



Alpha Delta Kappa

FINANCIAL INSTRUCTIONAL BOOKLET

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Overview

The 1997-1999 Executive Board of Alpha Delta Kappa (“ΑΔΚ”) voted to provide instruction and guidance to assist with more accurately collecting and recording financial information. This determination was made after reviewing the results of the “State Financial Update Survey” received in the summer of 1998. The Executive Board believes one of the desired benefits of this educational effort is to ease the burdens of the state/provincial/national treasurer by providing templates for reporting and other helpful organizing information. Another desired benefit is to obtain greater consistency in the organizing and recording of financial information by U.S. states and chapters who must remain compliant with IRS requirements. This educational booklet has been written as a resource to help contribute in achieving these goals.

This resource booklet is meant to serve as a “how to” book regarding the financial matters of your S/P/N. It is the first of its kind and will be revised as feedback is received from S/P/N treasurers or other S/P/N officers. Therefore, we welcome your questions and comments. Please feel free to contact Headquarters' Executive Director if you need an answer to a question or further explanatory information.

The Executive Board has approved certain procedural measures for the tracking and reporting of financial information. These procedures also address how the financial activities of the various units under the ΑΔΚ umbrella will be reported. The financial instruction outlined here is merely one recommended way to record financial information. If you are successfully and accurately capturing and recording financial information and can accurately report your year-end financial information annually to Headquarters as needed, you do not need to modify your current practices. Accurate reporting essentially means that you are collecting and recording your receipts and making sure your balance sheet balances as well as complying with Headquarters' and IRS filing requirements.

This booklet is written using the S/P/N as the reference point for ease of reading, but general information is also applicable and should be adhered to by all chapters, districts, and area councils.

This booklet contains a great deal of technical information about accounting and tax compliance. Members of the International Executive Board and Headquarters Staff appreciate the time you will devote to the financial activities of your S/P/N to better record its operations. Please call on us, (800) 247-2311, to provide any help you may need in this endeavor.

Internal Revenue Service Exempt Organization Reporting Requirements

Both the Alpha Delta Kappa Organization and Foundation are 501(c)(3) charitable organizations under the Internal Revenue Code. From the member's standpoint, the primary tax difference between a 501(c)(3) and a 501(c)(7) like the S/P/Ns and chapters are donations to a 501(c)(3) is a charitable contribution, while a donation to an S/P/N or chapter is not. S/P/Ns, chapters and regions are grouped together under the Organization's federal tax exemption. This group exemption permits those activities carried on for excellence in education by International, S/P/Ns, chapters and regions to be exempt from federal income tax. This group exemption also means that the regions, S/P/Ns and chapters fall under a different set of regulations than "for-profit" entities and thus have different reporting responsibilities. Failure to comply with these regulations may jeopardize the Organization's tax-exempt status.

I. The Alpha Delta Kappa Organization's Reporting Requirements

- a. Group Exemption Report
 - i. Annual report which notifies the IRS of all regions, states and chapters to be included in AΔK's group exemption — relieves each entity from individually filing their own exemption applications and conducting correspondence to IRS on exemption matters.
 - ii. Annual report includes the Employer Identification Number (EIN) for each region, S/P/N and chapter as well as the name of each S/P/N and chapter president and International Headquarters' address.
 - iii. Headquarters completes review of this report
 - 1. Due Date: Annually by March 1
 - iv. Group Exemption Number is 1900
- b. Form 990 - Return of Organization Exempt from Income Tax
 - i. Reports the financial activities of the Organization
 - ii. Due Date: Annually by October 15 (the fifteenth day of the fifth month following the close of the fiscal year)
 - iii. Prepared by a certified public accountant
- c. Form 990-T Exempt Organization Business Income Tax Return
 - i. Reports the unrelated business income (UBI) received from regularly carried on income producing activities that are not related to AΔK's exempt purposes
 - ii. Required if gross income is \$1,000 or more
 - iii. Includes income from investments and interest for the Organization. Excludes bequests and contributions (see below for applicable state UBI)
 - iv. Due Date: same as Form 990
 - v. Prepared by a certified public accountant

- d. MO-1120 - Missouri State Corporation Income Tax Return for unrelated business income (UBI) only and starts with the taxable income amount from the 990-T. The due date is the same as Form 990-T.
 - i. Prepared by certified public accountant
- e. Estimated Quarterly federal and state tax payments on unrelated business income (UBI) only if there is a previous year tax liability.

II. S/P/N and Chapter IRS Reporting Requirements:

All states and chapters are now required to file an annual report with the IRS. There are two categories for reporting/filing:

- a. States and chapters with gross receipts of less than \$50,000 must file an annual electronic notice, Form 990-N also known as the e-Postcard;
 - i. Guidelines:
 - 1. First Year of operation and gross receipts are less than \$75,000
 - 2. Second year of operation and average gross receipts for the two years are less than \$60,000
 - 3. Third year of operation and the average gross receipts for the three years are less than \$50,000
 - 4. Fourth year and after, average gross receipts for past three years are less than \$50,000
- b. States and chapters with gross receipts of \$50,000 or more are required to file the more extensive Form 990 or 990-EZ.
 - i. For any year not meeting the Form 990-N guidelines, the chapter or S/P/N must file Form 990EZ or Form 990.
- c. Filing Form 990-N e-Postcard:
 - i. Form must be filed electronically. There is no paper form.
 - ii. Due Date: The 990-N (e-Postcard) is due every year by the 15th day of the fifth month after the close of your S/P/N or chapter's fiscal year. For example, if your fiscal year is June 1 through May 31, you must file after May 31 and before October 15.
 - iii. Information Required on the 990-N e-Postcard:
 - 1. Your S/P/N or chapter's EIN/TIN number. It should be in your permanent files but if not, it is available from Headquarters.
 - 2. Tax year. The 12-month fiscal year used by your S/P/N or chapter (International Headquarters is making an effort to bring chapters' and states' fiscal years into alignment with International's, June 1- May 31.) If you don't know your fiscal year, contact your S/P/N treasurer.
 - 3. Organization's Legal Name and Mailing Address (The Alpha Delta Kappa Organization, Inc., 1615 W 92nd St, Kansas City, MO 64114)
 - 4. Any other names your chapter uses (e.g. Missouri Beta Chapter)
 - 5. Name of principal officer (current chapter president) and Headquarters' address, above.
 - 6. Organization's website address may be left blank

