

P.E.O. Local Chapter Officer Training - 2022 Treasurer

Women Helping Women Reach for the Stars



Resources

www.peointernational.org

Your friend: Resource Library -> Local Chapter Officers -> Treasurer

What you'll find: List of Supplies for Officers, Emblem Order Form, Treasurer Report FAQ's, Membership Cards, Roll Call forms, Explanation of Dues Advancement, General Liability Insurance information, paper ledger book & local chapter Excel program information and MORE.

****Items of note:**

- ❖ IOLC – Instructions to Officers of Local Chapters – Rev. July 2021 (watch for update soon)
 - ❖ Keep on hand – Treasurer's section – 6 pages – print or digital
- ❖ Review video – Resource Library: “Money Matters”
It's well worth the 15 minutes!

www.colorado peo.org

Your friend: Local Chapters -> Local Chapter Officer Information and Forms

What you'll find: Treasurer Membership Worksheet, Donation Forms (2), Fundraising Policy, Gift Giving Flow Chart, Change in Officers Bank Account Letter template, Tax Status Information and more.

****Items of note:** Donation forms – One for CSC and one for CPCC, please use current form.

P.E.O. Constitution
➤ Article V, Section 6





Daisy Star
President, Colorado P.E.O Chapter XX

Street Address • City, State ZIP
email@emailaddress • XXX-XXX-XXXX

Date

RE: Change in Key Officers for Colorado P.E.O. Chapter XX

To Whom It May Concern:

Please accept this letter as a formal request to change the key officers for Colorado P.E.O. Chapter XX, account number XXXX(last four digits). P.E.O. is an international organization of volunteers who work toward assisting women further their education who's International Headquarters is at 3700 Grand Avenue, Des Moines, IA 50312.

Officers are elected and installed every other year or under special circumstances, usually in March. Prior key officers may still be members of the chapter but not in a leadership position.

Effective immediately key officers to remove are: *Past Chapter President* and *Past Chapter Treasurer*

Key officers to add are: *New Chapter President* and *New Chapter Treasurer*

The address for this account should be changed to:

Treasurer's street address

City, State Zip

Also find attached a copy of the chapter minutes where these new key officers were elected and installed.

Please feel free to contact me if you have further questions regarding this request.

Sincerely,

President or Treasurer Name
Title, P.E.O. Chapter XX

Women Helping Women Reach for the Stars

First Things First – Getting Started

- You will need to be added as a signer on your chapter's bank account(s)
 - You will need a copy of the minutes stating the election of officers
 - You may want to have a copy of your chapter bylaws
 - Use the fill & print letter: Change in Key Officers for Colorado P.E.O. Chapter
 - **Credit cards are NOT to be issued or held by a local chapter.**
- It's helpful to have both the treasurer and president as signers on the account. Emergencies sometimes happen.

****Item of Note:** Chapters may choose to receive funds by debit/credit card reader and/or Peer-to-Peer (P2P mobile app service. Refer to IOLC.





Treasurer Duties



- Collect all dues & fees – new initiates, reinstatements and chapter dues
 - Send out dues notices to all members
 - Recommended in early January, follow up as often as necessary
 - Don't assume a sister is going inactive if you don't hear from them, follow up
- Pay all bills approved by the chapter
 - All bills must be approved by a chapter vote before they are paid.
- Checking/Savings account should be balanced every month
 - Use either P.E.O. Treasurer's Ledger Book or P.E.O. Excel software program
- Order chapter supplies / emblems from P.E.O. International
 - New initiate emblems are ordered AFTER initiation
- Writing project donation checks using current donation forms
 - Please use the current forms found on the CSC website – these may change, check the website
 - There are separate donation forms for CSC and CPCC – different mailing addresses
 - Do NOT mail donation checks to the State Treasurer
 - Be mindful of donation deadlines, especially chapter designation donations
 - These donations **MUST be RECEIVED** by the CSC Executive Treasurer no later than January 31
 - PIP – Partner in Peace; PSA – Laureate Chapter Designation; STAR – Star Constellation Designation



Chapter Meeting

- Roll call – every active member's name, every meeting
 - Report: “Madam President, XX members responded to roll call”
 - *Don't forget your Non-Resident sisters – when they are in attendance.*
- Monthly Financial Report – at your first meeting of the month
 - Templates may be found on the P.E.O. International website, or printed from the P.E.O. Excel software program
- Presentation of bills
 - It's recommended that all bills be provided to the treasurer prior to the meeting so they can be presented together
 - Pay bills as soon as possible after the meeting & record in Treasurer's ledger

Item of Note: A receipt should be given for any cash received.

Item of Note:

Your Treasurer's Monthly Report will be an important part of your end of year Annual Report

If you use the P.E.O. Excel program, a report can be printed for the entire year, providing the information required on your IRS-LC.



