

Arkansas Society Daughters of the American Revolution

Gretchen Magee – State Regent

CHAPTER TREASURER GUIDE

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Year 2020 - 2022

Chapter Treasurers: This officer is looking forward to working with you this year in order to facilitate your work as efficiently as possible.

You will need:

1. A copy of the NSDAR Handbook and Bylaws (NSDAR DHB-1000) (found on National website)
2. The “Guide for Chapter and State Treasurers” (NSDAR TG-3000)
3. A copy of your Chapter bylaws
4. A current copy of the State Yearbook and Directory
5. Chapter Treasurer Guide from State Treasurer (ASDAR website *AR CTG-2000*)
6. Chapter Treasurer Calendar/Checklist (ASDAR website *AR CTC-3000*)
7. The forms used for reporting dues to the National Society and State Society
8. The forms used for donations for the National Society and State Society
9. E-Membership basic information ?A Step-by-Step Tutorial for Chapter Leaders”.

GENERAL INSTRUCTIONS (STATE)

1. Make all checks payable to “ASDAR”

All checks must be accompanied by the appropriate form.

2. Include your chapter name and code number on **ALL** correspondence.
3. Pay dues throughout the year and annually for all new, reinstated and transferred members from out of State . Use form (*AR–RMT1001*) for annual dues and (*AR DF-2000*) for dues paid January 1 through December NSDAR Board of Management meeting
4. **Contributions**

For proper credit, use the proper forms.

Contribution - ASDAR Projects: State Regent’s Project, State Scholarships, DAR Room, specific VA Hospitals, C.A.R. Societies, Junior Membership, Dressing the Page, Page to Continental Congress, Good Citizen Awards and Thompson (Records Storage) Project.

Contributions - DAR Schools: To the Friends of DAR Schools are sent to the Office of Development using Form DEV-1003; contributions to a specific school and project may be sent directly to the school and counted on the Chapter Master Report but not for Chapter Achievement.

Contributions to Friends and other Funds for qualifying Chapter Achievement in Section #5 are sent directly to the Office of Development on Form DEV–1003.

NOTE: Magazine Subscriptions should be sent directly to the Magazine Office of the National Society with the check payable to the Treasurer General, NSDAR.

5. Websites:

DAR Members:<http://members.dar.org> ASDAR Members:<http://members.arkansas-dar.org/>
e-Membership is <http://emembership.dar.org> The site requires a password. Follow on screen instructions. If you have difficulty, please contact this officer for assistance.

6. **NOTE: All checks will be voided after 90 days.**

Promptly cash all checks issued by the **State Treasurer.**

CHAPTER TREASURER REMITTANCE FORM (AR-RMT1001) (Revised May 2020)

Annual Dues and Contribution:

The form must contain your Chapter name, correct Chapter Code number, Treasurer's name, phone number, address, email address and number of members.

STATE SECTION

State dues for the number of chapter members at \$4.00 each.

Storage Box Rental Fee based on the size and number of boxes your chapter maintains in storage. **State CAA.** State Regent's Project, State Scholarships, DAR Room, specific VA Hospitals and C.A.R. Societies

CAA SECTION:

❖ Contributions for National Chapter Achievement

Historic Programs, Education Programs, Patriotic Programs, Membership programs.

Your Chapter must meet the minimum requirements to obtain credit. These contributions must be sent to the State Treasurer. It is important that you communicate with your chapter regent of your minimum contributions for her to indicate on the Chapter Master Report. The minimums are listed on the form. **All chapter contributions MUST be in the mail to the State Treasurer Office by December 1, 2020. This is to meet a new deadline implemented by NSDAR.**

VOLUNTARY SECTION:

❖ President General's Project

Chapters are encouraged to collect and remit President General's Project 100 Percent Participation Donations by a one time payment of \$7.50 per member OR three payments of \$2.50 per member per year for each year of the administration, based on the chapter member count as of the first day of the first full year of the administration.

Chapters are to remit these donations to the state treasurer using the state annual remittance form. The state treasurer will remit all their state's chapters donations to the Treasurer General.

❖ Guardian Trust Fund

The *Guardian Trust Endowment* is an ongoing campaign to establish a permanent endowment to provide financial security for the preservation and restoration of our home in order to permanently "guard that which is committed to our trust" and provide security for future generations of Daughters. Chapters may wish to donate to this fund.

OTHER CONTRIBUTIONS - STATE PROJECTS:

- ❖ Contributions not listed in the STATE SECTION: Example: Junior Membership, Dressing the Page, Page to Continental Congress, Good Citizen Awards and Thompson (Records Storage) Project.

