

P.E.O. Treasurer's Workshop-2018

Forms, Flowcharts, Giving, Fundraising, Annual Reports and
more!



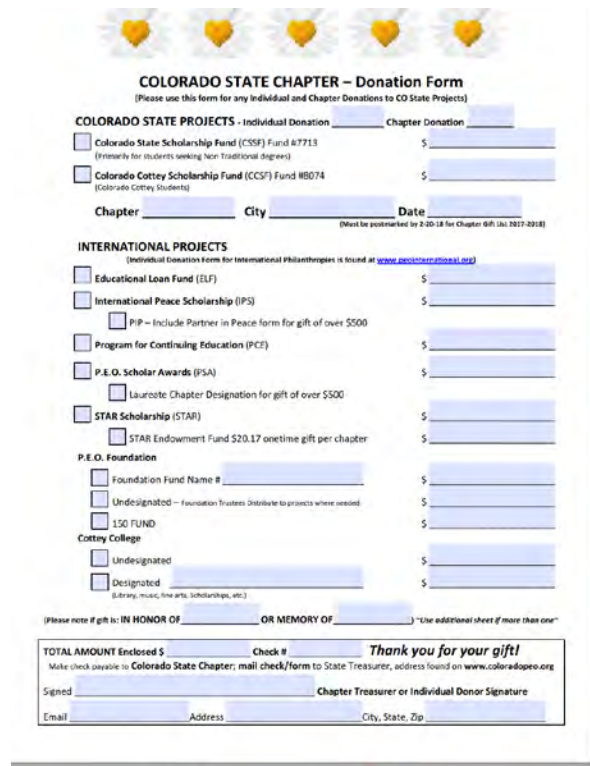
A Quiz?

- Which form do you use for International and State project donations?
- To whom do you make the check? Can you make just one check for all projects?
- Where do you send this form?
- Which form do you use for donations to Marguerite Fund? Chapter House?
- To whom do you make the check?
- Where is this check sent?
- Where would you find information regarding the LC (Local Chapter) treasurer software?
- When fundraising, do we have a tax ID number?
- Does the treasurer order all supplies for the chapter?
- What are PIP (Partners in Peace) and Laureate chapters?
- When are annual reports due to the state treasurer?
- Where can I find answers to most of these questions?



Donation Forms

CSC Donation Form



COLORADO STATE CHAPTER – Donation Form
(Please use this form for any Individual and Chapter Donations to CO State Projects)

COLORADO STATE PROJECTS - Individual Donation _____ **Chapter Donation** _____

Colorado State Scholarship Fund (CSSF) Fund #7713 \$ _____
(Primarily for students seeking Non-Traditional degrees)

Colorado Cottey Scholarship Fund (CCSF) Fund #8074 \$ _____
(Colorado Cottey Students)

Chapter _____ City _____ Date _____
(Must be postmarked by 2:00 PM for Chapter Gift. Use 1027-0218)

INTERNATIONAL PROJECTS
(Individual Donation Form for International Philanthropies is found at www.peaceinstitute.org)

Educational Loan Fund (ELF) \$ _____

International Peace Scholarship (IPS) \$ _____

PIP – Include Partner in Peace form for gift of over \$500

Program for Continuing Education (PCE) \$ _____

P.E.O. Scholar Awards (PSA) \$ _____

Lauricote Chapter Designation for gift of over \$500

STAR Scholarship (STAR) \$ _____

STAR Endowment Fund \$20.17 onetime gift per chapter \$ _____

P.E.O. Foundation

Foundation Fund Name # _____ \$ _____

Undesignated – Foundation Trustees distribute to projects where needed \$ _____

150 FUND \$ _____

Cottey College

Undesignated \$ _____

Designated \$ _____
(Strategy, music, fine arts, scholarships, etc.)