7. Confirmation that your chapter's annual gross receipts are normally \$50,000 or less.
8. If applicable, a statement that your chapter is going out of business.
- iv. Where to File: When you are ready to file, go to <https://sa.www4.irs.gov/epostcard/>.
- v. Penalty: The IRS will revoke the tax-exempt status of an S/P/N or chapter who fails to meet the annual filing requirement for three consecutive years and possibly Alpha Delta Kappa's tax-exempt status as well. An application and penalty will have to be filed and paid to request reinstatement.
- d. Form 990 EZ - Short Form Return of Organization Exempt From Income Tax (Current forms are available at www.irs.gov)
 - i. The guidelines are for any year that the organization failed to be eligible to file the 990-N. If annual income (not averaged) is over \$200,000, then the organization must file a Form 990.
 - ii. If you received a labeled Form 990 or Form 990-EZ from the IRS, call the Executive Director at Headquarters for instructions on completing the form
 - iii. Due Date: Fifteenth day of the fifth month following the close of the fiscal year
- e. Form 990-T Exempt Organization Business Income Tax Return (Current forms are available at www.irs.gov)
 - i. Not required to file if Unrelated Business Income (UBI) is less than \$1,000
 - ii. Required to file if UBI is \$1,000 or more. What is UBI?
 1. EXCLUDES bequests or contributions
 2. EXCLUDES ALL Fundraising efforts directed only to members
 3. EXCLUDES all S/P/N scholarship fees assessed to members
 4. UBI: Includes income from investments, interest income from checking accounts, certificates of deposit or mutual funds, advertising income from directories and other publications.
 5. Includes gross profits (defined as gross sales less cost of goods sold) from regularly carried on Fundraising activities to the general public (non-members) (a) Example — Fundraising program to general public selling t-shirts:

Sales Receipts	\$1,900
Cost of Goods Sold	\$800
Gross Profits	\$1,100

 - a. If your S/P/N has gross profits of \$750.00 from regularly carried on Fundraising events to the general public by the end of your third quarter, notify the Headquarters' Executive Director for guidance.
 - iii. Due Date: Same as Form 990 EZ
 - iv. Determine federal and state tax liability on your unrelated business income, if any
 1. Subtract expenses directly related to that income, for example, investment advisor fees from investment income
 2. A specific \$1,000 deduction further reduces the amount of taxable income, if any

3. Even if tax liability is reduced to zero, must still complete and file Form 990-T
- v. Options available to the S/P/N in the use of UBI:
 1. Goal: To maximize the use of UBI for the state's purposes. Consult your local CPA for assistance.
 2. You may set aside or designate net investment income to an AΔK S/P/N scholarship program or a 501 (c) (3) entity of your choosing; thus reducing any potential tax liabilities.
 - a. Set aside approval should be documented in the executive board's minutes as well as the financial records.
 - b. Approval must be given annually.
 - c. Set aside monies need not all be spent each year, but they must be retained in separate bank account. Balances may NOT unreasonably accumulate over time.
 3. You may not set aside gross profits from regularly carried on fundraising efforts to the general public.
 4. You may use up to \$1,000 of UBI on state's operating activities, S/P/N scholarship program, or donation to a 501 (c) (3) entity.
 5. The use of the amount in excess of \$1,000 depends on the source. Consult your local CPA for guidance on your specific case.

a. Example 1:

Current Year's Gross Profits as defined above.	\$900
Current Year's Net Investment	
Income on Scholarship Account	\$0
Current Year's Net Investment	
Income on General Account	<u>\$200</u>
Total	\$1,100

S/P/N executive board must set aside a minimum of \$100.00 in net investment income to scholarship account and write a separate check from the operating account to scholarship account. It may however, set aside more to the scholarship account if it so chooses. Once net investment income is transferred to scholarship account, it must remain there.

Result: No federal or state tax liability because up to \$1,000 in UBI is exempt from tax, and the excess over \$1,000 was set aside to S/P/N scholarship program or to 501 (c) (3) entity.

Fees on interest and investment income can be subtracted from investment income in order to determine UBI.

b. Example 2:

Current Year's Gross Profits as defined above.	\$2,000
Current Year's Net Investment	
Income on Scholarship Account	\$0

Current Year's Net Investment	
Income on General Account	\$0
Total	<u>\$2,000</u>

Result: S/P/N will owe federal and state taxes on \$1,000 because up to \$1,000 is exempt from tax and set aside option is not available for the remaining \$1,000 (because the \$2,000 does not include an investment income).

6. As IRS reporting can be complicated, International encourages states and chapters to use the services of a certified public accountant to insure accuracy and compliance when filing the 990, 990-EZ or 990-T Forms. If the services of a professional tax preparer are obtained, make sure to obtain a fee quote and the chapter board approval prior to the preparation of tax returns.

III. Chapter IRS Reporting Requirements

- a. Same as those of the state: Find the most current IRS forms at www.irs.gov.

How to File the 990-N (E-Postcard)

- a. Go to <https://sa.www4.irs.gov/epostcard/>
- b. If you don't have your login ID from last year, register as a new user.
- c. Once you are logged in, add your chapter's or state's EIN to your profile.
- d. Click "Create New Filing."
- e. Confirm that your chapter or S/P/N is not going out of business.
- f. Confirm that your annual receipts are \$50,000 or less.
- g. Proceed to the next page.
- h. Type in your chapter name as the DBA name. Example: Missouri Beta Chapter
- i. Leave the second DBA line blank.
- j. Enter International Headquarters' address: 1615 W 92nd St, Kansas City, Missouri 64114 (The site will not accept the period character)
- k. You may leave "website address" blank.
- l. The principal officer is a person and you should use your chapter president's name.
- m. Enter International Headquarters' address again: 1615 W 92nd St, Kansas City, Missouri 64114 (The site will not accept the period character)
- n. Click "Save," then "Submit."
- o. You no longer need to submit a copy to International Headquarters. Headquarters can access the list of filings from the IRS.
- p. If your tax period is not June 1-May 31, there is one more step to the process. You must write the IRS a letter stating your name and chapter office, your chapter name and EIN number and say that in filing the 990-N the incorrect fiscal year was listed for your chapter and request that the fiscal year be changed to June 1 to May 31. Send the letter to:

- i. Internal Revenue Service ATTN: EO Entity 1973 N Rulon White Blvd Ogden, UT 84404
- q. Questions: If you have questions, call Headquarters at 1-800-247-2311.
 - r. If you have technical problems, call the IRS technical support.

