

Chapter Presidents: Please hand these issues on to your Finance Chairman or Chapter Treasurer. Complete and future issues of "Focus on Finance" are available on the website at: www.dkg.org. Go to the top of the home page and click on Library, then on the left column, click Finance.



Focus on Finance

The Delta Kappa Gamma Society International

Volume 3, Number 1

Fall 2011

Newsflash - Great Tax News!

The Delta Kappa Gamma Society International has completed the formation of a 501(c)(3) supporting corporation that encompasses all Society funds except the Available Fund and the Permanent Fund. Contributions to the Emergency Fund, Scholarship Fund, International Speakers Fund, Educators Award Fund, Golden Gift Fund, Eunah Temple Leadership Fund, Loretta Halek Memorial Fund and World Fellowship Fund are now tax deductible!

To claim this deduction, please

make your check payable to the specific fund. Your check will serve as your receipt!

The DKG Supporting Corporation covers only donations to the eight International Funds. The directors of the Corporation are the international president, past international president, international finance chair, executive director, operation services administrator and accounting supervisor.

The Society is working with Canadian members to extend this tax deduction to Canada.

Reminder - File Your Form 990!



All U.S. state organizations, chapters and coordinating councils must file a Form 990 with the IRS between July 1 and November 15 of each year. If the group's income was less than \$25,000, then an e-postcard may be filed.

To file the e-postcard, go to

Your Kindle and DKG

Because of your position within the Society, you should have access to DKG's *Constitution and International Standing Rules*.

This is now available for your Kindle.



Go to amazon.com and search for Delta Kappa Gamma. You will find this document ready for purchase for just \$1.99 (USD). Now synch your Kindle with your smartphone and desktop, and you will never be without our Society's governing documents.

www.dkg.org homepage and click on *IRS Electronic Filing*. This will bring you directly to the Internal Revenue Service link. When you receive the IRS receipt, send a copy to your state organization treasurer and keep a copy for your records. The IRS will revoke your tax status, if you do not file a return.



FOCUS ON FINANCE

Volume 1, No. 1

June 2010

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

Thanks and Welcome!!!!

Thanks to all State Organization Finance Committee chairs and welcome to all those new chapter Finance Committee Chairs. We know that being on the Finance Committee involves work and responsibility. But at the same time you will find your job very rewarding as you keep your level of this organization on firm financial footing.

Your International Finance Committee is eager to support you in any way that we can. This newsletter is one way that we plan on improving communications and disseminating information in a timely manner.

Our plan is to communicate with state organization finance chairs and for the state chair in turn to

communicate with each of her chapter finance chairs. Towards that end, please forward this newsletter to your chapter counterparts.

We want the information included in this newsletter to be pertinent to you. Questions or concerns can be sent to any of the International Finance Committee members. More information about this International committee can be found at <http://www.dkg.org/site/c.meJMIOOwErH/b.5841645/k.C26D/Finance.htm>.

The eight page *Guidelines for State and Chapter Finance Committees* can be found at <http://www.kintera.org/atf/cf/%7B70e631e4-44b9-4d36-ae7d-d12e4520fab3%7D/LPG->



FINANCE%20COMMITTEE%20GUIDELINES LETTER.PDF.

This handy document details committee responsibilities at the chapter and state levels as well as providing a sample budget worksheet.

Does your chapter/state provide for a review of your accounts? Hopefully the answer is yes because you should. There is a guide for such a review in the *Guidelines* document.

Best wishes for continued financial success in your chapters and states!



You asked for it! You got it! Responding to Your Form 39 Questions



The 2008-2010 chairs of the state organization Finance Committees filled out the Form 39s which were sent to the International Finance Committee. We read the reports, discussed your

concerns, and in these newsletters we will attempt to respond.

One question voiced was "How long do we need to keep records?" The Society has a won-

derful accounting records retention schedule that you will find on the second page of this newsletter (and on the *Guidelines* link above). The end of a biennium is a good time to clean out files.

Chance

THIS CARD MAY BE KEPT
UNTIL NEEDED OR SOLD

GET OUT OF JAIL
FREE



Unlike in Monopoly, your Get out of Jail Free card is to make sure that your state organization and chapter treasurers have filed the IRS Form 990 between July 1st and November 15th of each year.

Homeland Security has dictated this policy so that money is not laundered through non-profit organizations.

If we fail to comply, Delta Kappa Gamma could lose its non-profit status. In addition, there may be a financial penalty for each day after November 15th that your Form 990 is late.

FOCUS ON FINANCE



Volume 2, No. 1

September/October 2010

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

Do's and Don'ts of Dues!!!