(Please note if gift is: IN HONOR OF _____ OR MEMORY OF _____) *Use additional sheet if more than one*

TOTAL AMOUNT Enclosed \$ _____ Check # _____ Thank you for your gift!
 Make check payable to Colorado State Chapter; mail check/form to State Treasurer, address found on www.coloradopeo.org

Signed _____ Chapter Treasurer or Individual Donor Signature

Email _____ Address _____ City, State, Zip _____

CPCC Donation Form



COLORADO P.E.O. CHARITABLE CORPORATION
DONATION FORM

From a Chapter: Chapter _____ City _____ Date _____
 or
From an Individual: Name _____ Chapter _____ Date _____

Is your gift in Honor or Memory of someone? If so, please let us know:
 In Honor **OR** Memory of _____ Chapter _____

Where would you like your funds to go? Please check the box (or boxes) and indicate amount(s):

Colorado P.E.O. Charitable Corporation \$ _____

Colorado P.E.O. Chapter House General Fund \$ _____

Chapter House Endowment Fund \$ _____

Chapter House Share the Care Fund \$ _____

Marguerite Fund \$ _____

Marguerite Fund Classroom Shares \$ _____

The mission of the Colorado P.E.O. Charitable Corporation shall be to protect, preserve, and promote the qualifying State of Colorado's P.E.O. 501(c)(3) projects.
Leave a gift of love...remember Chapter House, Marguerite Fund and CPCC in your will, trust or life insurance policy.

Thank you for your gift!

Total Enclosed \$ _____ Check # _____

Signed _____ Please print your name
 Are you (please check one) Chapter Treasurer **OR** Individual Donor

Address _____ City, State, Zip _____

Phone _____ Email _____

Please make your check payable to Colorado P.E.O. Charitable Corporation
 Mail check and this completed form to: CPCC, 1819 W. Cheyenne Road, Colorado Springs, CO 80906

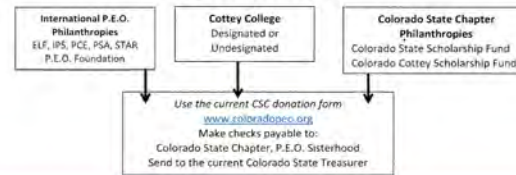
Form 100-01-2011



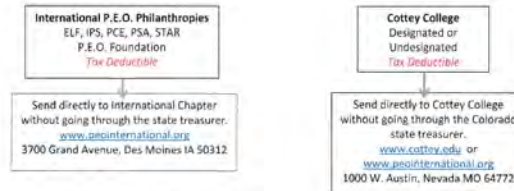
GIFT GIVING FLOW CHART

Gift Giving Flow Chart for P.E.O. Colorado

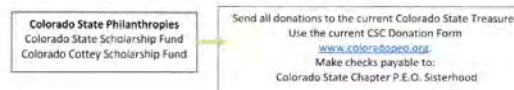
Gifts from Chapters to:



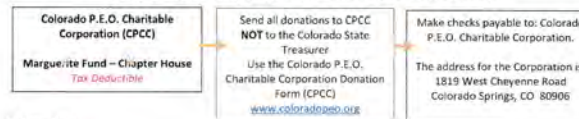
Gifts from P.E.O. Members and Individuals to:



Gifts from P.E.O. Members and Individuals to:



Gifts from Local Chapters, P.E.O. Members and Individuals to:





SALES TAX
PARKING
ONLY

Tax Status

- The most asked question by Chapters is, “What is our Tax ID number?” “Each entity has its own federal tax identification number assigned by the IRS. These numbers are filed for and maintained by the P.E.O. Executive Office and are for IDENTIFICATION purposes only.” With that said, however, our Tax Status of P.E.O. in the U.S. (found on the Colorado P.E.O. Website) says, “A tax exempt classification by the IRS under section 501(c)(4) does NOT imply an exemption from sales tax, which is a separate issue determined by each state. Questions concerning sales tax liability should be directed to the state department of revenue BEFORE a fund-raiser is held.”