Alpha Delta Kappa Foundation's Program Efforts

- a. Alpha Delta Kappa Foundation S/P/N Altruistic Fund
 - i. States and chapters work with the Foundation to establish their own scholarship program and/or altruistic fund.
 - ii. Contribute scholarship and altruistic funds to a named account in the Endowment Fund (e.g. Alabama Altruistic Fund)
 - iii. \$5,000 minimum
 - iv. Foundation has developed IRS-approved model guidelines, applications and reporting forms for S/P/N and chapter use.
 - v. Funds become assets of the Foundation and are invested in accordance with the Foundation's investment policy.
 - vi. Investment fees, gains and losses are prorated based on the total amount of the S/P/N Altruistic Fund.
 - vii. S/P/N or chapter is responsible for the administration of their scholarship and/or altruistic program.
 - viii. Foundation issues checks to the recipients.
 - ix. S/P/N or chapter is responsible for submitting personalized scholarship guidelines and names and addresses of judges and recipients to the Foundation.
 - x. Altruistic donations must be made to 501 (c) (3) organizations.
 - xi. Advantages
 - 1. Reduces state's or chapter's IRS compliance, as it is now the Foundation's responsibility
 - 2. Reduces liability
 - 3. Future donations to the fund are tax deductible to the donor.
 - 4. Fund qualifies as a charitable set aside for the state's or chapter's unrelated business income, reducing its tax liability.
 - 5. Can eliminate the need to file estimated quarterly federal and state tax payments on investment income
 - 6. Reduces state's or chapter's expenses for attorneys, accounting and investment fees
- b. IRS Requirements for Disbanding Chapters.
 - i. The IRS requires U.S. chapters that are disbanding to give their remaining monies to a 501 (c) (3) organization
 - ii. In 1998 International Executive Board implemented a policy requiring that lapsing U. S. chapters must:
 - 1. Donate any remaining funds to the Foundation; OR
 - 2. Distribute any remaining funds between the Foundation and another 501 (c) (3) organization (like the Organization).

3. States are asked to assist with the implementation of this policy by informing chapter officers of the policy when discussing the possibility of disbanding.

Organizational Structure

- a. S/P/N Responsibilities
 - i. Each S/P/N is now responsible for receiving and reporting the financial activities of its districts and area councils.
 - ii. Each S/P/N is accountable for the accuracy and reliability of financial information provided by its districts and area councils.
 - iii. All S/P/N officers, particularly the S/P/N treasurer, are accountable for the accuracy and reliability of the subsidiary information provided to them and to Headquarters.
- a. Reporting period (Fiscal Year):
 - i. Alpha Delta Kappa is currently engaged in an effort to bring all S/P/Ns' and chapters' fiscal years into alignment with International's (June 1 - May 31). When fiscal years are aligned, everyone will have the same deadline to file the 990-N e-Postcard, and Headquarters will be able to remind S/P/Ns and chapters of the deadline.
 - ii. S/P/N and its districts and area councils should have the same fiscal year.
 - iii. Fiscal year is composed of 12 months and ends on May 31 unless an initial short period that starts after June 1.
 - iv. Starts and ends on the same date, year after year.
- b. Group Exemption Authorization:
 - i. All S/P/Ns have completed a group exemption authorization, which is on file at Headquarters.
 - ii. Chapters sign a group exemption authorization at the time they form.
- c. Employer Identification Number (EIN) or Taxpayer Identification Number (TIN)
 - i. At the time of formation, Headquarters completes a Form SS-4, applying for an EIN for each S/P/N and chapter. The IRS uses "EIN" and "TIN" interchangeably. It is the same number.
 - ii. IRS notifies the S/P/N and/or chapter of its EIN, and the S/P/N and/or chapter reports the number to Headquarters.
 - iii. Do not apply for an EIN on your own.
 - iv. If unsure if you have an EIN, or are unsure if you are using the correct one, check with Headquarters or refer to your profile on the Alpha Delta Kappa website.
 - v. EIN should be a part of your permanent records.
 - vi. Never use an EIN that has not been assigned to your organization.
 - vii. Use the correct EIN and official name when corresponding with the IRS.
 - viii. Variation will result in the IRS assigning a new EIN.
- d. Bank accounts and related bank statements.
 - i. S/P/Ns, use your S/P/N's EIN to open a bank account. Chapters, use your chapter's EIN to open a bank account.

- ii. Do not use your personal social security number in application.
- iii. Districts and area councils may have individual bank accounts, using the S/P/N's EIN.
 - 1. S/P/N treasurer or other officer must be included as a check signer on the bank signature card of district and/or area council account.
- iv. If an incorrect EIN was used to open a bank account, complete a new bank signature card with the correct EIN as soon as possible.
- v. Use personalized checks, imprinted as follows:
- vi. S/P/N + Alpha Delta Kappa (i.e. Florida Alpha Delta Kappa)
- vii. Chapter checks should be personalized with the name "of the S/P/N + Greek Name (e.g. Florida Beta Nu Chapter) . . ."
- viii. Bank Statements should end on the last day of the month.
 - 1. If your Statement doesn't, request the bank to change the Statement cycle to month end.
 - 2. Will greatly facilitate preparation of monthly accounting reports
- ix. Balance all accounts monthly.
 - 1. Especially important if there is a high volume of activity

Record Retention Requirements

- a. President
 - i. Retain in Permanent Files:
 - 1. Charter (Fidelis Scroll, if Fidelis Chapter)
 - 2. Minutes of Meetings and Bylaws
 - 3. Proceedings of International Conventions (S/P/Ns only)
 - 4. Names of Initiated Members and Initiation Dates
 - 5. Written History
 - 6. Correspondence on any Legal Matters
 - ii. Retain 4 years:
 - 1. Forms and Correspondence (for the current and immediate past biennia).
- b. Treasurer:
 - i. Retain in Permanent Files:
 - 1. EIN Number (assigned by the Internal Revenue Service), any correspondence from the IRS, copy of any reports to the IRS, copy of correspondence from Headquarters regarding the IRS.
 - 2. Filed tax returns, including working papers.
 - 3. Audit reports and financial Statements, cancelled checks for taxes, cash books.
 - 4. Financial ledgers and journals.
 - ii. Retain 8 years:
 - 1. Bank reconciliations and bank Statements
 - iii. Retain 3 years:
 - 1. Petty cash vouchers, general correspondence, other cancelled checks, expense reports, paid bills and monthly trial balances.

