

Arkansas Society Daughters of the American Revolution

Gretchen Magee – State Regent

CHAPTER TREASURER CALENDAR/CHECKLIST

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2020 / 2021

January

- January 1 **Check your official count.** (Your official count for 100% President General's participation is the number of members the January after a President General takes office in June/July. This number is how National bases your contribution amount.)
- January 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in January. Check e-Membership for names and National numbers.
- January Meeting Chapter must elect voting delegates / alternates for State Conference, and may elect delegates / alternates for Continental Congress
- January Prepare for financial review if fiscal year is January 1 – December 31.
- January Plan to attend State Conference.
- January 25 Finalize Chapter Master Report (CMR) and submit prior to February 1.

February

- February 15 Pay State Dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in February.
- February Meet with internal financial review committee (if fiscal year is Jan 1- Dec 31).
- February File your 990N electronic filing (if fiscal year is Jan 1- Dec 31).
- February 28 Mail or email a copy of your financial report, financial review committee report and a copy of your 990N electronic filing postcard filing acceptance from the IRS to the State Treasurer.
- February 28 NSDAR will drop all members whose dues have not been paid.

March

- March Plan to attend State Conference - Treasurer's Workshop.
- March 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in March.

April

April Meeting Chapter must elect delegates/alternates for Continental Congress.

April/May Chapter credentials forms must be filled out, signed, include chapter check and postmarked by **April 15th Deadline** to be eligible to vote at Continental Congress.

April Chapter treasurer and finance committee meets to prepare a budget

April 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in April.

May

May 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in May.

June

June Complete Financial Statement (**if fiscal year is June 1- May 31**) ***(see notes)

June Meet with internal financial review committee (**if fiscal year is June 1- May 31**) ***(see notes)

June 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in June.

Attend Continental Congress

July

Check to see if any bylaw changes occurring at Continental Congress affect your office.

July Send copy of Financial Statement to State Treasurer before August 1 ***(see notes)
File 990N electronic filing. Send copies to State Treasurer before August 1 ***(see notes)

July 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in July.

July 25 *State Officers and State Committee Chairmen send SIP (State Information Packet) documents to State Webmaster.

August

Start collecting dues if you have not done so.

National Dues Invoice will be available through e-Membership.

August 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in August.

September

Continue to collect chapter dues.

September 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in September.

October

Continue to collect chapter dues.

October 15 Christmas money goes direct to schools, not to State Treasurer

October 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in October.

November

A BIG MONTH for Chapter Treasurers.

Continue to collect chapter dues.

November 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in November.

November 30 Last day to resign a member

November 30 DEADLINE FOR NSDAR CHAPTER ACHEIVEMENT AND ASDAR CONTRIBUTIONS. Using the appropriate State Remittance form, *send all State and National project monies to the State Treasurer.* Make checks payable to ASDAR

Before December 1 Chapter Treasurer: Send national, state and district dues.

Must be postmarked no later than December 1

*Chapter Treasurers: All chapter achievement award monies to State Treasurer by December 1

December

DECEMBER 1 – Last Postmark date for National Dues sent to National.

With the dues invoice being sent electronically, you will make a copy of that invoice and mail with your chapter check to National Headquarters. A copy of that invoice should be sent with the State dues along with your chapter check.

December 15 Check to make sure every member you marked paid shows paid in e-Membership.

December 15 Pay state dues for new members, transfers from out of state and reinstatements approved by NSDAR Executive Board in December.

Remember National Dues are mailed to National; State dues are mailed to the State Treasurer.

Note:

***** If your fiscal year is different from the dates listed in this calendar just remember to complete your financial statement and meet with your internal financial review committee, during the month following your fiscal year end.**

***** Send copy of Financial Statement and Financial Review to State Treasurer 60 days after your fiscal year end.**

***** File 990N electronic filing. Send copies to State Treasurer 60 days after you fiscal year end.**