

Arkansas Society Daughters of the American Revolution

Gretchen Magee – State Regent

INSTRUCTIONS FOR CLUB AND DISTRICT ACCOUNTS

To prove our non-profit status, the National Society reports each year to the Smithsonian. Because of new mandates by IRS, National requires all DAR Clubs and Districts to use the State Society's EIN on all their accounts. Additionally, our State Treasurer must be on all Club and District bank accounts.

To fulfill these requirements, the following system has been devised:

1. The club or district moneys will be deposited under the **STATE EIN# 71-6058340**. The bank account can still be at your local bank, just as it is now.
2. The State Treasurer's name and address will be on **all** accounts. Bank statement will go directly to her. The State Treasurer will send a copy of the bank statement when there has been action (deposit made or check written) to the district or club treasurer. *The State Treasurer is not a signature on the chapter account.*
3. The club or district treasurer, the club president or district director, **and** the State Treasurer will be on the account for check signing.
4. The fiscal year for each club and district shall be the same as the state **fiscal year, January 1 to December 31**. *The fiscal year for chapters is determined by each individual unit and does not have to follow the state fiscal year calendar.*
5. Each club or district treasurer will send a financial statement to the State Treasurer each year after **January 1 and before March 1**.
6. The State Treasurer will include the clubs and districts accounts in her 990 non-profit filing with the IRS. She will also include these accounts in her yearly financial reports to the Board of Management, Conference, and NSDAR.
7. The club and district treasurers **will not** file the e-postcard.
8. These directives will be retained in the file of each club or district treasurer as well as in the file of State Treasurer. They are also posted on the Arkansas Daughters website and included in the SIP.
9. **In order to facilitate the transfer of signatories on the club and district bank accounts, clubs and districts should insert the following example in the signed minutes of their annual meeting. After listing the newly elected officers –**

CLUB/DISTRICT NAME Officer changes are effective on DATE and necessitate the following changes in signatories to the CLUB/DISTRICT bank accounts. Officers serve for ___ year terms.

Remove: Name, Office

Remain: List signatories who will remain on the account with changes in their offices

Add: Name, Office