S/P/N Treasurer

Suggested Monthly Planner

- a. Developed for May 31 Year End
- b. Duties Performed by Outgoing Treasurer:
 - ii. Month 1 After Your S/P/N Year End
 - 1. As soon as all checks have cleared the bank (verified by the latest bank statement), close books and prepare year-end financial statements.
 - 2. Turn the books over for a “review” by a committee or certified public accountant.
 - 3. Obtain and complete a new bank signature card for each account, with the name, address and signature of the newly elected treasurer. It is not necessary to change banks. (Note: The signature cards should also carry the name, address and signature of the newly elected president in the event the treasurer could not carry on the duties of her office.)
 - 4. 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 S/P/N budget. (These documents contain vital tax information, if called upon to fill out IRS Form 990 EZ or Form 990, or in the event of an IRS audit.)
- c. Duties Performed by the Treasurer with the Assistance of the Immediate Past Treasurer:
 - iii. Month 2
 - 1. Review and Observe Record Retention Requirements.
 - 2. Indefinitely:
 - a. EIN Number (assigned by the IRS), any correspondence from the IRS, copy of any reports to the IRS, copy of correspondence from Headquarters regarding the IRS.
 - b. Any filed tax returns.
 - c. Audit reports and financial statements, cancelled checks for taxes, cash receipt books
 - d. Financial ledgers, journals and reports.
 - i. Year-end Cash Flow (S-1), Balance Sheet (S-2) and Annual Budget (S-4).
 - ii. Printed or electronic versions of everything as long as a backup is kept. A shared drive is recommended (Google, Dropbox, etc), that can be transferred easily between Treasurers.
 - e. IRS determination letter stating that Alpha Delta Kappa is a non-profit organization, designated 501(c)(3) by the IRS. (The IRS letter and your state’s EIN will be necessary in opening a new bank account.)
 - f. Bank reconciliations and bank statements retain for three years:

- i. petty cash vouchers, general correspondence, other cancelled checks, expense reports, paid bills and monthly trial balances.
 3. Prepare and submit Cash Flow Statement and the Balance Sheet to Headquarters prior to eight weeks following the close of your fiscal year.
 4. If the Cash Flow Statement for the fiscal year just ended and the preceding two years gross receipts exceed \$75,000, engage a certified public accountant to complete IRS Form 990 EZ.
 5. If gross receipts are greater than \$75,000 for the fiscal year just ended, engage a certified public accountant to complete an accounting review and complete IRS Form 990 EZ.
 6. These are the guidelines for filing Form 990-N:
 - a. First Year of operation and gross receipts are less than \$75,000
 - b. Second year of operation and average gross receipts for the two years are less than \$60,000
 - c. Third year of operation and the average gross receipts for the three years are less than \$50,000
 - d. Fourth year and after, average gross receipts for past three years are less than \$50,000
- d. Duties Assumed by Treasurer:
 - iv. Month 3
 1. Make certain the CPA has all necessary information for review and completion of IRS Form 990 EZ, if required.
 2. Prepare monthly bank reconciliations and maintain a record of the name, address and telephone number of each bank where your S/P/N accounts are held.
 3. Gather Treasurer's supplies and take to every S/P/N executive board meeting:
 - a. Money pouch with cash for change, calculator, checks, deposit slips, current budget, expense vouchers, check endorsement stamp (optional), return address labels, ledger, note pads, paper clips or stapler.
 4. Prepare your treasurer's report for the S/P/N executive board meeting. (The report may be no more than the balances on hand since you may not have transacted any business yet.)
 - v. Month 4
 1. Throughout your term, attend S/P/N executive board meetings and present treasurer's reports.
 2. Throughout your term, distribute expense vouchers for all requests for reimbursement. Collect completed vouchers substantiated by appropriate receipts and write reimbursement checks.
 3. Pay all bills by electronically or by check and keep the cancelled check or online receipt as proof of payment. Record on the lower left-hand portion of each check or receipt, the purpose of the payment.

4. If food is catered for lunch, determine the amount owed by each member, collect the amount from each member, pay the bill for the lunch (and any meeting room rental) and deposit the money in the state's checking account as soon as possible.
 5. Record an entry in your ledger/register for each transaction for which you made a payment.
 6. Monitor your budget carefully. If you have problems, consult the S/P/N president and immediate past treasurer for assistance.
- vi. Month 5
1. Assemble the required information for filing Form 990-N e-Postcard if you have gross receipts of \$50,000 or less.
 2. If gross receipts are less than \$50,000, electronically file Form 990-N e-Postcard by the fifteenth day of the fifth month following the end of your fiscal year.
 3. If gross receipts are \$50,000-\$200,000 and filing is required, mail your completed IRS Form 990 EZ by October 15 (the fifteenth day of the fifth month following the close of your fiscal year) if your fiscal year end is May 31. If your fiscal year end is other than May 31, calculate date of filing.
 4. If filing is required, send a copy of your completed IRS Form 990 EZ to Headquarters and keep a copy in your permanent files.
 5. These are the guidelines for filing Form 990-N:
 - a. First Year of operation and gross receipts are less than \$75,000
 - b. Second year of operation and average gross receipts for the two years are less than \$60,000
 - c. Third year of operation and the average gross receipts for the three years are less than \$50,000
 - d. Fourth year and after, average gross receipts for past three years are less than \$50,000
- vii. Month 6-7
1. Receive H-138 Membership Dues Billing for Sustaining Members from Headquarters.
 2. Notify sustaining members of the amount of their S/P/N and International membership dues, the due date of January 1 and late fee for missing the January 31 payment postmark deadline. Enclose a self-addressed envelope for sustaining members to remit their dues to you.
 3. As sustaining member dues arrive, record the amount paid on the billing form (H138) and send the form and an S/P/N check for the total amount of dues collected to Headquarters. Dues are due January 1 and become delinquent after January 31. All delinquent dues require an additional \$5.00 per member late fee paid to International. If postmarked after January 31, mail directly to International Headquarters, not the PO Box.
 4. Receive and record all S/P/N dues collected from chapters.
 5. Deposit all dues checks in the state's checking account as soon as they are received.

viii. Month 8

1. Continue as for Months 6 & 7.
2. For each interest-bearing account, you will receive a bank statement of interest earned the prior year.
3. Meet with the S/P/N budget committee, taking several copies of the previous year's budget and actual figures as well as the current year's year-to-date figures. Be prepared to share financial information to determine whether or not sufficient or insufficient funds were budgeted for each line item and whether or not specific line items would be increased, if needed, based on the year's past income.
4. The budget committee develops two annual budgets (one for the even numbered year and one for the odd) and compiles the two budgets into a proposed budget for the biennium. The budget committee chairman prepares copies of the budgets to present to the S/P/N executive board meeting. The board may revise the budgets before recommending they be presented to the S/P/N convention; or, if the convention does not meet in the second year, before approval of the board.
5. The budget committee chairman then prepares copies of the proposed budget for each convention registration packet, or if a convention is not held in the second year, for the executive board packet.

