



Chapter Treasurer's Responsibilities and Resources

Greetings, Chapter Treasurers!

- If you are a **new chapter treasurer**, welcome to the group! Be sure that you collaborate with your predecessor for files and mentoring.
- If you are a **returning chapter treasurer**, thank you for the amazing work you have done and for being willing to do it again!

The following checklist will help guide your work. Links to resources are provided where possible.

- Review the [calendar](#) of monthly duties.
- Become familiar with the [Chapter Treasurers Resources](#) page on the GSO website.
- Make sure you and the chapter president are signers on all financial accounts.
- Serve on chapter executive board.
- Serve as a consultant in the process of [chapter budget development](#).
- Watch the [video training module](#) for DKG online dues reporting.
- Make sure you can access portal, referred to as Chapter Connect, through MyDKG on the DKG website at www.dkg.org. Contact GSO treasurer* or Trish Woodley (trishw@dkg.org) if you cannot access the portal.
- Collect [membership dues and fees](#).
- Maintain an accurate membership roster on Chapter Connect.
- Receive and pay out all monies belonging to the organization.
- Keep an accurate account of receipts and expenditures.
- Send chapter contributions to [DKG International](#) and [GSO](#) when collected.
- Present a report at each regular chapter meeting.
- File annually between July 1 and November 15, a Form 990N report for the IRS. Refer to instructions for [filing through the IRS portal](#).
- Send a confirmation of the 990N filing to the GSO treasurer*. Refer to instructions for [retrieving confirmation from IRS site](#).
- Submit chapter accounts for annual audit/financial review. See information about the [Chapter Financial Review Committee](#) from page 31 of [Guidelines for Chapter Leaders](#) (2019).
- Maintain permanent files. See the [suggested retention schedule](#).
- Make an annual report on [Form 15](#) to the GSO treasurer*. (*Note: This Form 15 is provided as an example; it should be completed by the treasurer in the last biennium. An updated form will be available next May for your report.*)
- Close your eyes. Breathe in deeply. Exhale slowly. You can do this! Know that you can contact the GSO treasurer* for assistance when needed.