State Treasurer by July
15, 2012


File IRS Form 990-N between July 1 and
November 15, 2012



Treasurers: Working Together

Form 15

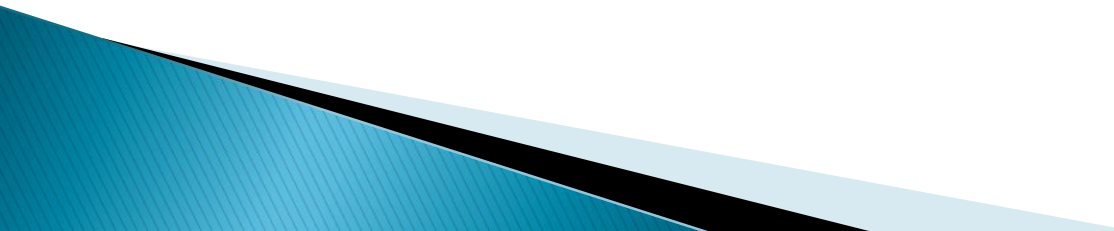
Annual Report of Chapter Treasurer

- Due July 15, 2012
 - Can be completed and submitted electronically
 - Send form and attachments to State Treasurer, Chapter President, Chapter Finance Committee Chairman
 - Gold Key Point
- 

Money Matters

Form 990-N

Internal Revenue Requirement

- File July 1 – November 15, 2012
 - Send filing receipt to State Treasurer, Chapter President, Chapter Finance Committee Chairman
 - Gold Key Point
- 

Money Matters

IRS Form 990N

- ▶ Log onto <http://epostcard.form990.org>
- ▶ Register Your EIN number+01 is your log in; your password is your chapter name
- ▶ Create your Form 990-N (epostcard)
- ▶ Submit
- ▶ Once you have successfully filed you must *forward* a copy of the email that you receive from the IRS to State Treasurer. Be sure to put your chapter name on the subject line of the email

Money Matters

August Calendar

Form 18 packets will arrive from International

Visit www.deltakappagamma.net for resources
Open LIBRARY, then TREASURER

Visit www.alphadeltastate.org?????

Money Matters

September Calendar

Begin to collect member dues and fees

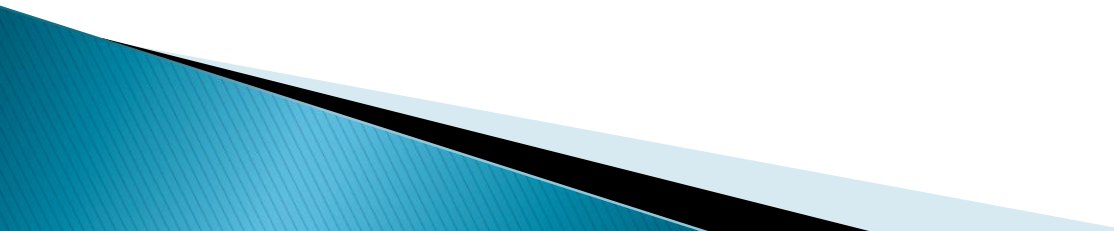
Complete Form 18 and 18A

Members initiated or reinstated after July 1, 2012 must pay member dues, scholarship fee and the initiation fee

Money Matters

Form 18

Roster of Chapter Members and Dues

- Due November 12, 2012
 - Send white and yellow copy with chapter check to State Treasurer
 - Gold Key Point
- 

Money Matters

Membership Classifications

Active: employed as a professional educator at the time of her election or has been retired from an educational position

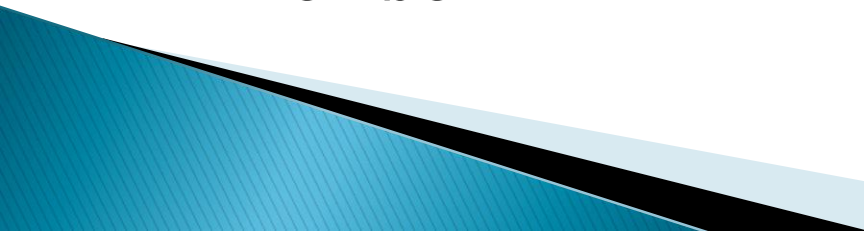
Reserve: granted to those unable to participate fully due to physical or geographic issues. Granted by a majority vote of the chapter.