ix. Month 9

1. Prepare financial statements for presentation to the S/P/N executive board. Have details ready on key issues and comparisons.
2. Pay any reimbursement requests, room rental and lunch fees associated with the S/P/N executive board meeting.
3. Inform the executive board of any interest earned on bank accounts the past year, discuss which altruistic organization or scholarship to contribute it to, and make the appropriate motion to do so. (As soon as possible thereafter, write the check to disburse the funds.) This is to reduce tax liability on unrelated business income (UBI).

x. Month 10-11

1. Prepare and present a report at the S/P/N convention.
2. At the close of the S/P/N convention, receive and deposit advance money, and any overage after the convention committee has paid its bills.
3. Prepare executive board report and complete financial statements. Present budget revisions to board if a convention is not held in the second year.

xi. Month 12

1. Make certain all deposits and expense reimbursements have been completed by the month end, so the transactions correspond with the current fiscal year.
2. Clean and order files according to record retention requirements
3. Review Month 1 and 2 of the Monthly Planner for "Duties Performed by Outgoing Treasurer or with the Assistance of the Immediate Past Treasurer.

4. NOTE: Document may be modified to meet your state's activities.

If the services of a professional tax preparer are obtained, make sure to obtain a fee quote and the S/P/N board approval prior to the preparation of tax returns.

Accompanying Notes of Explanation to Cash Flow Statement (formerly S-1)

1. Sustaining members' International dues and should be deposited and recorded by the state. When determining what gross receipts are from the IRS' standpoint, sustaining members' International dues and fees should be excluded. Typically, this is not a large amount and will not significantly affect your calculation of gross receipts. See "Calculation of Gross Receipts Using IRS Standards" section for more information on this calculation.
2. All scholarship fees should be deposited in a separate account from the general operating account. Monies from scholarship fees should not be commingled with the operating funds. Interest earned on the separate scholarship bank account should always remain in the scholarship account and be used for scholarship programs.
3. Receipts for your state's altruistic project should be recorded in full, without subtracting any costs associated with it. Those costs should be included in your disbursements section on the next page.
4. Bequests and contributions are an important source of revenues and must be accounted for in the determination of gross receipts. For example, bequests could occur in the form of cash or real estate. In either form, the S/P/N treasurer must monitor the Form 990-EZ reporting requirements for the current year. Such a large bequest or gift could change the circumstances so significantly that an S/P/N which under normal circumstances would not need to file a 990EZ will now need to do so with the receipt of the bequest or contribution. Therefore, capturing and recording these sources of receipts is very important.
5. You may wish to add several lines of interest income to reflect the different types of investments—for example, money market checking, certificate of deposit, investment income or securities, etc. If this amount totals \$1,000 or more, completion of Form 990-T is required.
6. Flow through accounts merely represent the receipt of revenue and the outflow of the associated expense, all within one account. Example 1: A small contribution to Charity X is a receipt and the check written to disburse the contribution is an expense for a net sum of zero. Example 2: Revenue is money collected from members for a meal and the expense is the associated check written to the restaurant for the meals, for a net sum of zero.
7. Because districts and area councils now fall under the state's umbrella, separate lines should occur for their receipts. If your S/P/N has numerous districts and the districts DO NOT have their own bank accounts, then you will want a separate line for each district's total receipts and require that each district complete D1-EZ Single Event reporting form for each activity. If, however, your districts DO HAVE their own bank accounts, then they each need to send the S/P/N a copy of the cash flow statement (at a minimum annually) for you to include in your S/P/N cash flow statement.

8. If you should have significant “Other” receipt sources, they should be separately identified. If that is not the case, miscellaneous receipts can fall within this “Other” category.
9. The disbursement of sustaining members’ International dues and publication fees merely represents the S/P/N acting as an agent in forwarding these amounts to International. Typically, this disbursement amount is not significant.
10. International convention disbursements usually occur in the summer of odd numbered years (which occur in the even numbered accounting year if your S/P/N has a fiscal year end of May 31.) Comparably, regional conference disbursements usually occur in the summer of the even numbered year, and S/P/N convention disbursements perhaps every year. All three have been included on the template because they should be included in the accounting year in which the disbursement is made. For example, let’s say your S/P/N has a May 31 year end and you book and pay for the officers’ air fares to International convention in April. The airfares should be recorded on the May 31 financial statements, and the remaining disbursements on the next year’s May 31 financial statements. Therefore, include all the applicable line items each year to properly record the timing of disbursements.
11. Fund transfer represents transferring funds from one cash account (savings) to another (checking account) to cover operating disbursements.

Calculation of Gross Receipts Using IRS Standards (formerly S-3)

- a. **Explanatory Note:** From the standpoint of the IRS, gross receipts are the total amount received from all sources of funds which your S/P/N has control over, without subtracting any costs and expenses. Sustaining members’ International dues and publication fees should not be included in your state’s calculation of gross receipts, because your S/P/N has no right to use the funds. Therefore, to determine gross receipts at the S/P/N level, complete the attached worksheet for the current year column only.
- b. Remember, do not subtract any costs or expenses that may be related to these sources of income. For example, include all of your receipts from Fundraising events and activities without deducting costs or sales expenses. The Fundraising receipts should be recorded at full value (or using accounting lingo, at “gross”). The Fundraising costs and expenses should be included separately under the disbursements section of your cash flow statement.
- c. **Calculation Procedures:**
 - i. What is your total for the current year? Is your total less than or equal to \$50,000? If so, no further calculation is required on this worksheet. You do not need to file a Form 990 EZ for the current year. You may skip completing the rest of this worksheet.
 - ii. If your gross receipts are more than \$50,000 in the current year, you need to calculate your gross receipts for the remaining two columns on the worksheet and send the completed schedule to Headquarters.
 - iii. Do your totals for the three years exceed \$75,000?

5. If NO, you do not need to complete the Form 990 EZ for the current year. However, keep this worksheet in your permanent file for next year, as you will need to refer and use your calculations again.
6. If YES, you will need to complete the IRS filing requirements.
- iv. Organizations with only one year of operations, file 990-N if receipts are less than \$75,000.
- v. Organizations with two years of operations, file 990-N if average receipts are less than \$60,000.
- vi. Organizations with three years or more years of operations, file 990-N if past three years' average receipts are less than \$50,000.
- vii. All others whose operations exceed these thresholds file 990-EZ or 990.

