

## Fiscal Year. July 1- June 30 Treasurer's Check List

- June 30-All dues paid through the dkg.org Dues Portal
- July 1-15 Form 15 due (see "What to Send Where" from Treasurer's Page at dkgtexas.org)
- July 1 – September 15 990N-Yes we know the deadline is November 15<sup>th</sup>. This allows for problem solving if needed. This aides the TSO State Secretary and TSO Finance Committee in ensuring all chapters have filed. It gives us time to help and intervene as needed.
- July 1-by this date, a chapter budget should be in the works for adoption by the chapter. Dues will be set for the coming year. Each chapter should check their rules for the proper way to establish and approve a budget.
- July-check who is able to sign checks and update the signature card at your bank if needed.
- September 15-double check that you have submitted the 990N and have the IRS confirmation.
- March-May-Collect dues, deposit in chapter bank account

Refer: DKG/TSO Dues and Fees Chart **Dues Portal closes annually March 1-April 1**

- April 1-Contributions to ASTEF and Eula Lee Carter due
- April-May-Use Dues Portal at the Chapter Connect on dkg.org to verify your chapter's roster. Update any contact information. Work with your Membership Committee to complete this task.
- May-June with a deadline of June 30. Use the DKG Dues Portal
  - Add members to your chapter roster at Member Management for the upcoming year. Members that are new, transferring, or reinstating, fill in the corresponding form and submit with dues payment. See: What to Send Where chart at dkgtexas.org Treasurers Page.
  - Report paid members at Order Management. Multiple orders can be combined and paid with one check.
  - Submit payments before June 30 Refer to: Dues What to Send Where
    - a. To International in Austin: Make sure you use the new address  
Checks made to DKG International
    - b. To TSO in Dallas: mail dues and fees, order form/s & TSO fees form/s with check to TSO DKG.
  - Submit form 18A Dropped members along with dues payments. This will prevent reminder emails to those not renewing.
  - June-September-Continue to collect dues, adding members, creating orders, submitting payments.

Note: It is preferred that all members' dues are paid by the June 30th deadline. However, please continue to collect dues and payments and record in the Dues Portal. Submit payments by August 30<sup>th</sup>. International will send reminder emails on August 1 and September 1. International will drop unbilled members on October 1. After that, the member will have to be reinstated.

Note: Update contact information to keep emails current in the portal.