

Chapter Treasurers
Presented by Janet Lake, KSDAR State Treasurer
Script

Slide 1:

Hello Daughters and welcome to our workshop. I am Janet Lake, State Treasurer and with me is Kerin Smith, State Chair for Chapter Achievement Awards. Today we're going to talk about the important role of a Chapter Treasurer.

Slide 2:

Tis the season to collect dues. I think we can all agree this is probably the most daunting responsibility of a treasurer. Unfortunately, most chapters have some members that are always slow to pay. My recommendation is that this responsibility should not be done solely by the treasurer, but you need to recruit help from others in the chapter. Use your newsletter. Use email. Use your calling committee. Use your Executive Committee. But do not attempt this alone.

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The Kansas Remittance Form is found on the Kansas DAR website under the SIP tab. When you need to send money to Kansas DAR, this is the form to use. A change this year for Kansas is the collection of district dues. To simplify the process, district dues will be remitted directly to the state rather than collected by each district and then sent to the state. Simply choose your district and the appropriate rate and it will be included in the total due.

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On the bottom portion of this Form, the donations for National have changed. The required amount for points on the CAA is still \$100, but that amount can be split between the four different funds. You may divide your donation any way you choose as long as it totals \$100. It would be especially helpful to this State Treasurer if you could remit the National donations early, so I can easily meet my deadline for remitting these to National. Donations to the President General's Project are included here. Please note that the goal is 100% of your membership, but it is based on your membership as of Jan 1, 2020. It does not matter if you add members or lose members after that date; the number does not change until the next administration. If you are not sure if you have met the 100% goal, a report is available on emembership for you to check that information.

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Please note that if your chapter wishes to make other donations to National, you need to use Form DEV-1003. This form is found on the National website. Both members and chapters use this form for donations to any of the National programs.

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An important source of information for financial questions is the Treasurer's Guide published by National. You will find it on the member's website under the Treasurer General's office. It answers all your questions about National financial issues and is especially helpful for those things that don't come up frequently like transferring during dues season, reinstatements, life memberships and more.

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Back to the Kansas website. You will find a calendar under the SIP tab. This will remind you of due dates, but my theme song for any of these dates is the earlier the better. It is important that dues are remitted to both state and national by December 1 but let me stress that you do NOT need to wait until December 1. Earlier is better. If a member has not paid their dues by December 1, they are delinquent. They may not resign in good standing, transfer, or be a delegate at Continental Congress or the State Conference. Dues for delinquent members may be remitted until February 28, but National must receive those dues by February 28 – not postmarked but received by February 28. National will drop any members if they have not received payment by February 28. Any member wishing to rejoin after being dropped must go through the reinstatement process.

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Annual financial statements are due March 1. This form is also under the SIP tab on the Kansas website as well as a worksheet you can download for this report. The worksheet is set up so you can enter the amounts each month and at the end of the year, your report will be done. This must be filed annually to maintain your tax-exempt status.

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We all love to file tax returns, and each chapter is responsible for filing a 990N, which is the electronic tax return for nonprofit organizations with income less than \$50,000. I cannot stress enough the importance of filing this tax return. There is no charge to file it on the IRS website. You should have log in information established, but if you don't it's simple to set it up. On the return you basically check a block that says your chapter's income was less than \$50,000 and you are done. If your chapter received more than \$50,000 we would all like to know how you did that, and you must file a longer tax return. Failure to file this simple return can result in the loss of your chapter's tax-exempt status. It is expensive and time consuming to reinstate that tax-exempt status. There is no paper version of the 990N; it must be filed online. When you finish, it will prompt you to print a copy and that's what needs to be sent to your State Treasurer. While our state bylaws establish a due date of April 1, I encourage you to do it sooner and send a copy with your annual report.

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It is also important that your financial records be audited every year. It is always good to have someone else review our work. This can be done by a committee of chapter members,

and past treasurers are a great choice for this task. A sample audit letter can also be found on the Kansas website.

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Paperwork is an important part of any organization and especially for treasurers. When in doubt, save the paperwork. Document receipts and disbursements. While paperwork is especially important, most paperwork does not need to be kept forever. National has provided a document about record retention and it is included on the Kansas website. If you have boxes and boxes of records, you may want to consider looking at older files for possible destruction.

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I want to tell you about a couple of resources you may find helpful. As you probably know Facebook has a lot of DAR closed groups, and one of those is for Chapter Treasurers. Treasurers share a lot of ideas about invoices for dues, software for bookkeeping, and more. My only caution is that you should use this for ideas and opinions only. Your first resource is the Treasurer's Guide, so always check that first. Techsoup.org is a website where software can be purchased for nonprofit organizations. The major software companies provide grants, so prices are greatly reduced. Our state society and my chapter both purchase QuickBooks there, but other software is also available. And I am always available to help you. My email is treasurer@kansasdardar.org.

And now Kerin will help us with the CAA.

Chapter Achievement Awards (CAA)
Presented by Kerin Smith, KSDAR State CAA Chair
Script

Slide 1:

Hello Everyone.

I am Kerin Smith, State Chair for Chapter Achievement Awards. I am here to talk to you about the financial aspects of this committee. This is my contact information, but I will put it up for you again at the end of the presentation.

