Form 15 : 2026

Form 15
Due July 31

The Delta Kappa Gamma Society International
Chapter Treasurer Annual Report
for Fiscal Year July 1, 2025 through June 30, 2026

Send this form and the completed *State Organization/Chapter Internal Financial Review* to:

Get the latest Adobe Reader at: https://get.adobe.com/reader/

1. State Organization Treasurer TSOsecretary29@gmail.com?
2. Chapter Finance Chair: _____ (Email)
3. Chapter Treasurer
4. Chapter President: _____ (Email)

Chapter Name _____

State TX

Current Chapter Treasurer _____

Email _____

Date of Report _____

☐ I will continue to serve as chapter treasurer

☐ My chapter will have a new treasurer. I have completed and submitted Form 87 Change of Treasurer

☐ An internal financial review was completed following the *State Organization/Chapter Internal Financial Review* (on the back)

Use Roster from Ch. Connect **Membership Report** April 2026 Download

When the dues portal reopened:

Number of Active Members ..... Employed _____ + Retired _____ = _____
Number of Reserve Members ..... = _____
Number of Collegial Members ..... = _____
Number of Honorary Members ..... = _____
Number of Life Members ..... = _____
Total Number of Chapter Members ..... = _____

Int'l wants to capture the make-up of chapter membership.

Statement of Financial Position Not all chapters have all 6.

	Funds	Beginning Balance on July 1 (2025)	Ending Balance on June 30 (2026)
1	Available Fund (Checking Account Balance)		
2	Available Savings		
3	Scholarship Fund		
4	Investments (Mutual Funds, Equities)		
5	Certificates of Deposit		
6	Bequeathed or Gifted Funds		
	Total Equity } Total the 6 above		

Pull last Form 15 #s | After Reconcile

Chapter Awards - Scholarship, Grants-in-Aid, Classroom or other Financial Assistance

- Schol. Monetary Awards to Members ..... Number _____ Total Amount $ _____
- Grant Monetary Awards to Non-Members ..... Number _____ Total Amount $ _____
- New Contributions ..... Total Amount $ _____

More detail on Int'l FAQ page

- Int'l uses the Awards data for a philanthropy report.

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If you need an extension contact state Treas.

DKG
INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS

State Organization/Chapter Internal Financial Review
for Fiscal Year July 1, 2025 through June 30, 2026 (insert years)
This page is to be completed by the Internal Financial Review Team

Members of the Financial Review Committee are the examiners of accounts. They are expected to examine all records and certify the accuracy of these records. The organization holds this committee responsible for any unexplained inaccuracies that may be found in the materials they have reviewed. The results of the review and/or recommendations for improvement are reported to the state or chapter Executive Board.

☐ State Organization Report	☑ Chapter Report
Send this form to:	Send this form to:
1. State Organization Treasurer	1. State Organization Treasurer TSOsecretary29@gmail.com
2. State Finance Committee Chair	2. Chapter Treasurer
3. State President	3. Chapter Finance Committee Chair
	4. Chapter President
State Name _____	Chapter Name _____ Treasurer will fill
EIN _____	EIN _____

Review team checks off items

Name of the person representing the Internal Financial Review _____

Email _____ Date of Report _____

☐ Form 990N, Form 990EZ, or Form 990 was filed with the IRS for U.S. chapters, coordinating councils, separate scholarship funds, state organizations, and foundations.
Most recent IRS filing date _____ Should be 11/15/25 or earlier

Check the box beside each item to indicate that it has been verified.

☐ All financial accounts are in the name of a state organization or chapter, not of an individual.

☐ Signatures, including president and treasurer, on all bank accounts and investments are current.

☐ All funds received during the year were deposited into a chapter or state organization bank account.

☐ The total amount of debts paid equals the total amount of recorded expenditures. – Compare a few months' financial reports to the corresponding month's bank recon/bk statements.

☐ All expenditures were approved by the president or her designee.

☐ All expenditures were supported by documentation.

☐ Bank statements were properly reconciled each month.

☐ The cash balance at the beginning of the year plus (+) receipts during the year minus (-) disbursements during the year equaled (=) the balance at the end of the year.

☐ All expenditures were supported by budget allocations or by actions recorded in the official minutes of the organization.

☐ All directives and limitations regarding finances, as recorded in the minutes of the organization, were followed.

☐ Contributions received were deposited or disbursed in accordance with their intended purpose.

☐ The correct amount was collected for each type of membership.

☐ Proper distribution was made for each type of membership fee and recorded.

☐ Correct amounts of dues and fees were sent promptly to the Society Headquarters and state organization treasurer.

N/A ☐ State Organization Investment Policy is current. (For State Organizations Only)

☐ A list of current bonds, securities, and investments is provided, including the investment type, principal, maturity date, financial institution, document location, and recorded income earned.

If this applies to your chapter