Annual Reporting Requirements to International

- a. To determine your IRS reporting requirements, International requires that each S/P/N complete and submit the following reports to Headquarters:
 - i. Cash Flow Statement
 - ii. Balance Sheet
 - iii. And if applicable, 990-N filing.
- b. All reporting forms will be mailed annually to S/P/N presidents and are to be completed and mailed to Headquarters no later than eight weeks following the close of the S/P/N's fiscal year.

Accounting Reports

- a. The S/P/N treasurer (and other appropriate members to aid her if desired) should prepare accounting reports on a regular basis to meet her fiduciary responsibility as a S/P/N officer. The S/P/N officers should carefully review these financial reports. Whether or not a software package is used to prepare reports is solely up to the S/P/N treasurer. For S/P/Ns with a larger volume of activity, a software package such as Quickbooks Online may be helpful. For others, Microsoft's Excel spreadsheet or columnar paper will be satisfactory.
- b. Cash Flow Statements:
 - i. Show the flow of receipts and disbursements over a specific period of time
 1. Should end with the last day of a certain month for the designated period (month, quarter or fiscal year)
 2. Should be detailed enough to know the nature of the disbursement by reading the line item
 - ii. Developed for a 12-month period rather than a two-year period
 - iii. Results may be "in the red" at the end of year one because of the nature of your S/P/N's activities
 1. This is acceptable from an accountant's perspective
 2. Does not reflect poor fiscal management
 3. Merely represents timing differences between receipts and disbursements
 - iv. Results should be "in the black" at the end of year two

1. If not “in the black,” the Statement shows the budget is not serving its purpose and the S/P/N is spending in excess of its receipts
- v. Notes of explanation and template for a cash flow Statement
 1. Adjust template to meet your needs
- vi. District and Area Council data
 1. If they do not have their own bank accounts, their receipts and disbursements will automatically be recorded with the S/P/N’s cash flow Statement through its cash receipts and disbursements.
 2. If they do have their own accounts, the district and area council information must be included in the S/P/N’s year end report.
 3. The district’s and area council’s activity should determine their frequency of reporting to the S/P/N.
- c. Balance Sheet
 - i. Shows what the financial position is as of a certain date
 1. Date corresponds to the last date of the period of time for which you are reporting.
 - ii. Template for a balance sheet and notes of explanation
 - iii. The reviewing officer (president is recommended) can compare the bank balances presented on the report to the bank reconciliations prepared by the treasurer and sign off approval of that procedure.
- d. Budget
 - i. Shows projected cash receipts and disbursements for the subsequent year
 1. Use the current year end projected or actual figures to help you formulate your numbers.
 - ii. Include the activities of not only your S/P/N, but also districts and area councils.
 - iii. Include the prior year’s actual numbers and the prior year’s budgeted numbers as a means of comparison.
 - iv. The process should permit revisions by fellow officers and members.
 - v. Prepared on an annual basis
 - vi. If S/P/N convention is held once every two years, the two annual budgets for the biennium should be presented and approved at the S/P/N convention.
 - vii. If S/P/N convention is held annually, then one year budget should be presented and approved at the S/P/N convention.
 - viii. May be amended by the S/P/N executive board as needed
 - ix. Executive Board monitors the inflows and outflows reported by the budget.
 - x. Effective tool for officers to communicate and plan strategically
 - xi. International does not require a copy of the S/P/N budget.
 - xii. The accounts on the cash flow Statement and the budget mirror one another; changes made to cash flow Statement should also be made to the budget.

Guidelines for S/P/N Treasurers in Working with Districts, Area Councils and Chapters on Financial Reporting

- a. Districts/Area Councils:
 - i. Decide which district form works best for your S/P/N's record keeping (D-1 EZ Single Event Reporting Form or D-1 Annual District/Area Council Cash Flow Statement).
 - ii. Complete the due date and fiscal year blanks on the appropriate form, copy the form and distribute them to your districts and area councils, preferably during training session.
 - iii. Follow up, making certain you receive completed financial reports from each district and area council by the deadline.
 - iv. Incorporate district/area council reports into the S/P/N's financial records and reports.
- b. Chapters:
 - i. Complete the due date and fiscal year blanks on the Annual Chapter Reporting Form and Audit.
 - ii. Copy the Cash Flow and Budget forms (in paper or electronically), the Guidelines for Chapter Treasurers and the "You Must Report to the IRS" document and distribute these to chapter treasurers, preferably during a training session.
 - iii. Follow up, making certain you receive a completed Cash Flow (formerly C-1) from each chapter by the deadline.
 - iv. Analyze each Cash Flow report. If the gross receipts were less than \$50,000, did the chapter electronically file Form 990-N e-Postcard? If the total adjusted receipts are \$50,000 or more and/or Ways & Means - Sales to Non-Members and Interest equal \$1,000 or more, contact the chapter president to make certain a copy of the Cash Flow report was forwarded to International Headquarters.
 - v. If the Cash Flow report shows that the chapter filed an IRS 990-EZ in the previous year, remind the chapter president that the chapter will receive a packet from the IRS for the current year. REQUEST THAT THE CHAPTER PRESIDENT CONTACT INTERNATIONAL HEADQUARTERS FOR FILING INSTRUCTIONS WHEN THE PACKET IS RECEIVED.

Chapter Treasurers Guidelines

- a. Receipts:
 - i. Record cash and checks received in a ledger, identifying source (from whom) and item or service for which money was received.
 - ii. List each check separately on deposit ticket and deposit checks and cash in the bank.
 - iii. Record deposit on check register.
- b. Disbursements:
 - i. Pay all invoices by check or electronically. Keep a receipt for each expenditure.
 - ii. An expense must be authorized by an approved budget. If not budgeted, an approved purchase order or expense voucher signed by the president should be issued authorizing the expenditure.
 - iii. Two persons should sign checks exceeding a designated amount (amount is determined by the chapter). Usually, the treasurer and the president are the authorized check signers.
- c. Bank Statements:
 - i. Use your chapter's EIN to open a bank account.
 - ii. Monthly bank Statements must be reconciled to the checkbook register each month.
 - iii. Obtain the president's initials on each bank Statement, indicating that she has reviewed the Statement and verifies the reconciliation.
 - iv. Scholarship funds must be retained in a separate bank account. They cannot be commingled with the general fund.
- d. Financial Reports:
 - i. Treasurer's report or financial Statement should be prepared in writing each month.
 - ii. An annual Statement should be prepared.
 - iii. Cash Flow/Annual Chapter Reporting Form and Audit should be prepared and sent to S/P/N treasurer with a copy to the audit committee by the deadline listed on the form.
 - iv. If the chapter's gross receipts are less than \$50,000, electronically file Form 990-N
 - v. E-Postcard with the IRS at <https://sa.www4.irs.gov/epostcard/> by the fifteenth day of the fifth month following the end of the chapter's fiscal year.
- e. These are the guidelines for filing Form 990-N:
 - i. First Year of operation and gross receipts are less than \$75,000
 - ii. Second year of operation and average gross receipts for the two years are less than \$60,000
 - iii. Third year of operation and the average gross receipts for the three years are less than \$50,000
 - iv. Fourth year and after, average gross receipts for past three years are less than \$50,000
 - v. If the chapter's adjusted receipts are \$50,000 and/or Ways & Means - Sales to Non-Members and/or Interest equals \$1,000 or more, submit a copy to