Fundraising

You can find the fundraising policy on the Colorado P.E.O. website. Why do we fundraise? To support our philanthropies both Internationally and in our state. If a chapter is sending out a notice of their fundraising event to other chapters or entities, the following MUST be accomplished: 1. Send a copy of the invitation to CSC Executive Board for approval; 2. It must include the following language, *“P.E.O. chapters support the educational and charitable funds of the P.E.O. Sisterhood, but are not classified as charitable by the IRS. Therefore, donations to individual chapters do not meet the IRS requirements for a charitable income tax deduction. P.E.O. shall not be liable in any way for any goods and services supplied by third-party vendors or public establishments.”*





Chapter Supplies

- Who orders chapter supplies? YOU! The chapter treasurer. Many supplies today, can be downloaded from, filled in online, or purchased from the International P.E.O. website. The CSC online donation form is fillable online! After you do this, you can print it directly. Treasurers can also, at the vote of their chapter, purchase the chapter treasurer software from International. This is a one-time purchase and can be used year to year and receive tech support from International. The Colorado State Treasurer DOES NOT do anything with the software, so if you have problems, you must contact International.





P.E.O. International Peace Scholarship Fund Partners in Peace Form

Partners in Peace is limited to single chapters. A chapter may participate in the Partners in Peace Program with a gift of at least \$500 from an individual, or chapter. **The check, with this form, MUST be received in Des Moines by the March 1 deadline.**

- ✓ Make your check payable to your state, provincial, or district (s/p/d) chapter, with a notation on the check that the gift is for Partners in Peace.
- ✓ Send one Partners in Peace Form with full payment to your state/provincial/district treasurer or employed assistant. *Donations made at separate times during year cannot be combined.*
- ✓ Allow sufficient time for the state/provincial/district treasurer or employed assistant to process and forward the form and check(s) to the P.E.O. Executive Office by the **March 1 deadline.**
- ✓ During the month of February, send form and full payment directly to the P.E.O. Executive Office to expedite processing by the March 1 deadline. Make check(s) payable to IPS Fund.

AMOUNT OF GIFT

DONOR: Check one and fill in the appropriate lines below Chapter Individual

If Donor is a chapter: Local or State Chapter Letter(s): _____ City: _____ State/Province/District: _____

If Donor(s) is/are Individual(s): Name: _____ Chapter Letter(s): _____

Mailing Address: _____ City: _____ State or Province: _____ Zip Code: _____

*Partners in Peace communications will be made to the Chapter President

Indicate if the gift is in honor of or in memory of and please identify below, the person to be notified of the gift:

Name: _____

Mailing Address: _____ City: _____ State or Province: _____ Zip Code: _____

Is your chapter near a College or University? yes no

If yes, please identify College(s)/University: _____

Did you have a Partners in Peace student this year? yes no Student's Name: _____

Special Request: _____

*While the IPS Board of Trustees will consider special requests, there is no guarantee.

P.E.O. Executive Office, 3700 Grand Avenue, Des Moines, IA 50312-2999
(515) 255-3153 phone; (515) 255-3820 fax; ips@peoia.org email



The Partner's in Peace for MUST accompany all gifts of \$500 and over. This is sent with the donation form if received BEFORE February in order to be included in the PIP recognized chapters at state convention.

This form is also fillable online on the International P.E.O. website.



Laureate Chapters

What is a Laureate Chapter? It is a chapter that gives \$500 or more to P.E.O. Scholar Awards or successfully sponsors a Scholar Award Candidate. There is no form to fill out for Laureate Chapters like there is for a Partner in Peace (IPS donation)



Helpful tools

- The Membership Worksheet for Treasurers is found on the Colorado P.E.O. Website under treasurer forms. This is updated (with a new date) every year and it is a very helpful tool to keep track of initiates, reinstatements, transfers, deaths and inactives. This will be VERY helpful when doing your annual report!
- You are asked to turn this sheet in WITH your annual reports, so it is a great idea to print it out and use it as a working copy throughout your year as treasurer. It is really an invaluable tool.

(Use this form for the current P.E.O. year. Keep a copy for your files and send a signed copy with the annual report form by **March 10, 2018**. A new form can be found at coloradopeo.org. Give this form to the newly installed treasurer if it is not you!

The annual report filed by your chapter March 10, 2017 reported _____ active (dues paying) members.

List members received by initiation between March 1, 2017, and February 28/29, 2018: Please include date

_____	_____
_____	_____
_____	_____

List members reinstated between March 1, 2017, and February 28, 2018: Please include date

_____	_____
_____	_____

List members received by transfer between March 1, 2017 and January 31, 2018: (Note: Not transfers during the month of February. If transfer was also reinstated into your chapter, please put an R by her name. You will do the Change in Membership for her transfer into your chapter. Please include date

_____	_____
_____	_____

List members your chapter lost by transfer between March 1, 2017, and January 31, 2018: Please include date (Note: No transfers in or out during the month of February.)