TREASURER'S MONTHLY REPORT TO CHAPTER

Report for Month(s) of: _____, 20____

CHECKING ACCOUNT

A. CHECKBOOK BALANCE, BEGINNING OF MONTH _____

ADD RECEIPTS DURING MONTH:

1. Dues, fees, assessments (Local, State, International)
2. Gifts, bequests
3. Interest
4. Dividends
5. Total from goods sold
6. Ways and means
7. Refunds (Convention refunds, other)
8. Other receipts
9. Transfers from savings account

10. TOTAL RECEIPTS [Add lines 1 through 9] _____

B. TOTAL RECEIPTS AND BEGINNING CHECKBOOK BALANCE [Add lines A and 10] .. _____

SUBTRACT DISBURSEMENTS DURING MONTH:

11. Dues, fees, assessments paid to state or International treasurer plus reciprocity dues
12. Donations to International projects and P.E.O. Foundation
13. Donations to state projects
14. Convention expenses
15. Chapter operating expenses
16. Cost of goods sold
17. Other
18. Transfer to Savings Account

19. TOTAL DISBURSEMENTS [Add lines 11 through 18] _____

C. CHECKBOOK BALANCE, END OF MONTH [Subtract line 19 from line B] _____

SAVINGS ACCOUNT / MONEY MARKET

D. SAVINGS BALANCE, BEGINNING OF MONTH _____

1. Interest added by bank or money market fund +
2. Deposit(s) added +
3. Total beginning balance plus additions [Add lines D, 1, and 2] ... =
4. Subtract withdrawals -

E. SAVINGS BALANCE, END OF MONTH [Subtract line 4 from line 3] _____

F. OTHER ASSETS (CDs, bonds, stocks, mutual funds, etc.) _____

TOTAL ALL CHAPTER ASSETS, END OF MONTH [Add lines C, E, and F] _____

Treasurer

Chapter

Date

11/13



Goods Sold vs Ways & Means



- Goods Sold are any fundraiser where tangible items are being sold to individuals.
- EXCEPTIONS (thank you, IRS) are Auctions and Raffles – these are still Ways & Means.
- Examples of Goods Sold – garage sales, bake sales, sales of gift cards, craft fairs would be considered Goods Sold. If there is an expense associated with it, that's Cost of Goods Sold
- Ways & Means fundraisers do not involve the sale of items. Many of them are more experience based.
- Examples of Ways & Means – a brag basket at a meeting, luncheons, dances
- Donations (a check/cash) from chapter sisters: This has not changed – these are recorded as Donations/Gifts/Bequests. Think: “Love Gifts”

7/1/21

COLORADO STATE CHAPTER – Donation Form

(Please use this form for any Individual and Chapter Donations to CO State Projects)

To receive recognition on the gift list, chapter donations must be received by the Executive Treasurer by January 31st.

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)
INTERNATIONAL PROJECTS (Individual Donation Form for International Projects can be found at www.peointernational.org)

Chapter _____ City _____ Date _____

(To receive recognition, the chapter contribution must be received by the Executive Treasurer by January 31)

☐ Educational Loan Fund (ELF)

☐ ELF Chapter Designation for gift of \$500 or over \$ _____

☐ International Peace Scholarship (IPS) \$ _____

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

☐ Program for Continuing Education (PCE) \$ _____

☐ PCE Chapter Designation for gift of \$500 or over

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

☐ Laureate Chapter Designation for gift of \$500 or over

☐ STAR Scholarship (STAR) \$ _____

☐ Star Constellation Designation for gift of \$500 or over
P.E.O. Foundation
☐ Foundation Fund Name # _____ \$ _____

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

☐ Designated _____ \$ _____
 (Library, 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 to: Janelle Mendelson, Executive Treasurer: 2132 S Eldridge St. Lakewood, CO 80228

Signed _____ Chapter Treasurer or Individual Donor Signature

Email _____ Address _____ City, State, Zip _____

rev 8/2021

**Donation Forms:**

- ✓ Check the website for updated forms
- ✓ Note deadlines for sending donations
- ✓ Note where to send donations
- ✓ DO NOT send donations with Annual Report – Dues check
- ✓ There is a separate donation form available for individuals wishing to make tax deductible donations. Do not deposit these funds in your chapter account.

Colorado P.E.O. Charitable Corporation Donation Form for Chapters, Groups and IndividualsDonation is from a ☒ Chapter ☐ Group ☐ Individual

PLEASE PRINT LEGIBLY

Name (Treasurer's or Individual's): _____ Chapter Letters _____

Mailing address _____ City _____

State _____ Zip _____ Chapter City _____

Email _____ Phone _____ Date _____

Check the box(es) and indicate the amount for each.
If your gift is in honor of (IHO) or in memory of (IMO) someone, circle IHO or IMO and write in the name.

If you would like an acknowledgement sent to the honoree/family, please provide the name/mailling address for the honoree/family.

☐ Colorado P.E.O. Charitable Corporation \$ _____ IHO/IMO _____

☐ Chapter House \$ _____ IHO/IMO _____

☐ Share the Care \$ _____ IHO/IMO _____

☐ General Marguerite Fund \$ _____ IHO/IMO _____

☐ Shower Marguerite Fund \$ _____ IHO/IMO _____

☐ Endowment Fund \$ _____ IHO/IMO _____

Because Endowment Funds are restricted donations, the minimum amount CPCC can accept for the Endowment Fund is \$10,000. Amounts less than \$10,000 will be credited to the Share the Card Fund.