International Headquarters as well as to your S/P/N treasurer. Headquarters will send the chapter treasurer forms C-2 and C-3 for completion.

f. Audit of Treasurer's Books:

i. Present the Audit Committee with all financial records so that they may do the following:

1. Verify the figures on the Cash Flow report.
2. Verify the Cash Flow report was mailed to the S/P/N treasurer by the deadline and a copy was forwarded to International Headquarters, if required.
3. Determine all deposits have been accurately recorded.
4. Determine all disbursements have a receipt.
5. Verify that the checkbook/ledger balances monthly with the bank Statement.
6. Review a list of outstanding checks.
7. Compare expenditures with budget. Review written explanation for any overages.
8. Review the written annual treasurer's report.

ii. Audit Committee submits written report to the chapter president.

Example of Forms



Alpha Delta Kappa Organization

SUGGESTIONS FOR SETTING UP THE S/P/N TREASURERS' FILES

(Can be expanding folder, file box or electronic for present use and future storage.)

A. Treasurer's Duties/Guidelines

B. Budget

C. Expense Voucher

D. Forms H-119/H-133
(With running membership tally)

E. IRS and EIN*
(Permanent File)

F. Audit Reports
(Permanent File)

G. Financial Statements
(Permanent File)

H. Directory
(With chapter treasurers' contact information)

I. Members' Dues

J. Financial Reports

K. Bank Statements/Reconciliations

L. Receipts/Cancelled Checks
(Stapled to Expense Vouchers)

M. Scholarship & Altruistic Project
(Addresses/Amounts Funded)

N. Miscellaneous



SINGLE EVENT REPORTING FORM FOR DISTRICTS/AREA COUNCILS

For use by districts/area councils having only one or two events per year. Complete a form D-1EZ for each event. The completed form is due to state treasurer four weeks following the event. Send this report, expense receipts and check (if applicable) to your state treasurer for inclusion in the state financial records.

Fiscal Year _____ to _____

District/Area Council _____ State _____

Function _____ Date _____

Receipts:

Income Received From the Event \$ _____

Income Received for Dues/Assessments _____

Other Income Received _____

Total Income Received (Line A) \$ _____

Expenses:

Food \$ _____

Services (Room Rental, AV, Tips, etc.) _____

Program (Entertainment, Speaker, etc.) _____

Printing and Postage _____

Decorations and Favors _____

Miscellaneous _____

Total Expenses (Line B) \$ _____

Financial Results (Line A minus Line B) \$ _____

Deposit Proceeds in State:

General Fund/District _____

Altruistic Fund _____

Scholarship Fund _____

Submitted by: _____

Phone _____

Title _____ Date _____



S/P/N CASH FLOW (formerly S-1)

Fiscal Year to (12 month period)Date of Audit Report

S/P/N

EIN

Beginning Cash Account Balance as of: 6/1/2019

Receipts (Revenues):

International Dues - Sustaining Members	-	(1)
Dues - State	-	(1)
Fees - State Scholarship	-	(2)
Fees - Late Fees	-	
Subtotal of All Dues and Fees	\$	-
State Convention Revenue	-	
Other Meeting Revenue	-	
Fundraising for Altruistic Project (Gross Receipts)	-	(3)
Fun Day	-	
Sales to Members	-	
Sales to Non-Members	-	
Bequests	-	(4)
Contributions	-	(4)
Interest Income	-	(5)
Flow Through	-	(6)
District Receipts	-	(7)
Area Council Receipts	-	(7)
Other Receipts	-	(8)
Funds Transferred from Savings	-	
Subtotal of All Other Receipts	\$	-
Total Receipts	\$	-

Disbursements (Expenses)

International Dues - Sustaining Members Paid to Headquarters	-
Altruistic Contribution Paid to Charity	-
Altruistic Costs (Non-Contribution Exp/Fundraising Costs)	-
Professional Services (accounting, legal, consulting)	-
Board Members' Expenses - Officers' Subsidies	-
Board Expense - Meeting Planning/Accommodations	-
Newsletters/Publications	-
Postage	-
Telephone	-
Historian	-
International Convention	-
S/P/N Convention	-
Regional Conference	-
Other Meetings	-
Membership	-
Scholarship - Disbursements to Recipients	-
Area Council Disbursements	-
Music	-
Courtesy	-
Miscellaneous	-
Fund Transfer to Savings	-
Total Disbursements	\$ -

TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS:

Ending Cash Account Balance as of: 5/31/2020

Treasurer's Ledger Balance as of: 5/31/2020

Signature:

Print Name:

Date:

Telephone:

Email:

If gross receipts were \$50,000 or less, state electronically filed the 990-N

Yes No

Note: Subtract sustaining members' international dues and fees from total receipts. If over \$50,000 or your state filed a 990 in either of the two previous years, follow the instructions for the 3-year comparison (formerly S-3)



S/P/N BALANCE SHEET (formerly S-2)

S/P/N Year End (Should be May 31)

Date of Audit Report

S/P/N

Assets:

Cash and Investments:

Checking Account
Savings Account
Certificate of Deposit

Total Assets \$ -

Liabilities and Net Assets:

Liabilities
Net Assets

Total Liabilities and Net Assets \$ -

Notes:

- 1 Net assets for a not-for-profit organization are the equivalent of "equity" for a for-profit organization. However, most software packages use the term "equity". As most S/P/N's are on the cash basis, they will not record any liabilities
- 2 Note that "Total Assets" must equal "Total Liabilities and Net Assets" to balance.