Send one check with the total of the CHAPTER TREASURER REMITTANCE (AR-RMT1001)

MEMORIALS AND HONORARIUMS – Send the Memorials and Honorariums forms with check to the State Treasurer. Your memorial or honorarium will be acknowledged personally by the State Corresponding Secretary and included in the State Newsletter.

Only ONE Person shall be Honored with each form [(AR Hon-1001 (Revised July 2020))]

Only ONE Person shall be Memorialized with each form [(AR Mem-1001 (Revised July 2020))]

NATIONAL SOCIETY PROJECTS AND CONTRIBUTIONS FORM

Contributions for chapter achievement must be postmarked no later than December 1, 2020.

Your Chapter must meet the minimum requirements to obtain credit. These contributions may be sent to the State Treasurer at any time during the year. The Chapter Achievement Award is part of the state remittance form (AR-RMT1001). Always fill out the top portion of this form. Then use the part that reflects where funds go.

ARKANSAS SOCIETY PROJECTS & CONTRIBUTIONS

Contributions for the State CAA. Please use the state remittance form (AR-RMT1001) for all state contributions. State Projects do need your support, particularly the State Regent's Project, State Scholarships, DAR Room, specific VA Hospitals, Good Citizen Awards and C.A.R. Societies, as well as Junior Membership, Dressing the Page, Page to Continental Congress, and Thompson (Records Storage) Project.

DONATIONS AND CONTRIBUTIONS FOR NATIONAL COMMITTEES AND FUNDS

(DEV-1003) – The newly revised form for special donations to the Friends of the Schools, Friends of the Library, Friends of the Museum and other Friends has 2 pages. Please send both pages with your check, made out to Treasurer General, NSDAR. This goes directly to the Development Office. You must send the minimum amount listed on the form to be eligible for a pin **and/or** chapter achievement credit.

FINANCIAL REPORTS FOR ASDAR CHAPTERS –

Send the following (3) Internal Revenue Service REQUIRED reports to the State Treasurer

1. Financial Statement for ASDAR Chapters is to be filed annually with the State Treasurer.

2. Financial Review Report is to be filed annually at the close of the chapter's fiscal year with the state treasurer

3. 990 N: These reports are due no later than 60 days after the close of the chapter's fiscal year.

This is a yearly report. NSDAR requires the state treasurer to have a copy of all Form 990N. *You will need to access the 990 N through IRS.gov/990N. You need to register with them and if you have not, you will be a first time user.*

DONATIONS OF \$250 OR MORE GIVEN TO YOUR CHAPTER – If your Chapter receives a check for \$250 or more from a member, you will need to issue a special letter for their income tax deduction. Please contact the State Treasurer for a sample letter.

STATE DUES FORM – ASDAR DUES (AR DF-2000)

This form must contain your Chapter name, correct Chapter Code number, Treasurer's name, address, and phone number. **When you are remitting one or more dues during the year, please use a State Dues Form. This form should be used to add transfers (from out of state) new members, reinstated and life members. Remember-** State Dues go to State Treasurer and National Dues go to NSDAR

DEADLINE FOR PAYMENT OF DUES – **The drop date for non-payment of dues is the last day of February. If you are notified of members in January that have not paid their dues, let your delinquent members know of this final date.**

LIFE MEMBERS – Dues for Life Members are to be paid annually to the State by December 1. These members are Life Members on the National Level but not on the State level. Don't forget these faithful members. Your Chapter receives a \$10 deduction on the National dues printout for life members. This \$10 deduction is to go toward offsetting their state and chapter dues.

NEW MEMBERS – – **Immediately after each National Board meeting (the 5th of each month), you should submit State Dues to the State Treasurer. It does not matter when a member is approved, transferred in from out of state or reinstated you still owe their state dues to the State.** All new, reinstated, and transferred from out of State, including members who were accepted on or after July 5th, shall be credited for the upcoming national dues year, which begins December 1st. Those approved prior to July should have their National dues included with your annual Chapter remittal. Check chapter membership changes monthly using e-membership chapter reports. *(To better explain the July 5th date, this means that you do not pay dues a second time in the same year for these members)*

RESIGNING NON-RESPONSIVE MEMBERS

As of **Continental Congress 2015**, chapters will no longer be penalized on the Chapter Achievement form for members that have not paid their dues by November 30, thus eliminating the certified, return receipt requested letter that we have used in the past.

You will no longer resign non-responsive members.

National will remove them from your membership roll at the end of February.

CARRYING MEMBERS IN ARREARS

Some chapters have a special fund for payment of national and state dues for members whose finances would make resignation necessary. The chapter regent and treasurer are the only officers (persons) aware of members needing assistance. It is **inadvisable** for chapters to carry members in arrears for dues **unless there is a special fund** provided for this purpose. A chapter taking this responsibility must be prepared to assume all obligations of a member failing to meet personal DAR obligations.