_____	_____
_____	_____

List active members lost by death between March 1, 2017 and February 28, 2018: Please include date

_____	_____
_____	_____

List members who did not pay their dues by March 1, 2017 and who are now considered inactive:

_____	_____
_____	_____
_____	_____

Last year Total Active

- + Initiations _____
- + Transfer Ins _____
- + Reinstated _____
- (from your chapter)
- + Reinstated _____
- (from other chapters)
- Transfer Outs _____
- Active Deaths _____
- New Inactives _____

New Total Active _____

Notes:

An inactive member that transfers into your chapter is considered a reinstatement.

An inactive member that transfers out of your chapter is subtracted from your inactive list.

Have questions about this worksheet? Please contact the P.E.O. Colorado Treasurer.



ET* Wants you to know...

Avoiding the stumbling blocks for chapter treasurers

Yes, in February, you're asked to send donations eligible IPS/PIP and PSA Laureate Chapter donations (minimum \$500) directly to International. But during the other 11 months, please send **ALL** chapter donations to the state treasurer.

Chapter donations sent to International are returned to me for entry in order to assure proper chapter credit; then returned a second time to International at the end of the month. The extra processing time means your check can take up to 6 weeks or more to clear your bank.

Remember:

Chapter gifts to International and State projects/payable to Colorado State Chapter/sent to state treasurer. CPCC gifts sent to CPCC in Colorado Springs

Individual gifts/payable to individual philanthropies/sent to International or made online.

If you're uncertain how to handle a donation, please contact me for clarification. I'm on the website.

When members make gifts through International, remind them to include chapter letters so your chapter receives credit for the gift. International only includes the information they receive with the donation when they pass the information on to me, so make sure you get the credit you deserve.

Our giving opportunities are always evolving. Two relatively new additions to donation options—the PSA Endowment and the new 150 Fund are still active. If your chapter has not yet made gifts to these funds, please consider doing so. It's important to use the most current Donation Form. Find forms for Colorado State Chapter and CPCC on the Colorado website <http://www.coloradopeo.org>. Please purge all the older versions from your supplies.

If your chapter maintains a fund within the P.E.O. Foundation, please remember to include your fund name on the donation form.

When making a designated donation to Cottey College, please understand that the term designated signifies WHERE you want Cottey to apply your gift—NOT that it is a memorial or honorarium. And be sure to actually DESIGNATE a destination for your funds. **Otherwise, it's ET's choice!**

If chapter finances permit, please submit your donations before January and February. Many chapters do major fund raising during the holidays and funds aren't available earlier; we do understand this situation, but in the months of January & February, your treasurer receives between \$200,000 and \$300,000 in donations!!!! Roughly 60% of total donations for the year. So, get your donations in early if you can.

Please do not send donations at the same time as your annual report. If you're mailing donations after February 28/29, it would help the treasurer if you would hold them until after March 31. The treasurer is buried under annual report paperwork in March and she would appreciate not having donations added to the mix.

*Executive Treasurer—not Extra Terrestrial

ET (Executive Treasurer)

Our Executive Treasurer would like for you to know.....

She is available for questions and gives wonderful answers!

Joanne Johnston

josie@frii.com

Help her help you!





Annual Reports

- Annual reports are DUE by March 10th to the Colorado State Chapter Treasurer. This due date is very important as the Colorado State Chapter Secretary and Treasurer have to match their numbers before sending in their annual state report to International. The state treasurer checks all math on the annual report as well as on the IRS-LC. The IRS-LC is the IRS paperwork for a LC (Local Chapter).





ANNUAL DUES REPORT OF TREASURER OF LOCAL CHAPTER
MARCH 1, 2018

1-2018-US

CHAPTER B CITY Las Animas Colorado State Chapter

After comparing membership totals with the corresponding secretary of your chapter, TYPE or PRINT this report and mail **three signed copies to the treasurer** or appointed officer of **Colorado State Chapter**, no later than March 10. **Two copies will be returned as your release** – one copy for your file and one for the president of your chapter.