Finance Committee chairs filled out their biennial reports which were sent to the International Finance Committee. The international committee read the reports, discussed the concerns raised, and in these newsletters will continue to respond to your needs.

A question asked was "How can we collect dues in a timely manner?"

DO's

Some suggested Do's are

- Collect dues in the spring for the following year.
- Give members the option to pay dues in installments.
- Offer incentives for paying dues by a specified date.
- Designate proceeds of one fundraiser to offset dues.
- Get Finance Committee involved in collecting dues.
- Send email and written reminders before the due date.
- Investigate online bill pay.
- Contact former members about reinstatement.

DON'Ts

Some suggested Don'ts are

- Don't wait until October to collect dues.
- Don't rely solely on the treasurer for collecting dues.
- Don't forget to notify members that they have been dropped for non-payment.
- Don't hesitate to contact your state treasurer with questions and concerns.

All Society members are precious. Don't lose members for non-payment of dues. Make special provisions for payment and work together to find a solution to the problem.

Please share any ideas that you may have on dues collection. These will be published in the next issue of this newsletter. Send your ideas to International Finance Committee Chair Madaline Lapp at madaline@wildblue.net.

Don't forget! All U.S. chapter, state, and coordinating council treasurers must file the IRS Form 990 between July 1st and November 15th of each year. A copy of your receipt must be sent to your state treasurer.

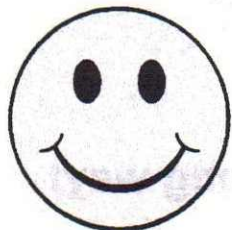
Go to <http://epostcard.form990.org> to submit this form electronically.

FILE ON TIME

No paper

Free time for yourself

Two minutes



FILE LATE

Pay cash penalty

Complete a paper, multi-page form for IRS

Two hours or more



NEVER FILE

Chapter pays income tax and penalties

Non-profit status of Society jeopardized

Endless



FROM YOUR INTERNATIONAL FINANCE COMMITTEE

FOCUS ON FINANCE



Volume 2, No. 1

First Quarter 2011

The Delta Kappa Gamma Society International

Shop 'til you drop and help the Society!

Did you know that you can help your Society by shopping? Apply for a no-cost Visa or MasterCard through Bank of America through the DKG Web site

Bank of America



www.dkg.org.

Simply click on **Shopping** on the **grey menu bar** and then click on

Partnerships on the left side and follow directions.

If you prefer not to apply online, call 1-866-438-6262 and refer to Priority Code AA4B4 or Visa or Priority Code UAANRP for MasterCard.

There is no charge for the card and you

pay no more for the Society to benefit. Bank of America will pay the Society \$50 the first time you use the card within 90 days and a small percentage of each transaction thereafter.

This would be a major non-dues revenue source if each member has a card, even if it is used only for DKG expenses or purchases.

A **second opportunity** for you and the Society is to do your online shopping by signing up for **OneCause**.

To sign up, go to DKG's Web site, click on **Shopping** on the grey bar, and then click on **OneCause—DKG** on the left side. After clicking on **Join Now!** you will be asked to set up your account. When asked to select a

cause, enter **Delta Kappa Gamma Society International**. Once your account has been created, you are able to shop at any of the online sites that you would normally use. All you do is go to www.dkg.org, click on



onecause
Click, Shop, Contribute

shopping
and
OneCause—

DKG, then login at the One Cause Web site. Your shopping spree will then begin! With every purchase you make at one of **OneCause's** online merchants, Delta Kappa Gamma receives a contribution up to 36% at **no additional cost to you**. Start earning contributions for Delta Kappa Gamma through your everyday shopping!

Consider using OneCause to book airline tickets.

Each time you use OneCause, Delta Kappa Gamma will receive a percentage of your sale. If you use American Airlines, we have a business frequent flyer number—786809. If you use Delta Airlines, the corporate code number is US0001955.

You and the Society receive mileage credits.

Does your state organization/chapter need extra income?

Have you considered being a part of the **Marketplace** at your regional conference? Chapters could team-up for a table if they have only a few things to sell. Have a lot to sell? Get more than one table!

The vendor applications are due April 30, 2011, and are available on the International Web site (www.dkg.org). From the home page, click on your **regional conference** at the bottom, then on the block for **vendor application**. It's just that simple. Fill out the application and return to the person listed on the form for your region.

The fee for Northeast, Southeast and Southwest Regional Conferences is \$100 for one draped table with 2 chairs. For Northwest, it is \$75 Canadian Dollars. On 2/12 the exchange rates were just about even. \$75 CAD = \$75.93 USD. For the European Regional, the fee is 37€.

Focus on Finance is published periodically by the International Finance Committee