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| APPENDIX M |  |  |
|  | GEORGIA ALPHA DELTA KAPPA |  |

A green and yellow circle with purple flowers and a purple heart

Description automatically generated

**Officer/Committee Chairman Report**

**Name: Lisa Tilley**

**Position: Treasurer**

**Date: September 21, 2024 to May 2, 2025**

**Officer/Committee Chairman Tasks and Activities Completed to date:**

District meetings to train treasurers, Fall 2024

Various Zoom meetings

Budget meetings

Prepared and presented Treasurer’s Reports at various meetings

Maintained State checking and savings accounts and records of both

Received and deposited checks and cash

Sent payments to various officers for reimbursements and to various charitable organizations

Emailed and called Chapter Treasurers to answer questions and clear up confusion

Corresponded regularly with all Chapter and District Treasurers about upcoming due dates throughout the year

Sent Courtesy and Hospitality its portion of the annual dues

Sent dues payment request to Sustaining chapter members and received and deposited their dues

Made payments for various members and chapters to the Alpha Delta Kappa International website

Received dues payments from all chapters

Received, logged, and filed Cash Flow and Balance Sheets from all chapters

Received, logged, and filed D-1 form from all Districts

Received, logged, and filed copy of 990-Ns from all chapters

Received, logged, and filed Chapter and District Budgets

Received, logged, and filed Chapter Rosters and Payment Records

Received, logged, and filed GA 103s from all chapters

Managed the Ronald McDonald account

Managed the Disaster Relief account

Balanced the checkbook

Filed IRS forms for 2024

Assisted chapter treasurers in the filing of 990-Ns

**Conferences/Conventions Attended in Current Biennium to date:**

Tri-District, Fall 2024

Athens District, Fall 2024

Atlanta District, Spring 2025

**Other AΔK Activities participated in this Biennium:**

Georgia Delta Bylaws Chair