NUMBER OF ACTIVE MEMBERS MARCH 1, 2018

I. Amount of dues payable to Colorado State Chapter per active member:

1. Colorado State Chapter dues of \$14.00 \$ _____

2. International Chapter dues of \$26.00 (includes \$6.00 for Cottey College) \$ _____

II. Initiation and Reinstatement Fees:

3. \$15.00 each for _____ members initiated 3-1-2017 to 2-28-2018 \$ _____
(Includes members initiated as charter members of a new chapter)

4. \$15.00 each for _____ members reinstated 3-1-2017 to 2-28-2018 \$ _____

III. Local Chapter Resource Fee \$ 25.00

IV. Other items due (Refer to Colorado State Chapter bylaws):

5. Other:

Workshop Fee (\$15.00 per chapter) \$ _____ 15.00

\$ _____

\$ _____

\$ _____

6. **TOTAL REMITTANCE** payable to Colorado State Chapter: \$ _____
(Add sections I, II, III and IV. Send check for total dues and fees. Use a separate check and donation form if forwarding project gifts at the same time.)

FOR OFFICE USE ONLY	CHAPTER SIGNATURES
Report approved and local chapter treasurer released on _____	President's Signature _____
Date _____	President's email _____
Treasurer, Colorado State Chapter (or Emp. Asst.) _____	Treasurer's Signature / Print Treasurer's Name _____
Keep this form on file for 6 years.	Treasurer's Email _____
	Treasurer's Mailing Address _____
	City _____ State _____ Zip _____
	Treasurer's Telephone Number _____

Sample Annual Report

- This annual report is fairly self-explanatory. When the treasurer knows the active member number, she then calculates according to the numbers on the sheet, fills in initiates/reinstatements and calculates the monies for those, then adds it all up and sends a check made out to Colorado State Chapter.
- These forms are sent in a packet to the President who then distributes them to the treasurer.
- The chapter treasurer and president **MUST** sign the report before sending it in to the Colorado State Treasurer.



Annual Report/IRS-LC

Form IRS-LC 2015 ANNUAL FINANCIAL SUMMARY OF TREASURER OF LOCAL CHAPTER For Federal Tax Return, Form 990
March 1, 2017 through February 28, 2018

FEDERAL ID NUMBER _____ CHAPTER B Colorado State Chapter

TOTAL CHAPTER ASSETS, FEBRUARY 28, 2018 (Previous year ending balance - Line D) A _____

RECEIPTS 2017-2018

1. All dues, fees, assessments collected (Local, State District, International) _____ 1.
2. Donations, gifts and bequests* received from members or others _____ 2.
*If a bequest of \$5,000 or more was received: Amount \$ _____, Attach a copy of the will/trust.
3. ALL interest whether received by check or added to savings, checking, CDs, bonds
Checking Interest \$ _____ - Savings/Money Market \$ _____ - CD \$ _____ - Bonds \$ _____ 3.
4. Dividends received on stock mutual funds - not increase/decrease in market value _____ 4.
5. Total from Goods Sold (complete questionnaire on reverse side) - do not use this line for any other receipt _____ 5.
6. Ways & Means _____ 6.
7. Refunds _____ 7.
8. Bed and Breakfast (complete questionnaire on reverse side) - do not use this line for any other receipt _____ 8.
9. Other Receipts (describe) do not include transfers between bank accounts _____ 9.
10. Other Receipts (describe) do not include transfers between bank accounts _____ 10.

B. TOTAL RECEIPTS (Add Lines 1 through 10) do not include amounts from Line 4 B \$ _____

DISBURSEMENTS 2017-2018

11. Dues, fees (inmanter, resource, reinstatement, etc), assessments paid to Reciprocity, State District and International _____ 11.
12. Donations to International Projects: ELF, IPS, PCE, Scholar, STAR, Conroy College, Foundation - Undesignated _____ 12.
13. Donations to State District P.E.O. Projects (home, welfare, scholarship, and P.E.O. Foundation funds) _____ 13.
14. Donations to Local Projects (local scholarships, student support, gifts, local chapter Foundation funds, civic, etc) _____ 14.
15. Convention Expenses: Hostess Chapter \$ _____ - Delegate Expenses \$ _____ - Other \$ _____ 15.
16. Chapter Operating Expenses (postage, supplies, printing, courtesy, love gifts, bank fees, yearbook, etc.) _____ 16.
17. Other Expenses (describe) do not include transfers between bank accounts _____ 17.
18. Cost of Goods Sold - do not use this line for any other expense _____ 18.
19. Cost of operating Bed & Breakfast (complete questionnaire on reverse) - do not use this line for any other expense _____ 19.

