

CHAPTER TREASURER CHECKLIST

MAY (even years only)

- *The outgoing president, outgoing treasurer, new president, and new treasurer will need to go to the bank and names on the chapter checking account. They will probably require photo ID.*
- *Attend the treasurer training session at the Kansas State Convention (first Saturday in May)*

JUNE

- *End of Fiscal Year Tasks*
 - *File 990N e-postcard*
 - *Required annually by IRS to maintain our not for profit status.*
 - *This can only be filed electronically. You can find the link on the international website, the Kansas website, or <https://sa.www4.irs.gov/epostcard>*
 - *Your previous treasurer will have your EIN, user name, password, and answers to the security questions. Keep a record of these so future treasurers can access the account.*
 - *Even though the IRS does not require it to be filed until October, ADK requires that it be files when you complete the C-1 form.*
 - *Complete the audit of treasurer's records and C-1 form*
 - *Your chapter president will receive a copy of this form in her president's packet in august of each year. You can also get it from the international website or the Kansas website*
 - *Complete C-1 form.*
 - *Use the Chapter Financial Records Spreadsheet (available on the Kansas website) to keep track of your monthly receipts and disbursements by line item.*
 - *It is easier if you do this monthly instead doing it all at the end of the fiscal year.*
 - *Complete the audit by the appointed audit committee.*
 - *Mark that you have filed your 990N e-postcard.*
 - *Have the form signed by the chapter president, the treasurer, and the chair of the audit committee.*
 - *Print 2 copies.*
 - *Keep 1 for your files.*
 - *Give 1 to your chapter president for her files.*
 - *Send 1 to the Kansas State Treasurer (Joyce Perkins 1377 Stonecreek Drive Lawrence, KS 66049)*
 - *Pay bills as presented*
 - *Record June receipts and disbursements on the Chapter Financial Records Form.*
 - *Work with your chapter executive board to prepare an annual chapter budget.*

JULY

- *Pay bills as presented*
- *Record July receipts and disbursements on the Chapter Financial Records Form.*

AUGUST

- *Pay bills as presented*
- *Record August receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the September meeting (You can use the form your previous chapter treasurer used. There is also a sample form on the international website and the Kansas website)*
- *H-138 form*
 - *This form is generated at international specifically for your chapter.*
 - *Your chapter president will receive a copy in the president's packet. You may also receive it as from international via e-mail.*
 - *Collect dues from members September – December*
 - *Active members: \$40 international dues and publication fees + \$11 state dues + your chapter dues*
 - *Lifetime member: \$9 international publication fee + \$11 state dues + your chapter dues*
 - *Limited Member: Pays no dues. May pay \$9 international fee if the wish to receive publications.*
 - *Honorary member: Your chapter pays the \$9 international publication fee.*
 - *Sustaining members: Dues and fees are collected by the state treasurer.*
 - *Due December 31 of each year.*

SEPTEMBER

- *Have the chapter budget approved by your chapter.*
- *Pay bills as presented*
- *Record September receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the October meeting*
- *Members may pay dues*
 - *Record payment on the H-138 form*
 - *Deposit collected dues in the chapter checking account*

SEPTEMBER (even years only)

- *ADK Official Policy Statement*
 - *Due March 15, of odd numbered years*
 - *This statement confirms that your chapter follows International Bylaws.*
 - *You can get a copy from the Kansas Bylaws Chair.*
 - *Signed by the chapter president and chapter treasurer.*
 - *Send to the Kansas Bylaws chair.*

OCTOBER

- *Pay bills as presented*
- *Record October receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the November meeting*

- *Members may pay dues*
 - *Record payment on the H-138 form*
 - *Deposit collected dues in the chapter checking account*

NOVEMBER

- *Pay bills as presented*
- *Record November receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the December meeting*
- *Members may pay dues*
 - *Record payment on the H-138 form*
 - *Deposit collected dues in the chapter checking account*

DECEMBER

- *Pay bills as presented*
- *Record December receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the January meeting*
- *All dues should be collected by the end of the month.*
 - *Record payment on the H-138 form*
 - *Deposit collected dues in the chapter checking account*
 - *Submit International dues and state dues by December 31.*
 - *International dues*
 - *Check made out to Alpha Delta Kappa*
 - *Collected member dues payments + \$20 ITE fee*
 - *Mail the check and a copy of the H-138 to the address at the top of the H-138 form*
 - *Do not pay dues for members who have not paid you yet.*
 - *State dues*
 - *\$11 per member*
 - *Check made out to Kansas Alpha Delta Kappa*
 - *Mail check and a copy of the H-138 to the Kansas State Treasurer (Joyce Perkins 1377 Stonecreek Drive Lawrence, KS 66049)*
 - *Mail (or e-mail a copy) of the H-138 to the Kansas State President and the Kansas State VP for Membership.*
 - *Keep a copy of the H-138 for your records.*

JANUARY

- *Pay bills as presented*
- *Record January receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the February meeting.*
- *Collect dues from members who did not pay before December 31.*
 - *Record payment on the H-138 form*
 - *Deposit collected dues in the chapter checking account*

- *Send to International. Include a letter stating the member name(s) and member number.*
- *Any member who has not paid dues will be required to pay a \$5 late fee after January 31.*

FEBRUARY

- *Pay bills as presented*
- *Record February receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the March meeting.*

MARCH

- *Pay bills as presented*
- *Record March receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the April meeting*

APRIL

- *Pay bills as presented*
- *Record April receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the May meeting.*

MAY

- *Pay bills as presented*
- *Record May receipts and disbursements on the Chapter Financial Records Form.*
- *Prepare a treasurer's report for the next meeting.*

Duties performed by Outgoing Treasurer:

- *As soon as all checks have cleared the bank [verified by the latest bank statement], close books and prepare year-end financial statements.*
- *Turn the books over for a "review" by a committee [Audit]*
- *Obtain and complete a new bank signature card for each account, with the name, address and signature of the newly elected treasurer [and possibly the new president]. It is not necessary to change banks.*
- *Meet with the newly elected treasurer to review and turn over all files., including bank statements, cancelled checks, the checkbook, deposit slip book, ledger, all reimbursements and receipts---all documents of your job as treasurer, including a copy of the latest budget.*
- *Help New Treasurer with the 990-N e-postcard.*
- *Help New Treasurer with Record Retention requirements*