Total Enclosed \$ _____ Check Number: _____

Please make your check payable to COLORADO P.E.O. CHARITABLE CORPORATION

MAIL CHECK AND THIS COMPLETED FORM TO:

JANET KLINE
CPCC TREASURER
10575 DACRE PLACE
LONE TREE, CO 80124
Note: Mail International and Colorado State Educational philanthropy donations to the CO State Chapter Executive Treasurer with a Colorado State Form. Go to www.coloradopeo.org for the correct form and mailing address.

October 2021

Local Chapters & Tax Status:

The IRS categorizes every P.E.O. entity into two distinct categories:

- **Charitable (also known as 501(c)(3) entities)** These are the funds that actually carry out the charitable mission of P.E.O. Gifts made payable to these projects may be deducted by the donors as charitable contributions and are exempt from income & estate taxes.
 - ELF
 - IPS
 - PCE
 - PSA
 - STAR
 - P.E.O. Foundation
 - Cottey - & other Cottey entities

- **Tax Exempt/Nonprofit (also known as 501(c)(4) entities)** In 1950, the IRS granted P.E.O. a group exemption for all organized chapters. This means that chapters do not have to pay income tax on any earnings, because they have been organized to support the charitable funds of P.E.O. (above). Contributions to tax exempt/nonprofit organization are *not* considered charitable by the IRS. The following fall under this category...
 - International Chapter P.E.O. (Des Moines)
 - State and District Chapters
 - ALL local chapters
 - P.E.O. Reciprocities
 - P.E.O. Groups



Fundraising Notes:

Required Notice: In any fundraising event sponsored by a chapter or by a member, it is imperative that the following statement be provided on all event advertisements or communications and distributed to all donors:

"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."

Item of Note: These complete documents can be found on the Colorado P.E.O. website -> Local Chapter

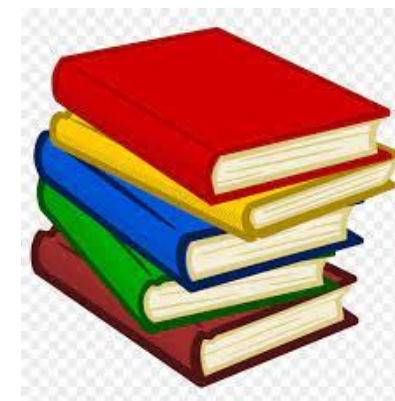


RETENTION RECORD

TYPE OF RECORD	RETENTION
Retain or destroy material in accordance with this record.	
Emblem Order form	Destroy after order checked and found correct
Monthly treasurer reports	Retained in recording secretary's files
Bank deposit slips, withdrawal slips, bank statements, check stubs or register	Six years
Canceled checks	Keep according to state or provincial law
Receipt Book duplicates	One year
→ Annual Report of Treasurer	Six years
→ Annual Summary of Treasurer, Form IRS-LC (U.S chapters only)	Six years
Savings passbooks	Six years following last entry
Roll Call Pages	Three years; includes the current year and the previous two.
Financial ledger spreadsheets	Six years following last entry
Chapter IRS identification number (U.S. chapters only)	Life of chapter

A bit more:

Find this and more in the IOLC.



From Start to Finish – Annual Reports

There are changes coming! Beginning with the Annual Reports 2023, the annual reports will be done electronically. Watch for more information later this year. These are a few items that are important – paper or electronically:

- ✓ YOU DO NOT NEED TO BE A CPA TO COMPLETE THESE ANNUAL REPORTS 😊
- ✓ Annual Reports are due March 10th.
- ✓ Your chapter dues check should be dated 2/28/2023 and should be the last check written for the year (even if the check isn't written until March)
- ✓ **Confirm** the number of active members with your chapter Corresponding Secretary. **Number of active members must match both the ARCS and Treasurer Reports.**
- ✓ Check your math – check your math – then check it again.
- ✓ All dues checks are sent to Diana Doyle, Administrative Assistant, Annual Reports
 - ❖ *(Do NOT send dues checks to the state Treasurer)*



Whew – Questions? All the W's & the H

- WHO? Who can help me with. . .
- WHAT? What do I do if. . .
- WHERE? Where do I find – send. . .
- WHEN? When do I. . .
- WHY? Why do I. . .
- HOW? How do I. . .

What questions do you have?
How can we help you?



And finally. . . .

Thank you for joining our Spring Officers Training. I hope you've learned a bit.
If you have any questions, please don't hesitate to contact me.

Patty Fry, IB
Treasurer, Colorado State Chapter 2021-2022
patty_peo@yahoo.com
(970) 390-8398

Reminder: State Officers will change right after Convention in June.
Treasurer will be:

Kathryn Pirie, JH
peo.kwirekat@gmail.com
(303) 250-2593



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