C. TOTAL DISBURSEMENTS (ADD Lines 11 through 19) C \$ _____

D. TOTAL CHAPTER ASSETS Lines A + B - C = D (Line D must = Line D below) D \$ _____

CHAPTER ASSETS ON FEBRUARY 28, 2018

- CASH**
20. Checking Account Ledger Balance - Non-Interest Bearing _____ 20.
 21. Checking Account Ledger Balance - Interest Bearing _____ 21.
 22. Savings and Money Market Account Ledger Balances _____ 22.
- INVESTMENTS**
23. Certificates of Deposit _____ 23.
 24. Bonds U.S. Gov't, Corporate (Purchase Cost) _____ 24.
 25. Stocks (Purchase Cost) _____ 25.
 26. Mutual Fund (Purchase Cost) _____ 26.

D. TOTAL CHAPTER ASSETS, FEBRUARY 28, 2018 (Add Lines 20 through 26) D \$ _____

IRS-LC Page 2

CHAPTER B Colorado State Chapter

GOODS SOLD

Relates to goods (or materials for producing goods) purchased and resold to an individual for a profit.

During the year, did the chapter engage in selling goods? If there is an amount on line 5 and/or 18, answer yes: Yes No

If yes, please complete the following:

1. Describe goods sold _____

2. Were all goods sold to individuals and not for resale? _____
If no, please explain: _____

3. Was all work in connection with the sales done by members or others as volunteers without compensation? _____
If no, please explain: _____

4. How was net income from these sales used? List amount: P.E.O. Projects \$ _____ Chapter Expenses \$ _____
Other \$ _____ Describe: _____

BED & BREAKFAST

The net income from a local chapter's B&B service must be used exclusively for P.E.O. charities qualified under U.S. Internal Revenue Code Section 501 (c)(3), including International Chapter P.E.O. projects, funds held in P.E.O. Foundation, and/or other charitable state chapter projects.

During the year, did the chapter operate a Bed & Breakfast? Yes No If yes, please complete the following:

1. Total B&B Income \$ _____

2. B&B Expenses: Insurance \$ _____ All Other Expenses Associated with operating the B&B \$ _____

3. Total donations made from B&B proceeds \$ _____

P.E.O. Educational Loan Fund: \$ _____ P.E.O. STAR Scholarship: \$ _____
P.E.O. International Peace Scholarship Fund: \$ _____ P.E.O. Foundation: \$ _____
P.E.O. Program for Continuing Education: \$ _____ Conroy College: \$ _____
P.E.O. Scholar Awards: \$ _____ State chapter projects: \$ _____

LOCAL CHAPTER SCHOLARSHIP FUNDS

Does the chapter award local scholarships? Yes No

If yes, please describe: _____

DECLARATION OF TREASURER

The information contained in this report prepared and/or verified by me is correct and complete to the best of my knowledge.

Date _____ Signed _____ Local Chapter Treasurer

Telephone Number _____ Email Address _____

AUTHORIZATION OF PRESIDENT

Pursuant to the P.E.O. Constitution, this chapter is affiliated with and subject to the control of the International Chapter of the P.E.O. Sisterhood. As an officer of this chapter, I acknowledge and authorize our inclusion in the group tax exemption by International Chapter. I also authorize International Chapter P.E.O. Sisterhood to use the information in this report to prepare and file tax returns as required by federal and state taxing authorities.

