



Form 15 treas. annual report

The Delta Kappa Gamma Society International
Annual Report of Chapter Treasurer

Form 15
2023-2024 Fiscal year

for Fiscal Year July 1, 2023—June 30, 2024

Due July 31, 2024

DIRECTIONS: One copy of this form and all attachments are to be sent to each of the following:

- 1) State Organization Treasurer
- 2) Chapter Finance Chair
- 3) Chapter Treasurer's file
- 4) Chapter President's file

tsosecretary29@gmail.com

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Name of Chapter	State (e.g., Texas, Alberta, Sweden)	Date of Report
Name of Chapter Treasurer	<u>current treas</u>	Country
E-mail Address	Home Phone Number	<u>preferred phone #</u>

Number of Active Members on March 31, 2024..... Member info. is static = _____

Number of Reserve Members on March 31, 2024..... March 1-31: Dues Portal is closed = _____

Number of Collegial Members on March 31, 2024 = _____

Total Number of Members on March 31, 2024 = _____

Name of Fund	Ending Balance June 30, 2023	Ending Balance June 30, 2024
Available Fund <u>All chapters have</u> (Checking Account Balance)	<u>Last Form 15</u>	<u>After reconcile</u>
Available Savings		
Permanent Fund/Operating Reserve		
Scholarship Fund		
Other Funds <u>Savings, CD etc</u> (Use separate page if necessary)		

Chapter Awards* How much financial assistance to members or non-members

Monetary Awards to Members Number _____ Total Amount \$ _____

Monetary Awards to Non-Members Number _____ Total Amount \$ _____

Int'l uses this award data

*Awards= Scholarship, Grants-in-Aid, Classroom, or any other Financial Assistance.

- I will continue to serve as chapter treasurer for 2024-25.
- My chapter will have a new treasurer in 2024-25. Include name, address, phone, and email below.
- I filed the Form 990n with the IRS (U.S. only) Last FY 2022-2023 between July 1, 2023, and November 15, 2023.
- We have conducted a financial review of our records for the 2023-2024 fiscal year.

Name: _____ Please fill for new treas.

Address: _____ * Remember to submit

Phone: _____ Form 87 to report change in treas

E-mail: _____

Form 15 Instructions 2024

Peggy Jonas, Int'l Finance Director (modified by LCole) 6.18.24

The 2024 report was revised by the Int'l Finance Committee. Below are explanations:

- Top section contact information for current chapter and treasurer.
- Number of members as of March 31, 2024:
 - The portal is closed at that time and treasurers are unable to enter data. In March the data is static for chapters and states providing consistency in reporting. In other words, "How many members did the chapter show when the portal closed?" seemed clearly defined and manageable.
 - The total members should be the sum of Active, Reserve, and Collegial.
 - We don't track "Honorary" members at the International level on an yearly reports since dues are only paid once in a life-time.
- Account balances:
 - Identifies the type of cash accounts most chapters have, of course all chapters should have an Available or Operating account, and some type of Operating Reserve or Permanent Fund. These are not required to be separate accounts but can be part of the same checking account.
 - Balance at June 30, 2023: Record the beginning balances. Not everyone is aware that beginning balance of one year always equals the ending balance of the prior one. Treasurers should enter the June 30, 2023 balance from last year's Form 15.
 - June 30, 2024 account balances after reconciling June's bank statements
 - Some treasurers use an earlier balance as they don't transact business in June. If there are no June transactions, then the balance in accounts at June 30 won't have changed from the last month.
 - Monetary Awards:
 - How much was distributed financially to members and how much was distributed in awards financially to non-members:
 - Scholarship and Grants in Aid were confusing to understand. The terms are defined in the governing documents, but those terms do not translate in a meaningful way to form 15 and the goal stated above
 - Monetary awards can be scholarships, grants-in-aid, honorariums, and this could also include things like supplies for the classroom, donated materials, or some other financial assistance. The Committee decided to do away with the confusing terms as defined in the governing documents and just focused on what we wanted to know – "How much did you give to members and non-members?"
 - Note: it would not include time, travel, or personal expenditures.
- Continuing Treasurer section is one way for the State to find out if there is a new chapter treasurer and get her contact data.
 - As a reminder - this form only goes to the State Treasurer it is not seen by International Staff and will not work to update HQ about a change of treasurer.
 - Please remind outgoing treasurers that form 87 must be completed and submitted to the State and International to report a change of Treasurer. The form is available on the DKG website under Resources/Treasurer/Forms.
- Form 15 is due to the State Treasurer by July 31, but form 990N is not due until November 15, 2024 (the 23-24 FY). The checkbox refers to acknowledging the filing of the 990N for Nov. 15, 2023 (the 22-23 FY).
- The last is a compliance check box for a review. Remember that a review maybe by the President, Executive Committee, Finance Committee or some other party, as provided in the chapter or state rules.