By: Int'l Finance Committee

Frequently Asked Questions
Chapter Treasurer Annual Report Form15

Who completes Form 15?
The chapter treasurer is responsible for gathering and recording information to complete the Chapter Treasurer Form 15. The information on this form is time sensitive. Send page one (1) no later than July 31 to the state organization treasurer.

The chapter treasurer provides a copy of the Internal Financial Review Form, the second page of Form 15, to the committee completing the review. The completed Internal Financial Review should be submitted to the state organization treasurer, the chapter finance committee chair, and the chapter president by July 31 or as soon as possible.

Who completes the Chapter Internal Financial Review?
By July 31, the Chapter Internal Financial Review is to be completed by the chapter committee assigned to this duty, if possible. The Chapter should make every effort to conduct the review by July 31. The chapter treasurer is not a member of this committee but provides the needed financial documents for the committee to complete the Internal Financial Review. The committee uses the Internal Financial Review form to complete the review. When completing the form, the chapter committee does **not** need to include the state name and EIN number. The completed form is returned to the chapter treasurer.

Who is considered Employed?
An active member is considered employed if they are currently paid to provide educational services.

This includes work such as teaching, instructing, mentoring, training or providing educational services in any other capacity.

It also includes members who have retired from a formal education position but currently engaged in paid educational work.

Where can I find the Total Number of Chapter Members by membership type?
Log into dkg.org>My DKG>My Account>Chapter Connect>Chapter Roster

The chapter roster lists each member and her membership type. The total number of members are tallied as *Show All___* at the top left side of the member listing.

Each member is listed in alphabetical order, but the roster can be reordered by membership type allowing one to count the number of chapter members by membership type.

What is a Statement of Financial Position?

This is commonly known as the Balance Sheet Report. Not-for-profit accounting refers to this report as Statement of Financial Position. The report includes all the accounts entrusted to the chapter.

Listed on Form 15 are accounts that a chapter may or may not have. Place a zero amount (0.00) or the dollar amount of funds in those accounts that are used by the chapter. The total of all lines = total equity.

What is Total Equity?

Each row lists a monetary amount entrusted to the chapter. When added together, the sum is the total equity of the chapter. Be sure to count your chapter funds only once.

What should be included as a Contribution?

Donations made to foundations affiliated with DKG state organizations or DKGIEF should be included in this amount. Chapter contributions to ASTEF + DKGIEF + EulaLee Carter

Contributions are donations approved by the chapter to any philanthropic organization(s) outside of The Society. Chapter contributions to other organizations.