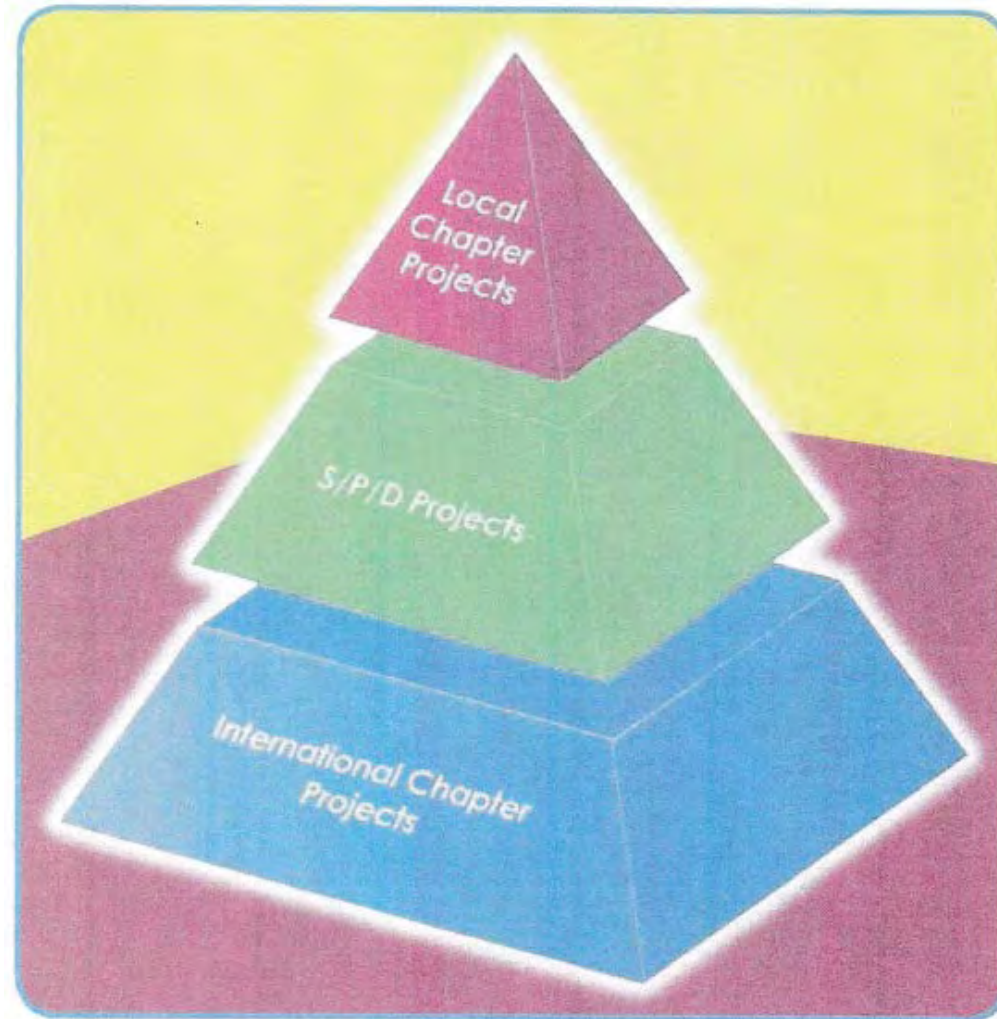
Date _____ Signed _____ Local Chapter President


Telephone Number _____ Email Address _____

By March 10, 2018, send ONE SIGNED COPY to the TREASURER or APPOINTED OFFICER of your state district chapter. If in subordinate territory, send to International Chapter P.E.O. Sisterhood, 3700 Grand Avenue, Des Moines, Iowa 50312-2899.



The P.E.O. Giving Pyramid





The power of the gift...

- P.E.O. giving is nothing short of phenomenal!
- Being the treasurer of your chapter is a heavy responsibility.
- If you have questions, please don't hesitate to contact a state officer.
- Many questions can be answered by reading the P.E.O. constitution, asking questions or simply reading your IOLC (Instructions to Officers of Local Chapters). The IOLC is found on the International and State websites.
- Thank you for your willingness to take the office of treasurer and may your year be wonderful!
- "It shall be the chief duty of each member to consider thoughtfully the full import of P.E.O." Be thoughtful as you do your job as a local chapter officer. Each sister is a part of who we are and the importance of what we do.



She believed she could...so she did.