Honorary: not eligible for active or reserve membership, may not hold office

Money Matters

Form 18

Roster of Chapter Members and Dues

- Indicate change in membership from Active to Reserve in **red**
 - Record \$47, Active member dues
 - Record \$23, Reserve member dues
 - Record \$1.00 or \$0.40, Scholarship Fee for each member
- 

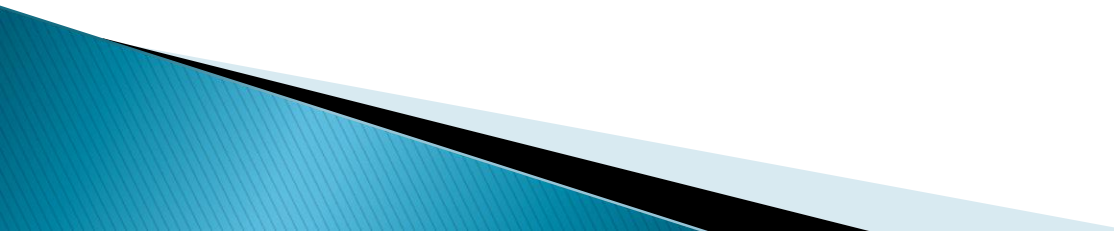
Money Matters

Form 18

- Honorary, Life Active and Life Reserve Members *do not* pay Scholarship Fee
- Chapters with a Scholarship Fund must remit a \$5.00 Scholarship fee
- Record totals, your name and address and State Treasurer name and address on page 1 *only*

Money Matters

Form 18

- Initiation fee \$ 5.00
 - Honorary fee \$50.00
 - Scholarship fee \$ 1.00
 - Reserve members are exempt from paying chapter assessments
 - No reinstatement fee is charged to members
- 

Money Matters

Annie Webb Blanton Scholarship Fund

International derives funds from $1/5$ (\$0.20) of the scholarship fee

State derives funds from $1/5$ (\$0.20) of the scholarship fee **and** a \$5.00 fee from each chapter which maintains a scholarship fund

A chapter which maintains a scholarship fund retains $3/5$ (\$0.60) of the scholarship fee

Money Matters

Report of Members Dropped Form 18 A

Roster of Dropped Chapter Members

- Due November 12, 2012 and when needed
- Send 2 copies of Form 18A with the reason for resigning to State Treasurer

Money Matters

October Calendar

Chapter dues, Forms 18 and 18A are due
October 31, 2012 to State Treasurer

Complete Form 18 and 18A

Members initiated or reinstated after July 1 must
pay dues and fees in addition to the initiation
fee

Money Matters

November Calendar

Complete Form 18 and 18A

Chapter dues, Forms 18 and 18A are due
November 12, 2010 to State Treasurer

IRS Form 990N must be filed by November 15,
2012 and receipt *forwarded* by email to State
Treasurer

Money Matters

November – April Calendar

Complete Form 18 and Initiate Card or Initiate Form for each new member initiated. Send check for dues, scholarship fee and initiate fee

Complete Reinstated Member Form and Form 18 for members who are reinstated, send forms, check for dues and scholarship fees

No reinstatement fees are charged



Money Matters

April – July Calendar

Members initiated between April 1 and July 1 do not pay dues or scholarship fee

Complete Form 18 and Initiate Card or Initiate Form for each new member initiated, send Form 18, card or form and initiate fee to State Treasurer

Money Matters

May Calendar

Prepare for chapter financial internal audit in June

Annual Report of Chapter Treasurer, Form 15 will be sent by State Treasurer

Prepare chapter FY2012 - 2013 budget in collaboration with Finance Committee

Money Matters

Form 6


Report of Death of a Member

- To be completed by Chapter President
- Send copy of form to State Treasurer
- Include deceased member on Form 18A

Money Matters

Grant-in-Aid

Provides financial aid to:

- High school graduates entering teacher preparation programs
 - College students completing their professional preparation to become educators
 - Non-members returning to the teaching profession
- 

Money Matters

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