Treasurer—Alpha Upsilon Chapter of Delta Kappa Gamma

Chapter responsibilities:

* collect annual chapter dues by June 30; make copies of checks for chapter records
* establish two savings and checking accounts for the Glendale Area Schools Credit Union: Alpha Upsilon and BNEF for deposits/withdrawals
* work closely with financial advisor of the D.A. Davidson Investment Account for transfer of funds to Glendale Area Schools Credit Union
* keep detailed records of all savings, checking, CDs, and investment accounts
* keep updated monthly records of all receipts and expenditures to share info with all members at chapter meetings
* write checks for Mini Grants, Recruitment Grants, and Scholarship recipients
* write checks for members’ expenditures (as approved by the chapter President or in the budget) after copies of their receipts and forms are submitted
* give input for the Financial Committee to prepare the proposed budget
* submit financial records for annual audit by chapter’s auditors

 DKG California State Organization responsibilities:

* fill out the DKG International portal chart for international and DKG California dues and mail checks—due July-September ; keep a copy for chapter records
* complete form 15—Treasurer’s Annual Report by July 15; send form to DKG California Education Center and keep a copy for chapter records
* complete Fees Chart for DKG California; send check as instructed on form; keep a copy for chapter records
* complete Form 18A—Report of Members Dropped, if necessary
* upon induction of new member(s), send Form 81—New Member Form with fees chart
* file IRS 990N electronically for fiscal year ending June 30; due July 1-Oct. 31; keep copy for chapter records
* file Franchise Tax form 199N electronically for fiscal year ending June 30; due July-Oct.31; keep copy for chapter records