Slice 2:

The Chapter Achievement Award (CAA) is intended to measure the health of our chapters. It is based on points that can be earned in various ways throughout the current calendar year, and accrue toward a total to submit for your chapter's Achievement Award. The CAA is a part of the Chapter Master Report (CMR) that all chapters fill out online in January of the following year.

Chapters will want to record all their accomplishments to earn the highest Achievement Level possible. Totals needed for Achievement are: Level 1 – 400 points, Level 2 – 300 points, and Level 3 – 200 points.

You as a treasurer can be a great help to your Regent in making decisions about chapter contributions and getting everything submitted correctly and before the deadlines.

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The first item on the CMR that involves the treasurer is in **Section 1**, payment of chapter dues to National. The chapter must submit the dues for at least 90% of its members to NSDAR, postmarked on or before the deadline of December 1. If this is done on time, the chapter achieves 20 points on the CMR.

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The second part of this item, Section 1 (B) is new this year. If your chapter dues were paid through the Chapter Direct Payment option and received by National no later than December 1, an additional 15 points is achieved. This 15 point bonus not only applies to 2020, but will count for future years as well.

The Direct Payment option needs to be set up by October 26 to meet the December 1 dues payment deadline. So if your chapter wants to get this done, do not delay in getting started.

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The next portion, **Section 6 (A)**, concerns support of the Daughters Newsletter. This Section on the CMR reads: "If your chapter contributed \$40 to a DAR advertisement and/or to the Daughters newsletter and it was submitted to the DAR Magazine Office with a postmark of no later than 12/31/2020, 25 points are scored, otherwise 0 points are scored."

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However, in Kansas, this is a required donation on the KSDAR remittance form, which is due by December 1. If your chapter made this donation, you have already met this requirement, and can claim these 25 points on the CMR. Your chapter name is submitted by the Treasurer to the Magazine Office when the ad is placed, so the item on the CMR will be autofilled by National to reflect this donation.

I like the way this is done, because together we can afford to place large ads in the Newsletter that we could probably not do as individual chapters.

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Another way chapters can earn points is by making contributions to NSDAR for the work of the Society. This can take various forms. The first way to donate is outlined in **Section 8**. This is a combined fund donation by the chapter to support the mission areas of Historic, Educational, Patriotic and Membership/Administrative programs.

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This donation must total \$100 or more, but your chapter can divide up this money any way you choose. This is a change from last year, when some amount had to be designated to each of the four funds. On your State Remittance Form, there are four lines designated for you to record your choice of percentages for this donation. If this donation is made, your chapter will earn 175 points, which is a significant amount!!

This donation is unique in **that it must be submitted through your State Treasurer to the Office of the Treasurer General**. The State Treasurer's deadline on this donation is December 1, but she would really appreciate having it submitted earlier.

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Section 9 concerns "Optional Additional Contributions:"

Section 9 (A) scores 10 points for each new club member, minimum contribution, or program participant in the Founders Club, Heritage Club, 1890 Annual Giving Circle, or Sustainer Supporter Participant.

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These contributions are made directly to NSDAR, **and must be received in the Development Office before December 25**. The 10 points count only for one year when the member joins the club, except for Sustainer Supporter Participants, and the points count every year the person retains membership.

Members can, and possibly will, make these donations personally. If your members should ask, the national form DEV-1003 is used with submission of these donations. It is found under forms on the website, and can be printed out for their use.

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Section 9 (B) scores 5 points for each minimum contribution made by an individual and/or chapter up to a maximum of 125 points. (These donations qualify a donor to purchase a pin.) Individuals cannot make multiple donations to add up to the amount stated, it must all be made in one donation. (Unless made through the Sustainer Supporter Program.) However, donations from several members can be made and the check issued by the chapter to make the total donation to count points. These are donations in increments of \$100 to \$500 to various funds and are listed on the CAA portion of the CMR form.

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There are about 22 funds to which the donations can be directed. To illustrate, a few of these are: American Indian Fund, DAR Project Patriot, the President General's Project, the Guardian Trust Fund, and also numerous Friends funds, for example Friends of DAR Schools, Friends of American Spirit, etc. The minimum amount for these contributions is

specified by National, and varies from fund to fund. The Deadline for submission is before December 25.

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All these deadlines can be confusing as different donations have different deadlines. However, the KSDAR Remittance Form and the chapter dues you send to National both have the deadline of December 1. So you could plan to send all donations that go directly to NSDAR at the same time. All these can be sent in advance of that December 1 date too.

Members may decide later, however, that they want to make donations, and most deadlines can be located on the Chapter Achievement Awards Checklist, available to print from the website. If this does not answer your questions, information can be found in the National Information Packet, also available on the website.

Please note: The donations in Section 8 MUST BE SUBMITTED THROUGH THE STATE TREASURER TO MAKE THESE POINTS COUNT TOWARD YOUR CHAPTER ACHIEVEMENT AWARD. Her deadline is December 1. Earlier is better!

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I really appreciate the opportunity to present this information for you, and I hope you will find it useful.

Here is the contact Information for Janet and myself.

Does anyone have questions for either of us?