S/P/N ANNUAL BUDGET (formerly S-4)

Year Ending: 5/31/2020

RECEIPTS (REVENUE)

International Dues - Sustaining Members	-
Dues - State	-
Fees - State Scholarship	-
Fees - Late Fees	-
Subtotal - All Dues and Fees	-
State Convention Revenue	-
Other Meeting Revenue	-
Fundraising for Altruistic Project (Gross Receipts)	-
Fun Day	-
Sales to Members	-
Sales to Non-Members	-
Bequests	-
Contributions	-
Interest Income	-
Flow Through	-
District Receipts	-
Area Council Receipts	-
Other Receipts	-
Funds Transferred from Savings	-
Subtotal - All Other Revenue	-
TOTAL RECEIPTS	-
check (verifies all totals are pulling from revenue tab)	-

DISBURSEMENTS (EXPENSES)

International Dues - Sustaining Members Paid to Headquarters	-
Altruistic Contribution Paid to Charity	-
Altruistic Costs (Non-Contribution Exp/Fundraising Costs)	-
Professional Services (accounting, legal, consulting)	-
Board Members' Expenses - Officers' Subsidies	-
Board Expense - Meeting Planning/Accommodations	-
Newsletters/Publications	-
Postage	-
Telephone	-
Historian	-
International Convention	-
S/P/N Convention	-
Regional Conference	-
Other Meetings	-
Membership	-
Scholarship - Disbursements to Recipients	-
Area Council Disbursements	-
Music	-
Courtesy	-
Miscellaneous	-
Fund Transfer to Savings	-
Total Disbursements	-
check (verifies all totals are pulling from the expenses tab)	-
TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS	-
check (verifies all totals are pulling from the expenses tab)	-



CHAPTER CASH FLOW (formerly C-1)

Fiscal Year 6/1/2019 to 5/31/2020 (12 month period)

Date of Audit Report

State	0
Chapter	0
EIN#	

Beginning Cash Account Balance as of: 6/1/2019 (1)

Receipts (Revenues):

International Dues and Fees	-
State Dues and Fees	-
District Dues/Assessments	-
Membership Badge Costs	-
Subtotal of Non-Chapter Receipts	\$ - (2)
Chapter Dues	-
Fund-Raising (Gross Amount)	
For Chapter Operations (Ways & Means)	
\$ from Members	-
\$ from Non-Members	-
For Altruism	
\$ from Members	-
\$ from Non-Members	-
Altruistic Contributions	-
Meals/Luncheons	-
Convention/Conferences/Meetings	-
Interest	-
Other	-
Transfer from Savings	-
Subtotal Chapter Receipts	\$ - (3)
Total Receipts (Add lines 1, 2 and 3)	\$ - (4)

Disbursements (Expenses)

International Dues and Fees	-
State Dues & Fees	-
District Dues & Fees	-
Membership Badge Costs	-
Altruistic Donations to Charity	-
Fundraising Costs for Chapter Operations	-
Fundraising Costs for Altruistic Projects	-
Scholarships	-
Courtesy	-
Communications (Postage, Phone, Printing)	-
Officer Expenses	-
Meals / Luncheons	-
Convention / Conference / Meetings	-
Membership	-
Archives Book	-
Yearbook	-
Other	-
Transfer From Savings	-
Total Disbursements	\$ - (5)

TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS: Line 4 minus Line 5) \$ - (6)

Ending Cash Account Balance as of:	5/31/2020	
Treasurer's Ledger Balance as of:	5/31/2020	

Signature of Treasurer:	_____	Phone:	_____
Signature of President:	_____	Phone:	_____
Signature of Audit Committee Chairman:	_____		

NOTE: If Line 3 is \$25,000 or more and/or Fund Raising for Chapter Operations from Non-Members and/or Interest earned is \$1,000 or more, chapter treasurer must submit a copy of this form to: ADK Headquarters, 1615 W 92nd St, Kansas City, MO 64114 as well as to your state treasurer.



CHAPTER BALANCE SHEET (formerly C-2)

Chapter Year End (Should be May 31)

Date of Audit Report

Chapter

Assets:

Cash and Investments:

Checking Account

Savings Account

Certificate of Deposit

Total Assets \$ -

Liabilities and Net Assets:

Liabilities

Net Assets

Total Liabilities and Net Assets \$ -

Notes:

- 1 Net assets for a not-for-profit organization are the equivalent of "equity" for a for-profit organization. However, most software packages use the term "equity". As most states are on the cash basis, they will not record any liabilities.
- 2 Note that "Total Assets" must equal "Total Liabilities and Net Assets" to balance.
- 3 The reviewing officer (chapter president is recommended) can compare the bank balances presented on the report to the bank reconciliations prepared by the treasurer and sign off approval of that procedure.

CHAPTER ANNUAL BUDGET (formerly C-4)

Year Ending: 5/31/2020

RECEIPTS (REVENUE)

INTERNATIONAL DUES & FEES	-
STATE DUES & FEES	-
DISTRICT DUES & FEES	-
MEMBERSHIP BADGE COSTS	-
SUB-TOTAL FOR NON-CHAPTER RECEIPTS	-
CHAPTER DUES	-
SALES FOR CHAPTER OPERATIONS (member)	-
SALES FOR CHAPTER OPERATIONS (non-member)	-
ALTRUISTIC SALES (member)	-
ALTRUISTIC SALES (non-member)	-
ALTRUISTIC CONTRIBUTIONS	-
MEALS / LUNCHEONS	-
CONVENTION / CONFERENCE / MEETINGS	-
INTEREST	-
OTHER	-
TRANSFER FROM SAVINGS	-
SUB-TOTAL FOR CHAPTER RECEIPTS	-
TOTAL RECEIPTS	-
check (verifies all totals are pulling from revenue tab)	-

DISBURSEMENTS (EXPENSES)

INTERNATIONAL DUES & FEES	-
STATE DUES & FEES	-
DISTRICT DUES & FEES	-
MEMBERSHIP BADGE COSTS	-
ALTRUISTIC DONATIONS TO CHARITY	-
FUNDRAISING COSTS FOR CHAPTER OPERATIONS	-
FUNDRAISING COSTS FOR ALTRUISTIC PROJECTS	-
SCHOLARSHIPS	-
COURTESY	-
COMMUNICATIONS (POSTAGE, PHONE, PRINTING)	-
OFFICERS' EXPENSES	-
MEALS / LUNCHEONS	-
CONVENTION / CONFERENCE / MEETINGS	-
MEMBERSHIP	-
ARCHIVES BOOK	-
YEARBOOK	-
OTHER	-
TRANSFER FROM SAVINGS	-
TOTAL	-
check (verifies all totals are pulling from the expenses tab)	-
TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS	-
check (verifies all totals are pulling from the expenses tab)	-