

# 2009 Calendar



## July

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Date	Description
1	Beginning of Delta Kappa Gamma fiscal year
1	Dues for fiscal year may be paid
1	Remind all chapter treasurers and treasurers of coordinating/area councils about the IRS filing by Nov. 15th. Remind them to send you a copy of the confirmation from the IRS.
2	Check files to make sure all necessary materials are on hand
4	International Headquarters Offices will be closed. U. S. Independence Day
10	Have books been submitted for review?
15	Chapter Treasurers deadline for completion of Form 15. Contact should be made with those whose reports have not arrived by deadline.
31	Balance financial records and reconcile bank statement(s)



## August

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Date	Description
1	You will probably want to send a directive to your chapter treasurers to offer you assistance (clearly informing them how to contact you) to explain specific guidelines for your state organization, to review deadlines and to prepare them for the Form 18 process.
7	Please read Guidelines for Chapter Treasurers carefully so that you will be able to answer questions.
18	Electronic Form 18: Please contact International Headquarters if you would like the Electronic Form 18 materials.
31	Balance financial records and reconcile bank statement(s)
31	Form 18 Packets: Should arrive from International Headquarters soon. Note: Much of the information has been placed in a special section on the international website ( <a href="http://www.deltakappagamm.net">www.deltakappagamm.net</a> ). To find this section go to the homepage top bar under resources and you will click on treasurers.



# September

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Date	Description
1	Form 16 Annual Report is due even if all supporting documents are not available, send in Form 16 as soon as possible. You may submit them electronically to the Business Services Administrator ( <a href="mailto:phyllish@deltakappagamma.org">phyllish@deltakappagamma.org</a> ).
7	Labor Day—International Headquarters will be closed.
5	You should begin to receive Form 18 reports from chapter treasurers. Process them immediately and send with the Form 20 attachment. It is especially important to send initiate cards and reinstatement cards to Headquarters immediately so that names can be added to the computer promptly. These cards need not accompany the Form 18. Remember you can send them electronically to the Membership Supervisor ( <a href="mailto:lindad@deltakappagamma.org">lindad@deltakappagamma.org</a> ) except if you are using the STEF 18 program.
12	Members initiated or reinstated after July 1 must pay dues and fees in addition to the initiation fee.
31	Balance financial records and reconcile bank statement(s)



# October

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Date	Description
1	Make sure the state IRS tax return has been completed by Nov. 15th.
12	Columbus Day—International Headquarters Offices will be closed
20	All dues must be paid by October 31. Be prepared for a deluge of Form 18 reports over the next weeks. Note: Send in Form 20's throughout the Form 18 "season" - do not wait until your state organization is complete.
31	All dues must be paid to chapter treasurers.
31	Balance financial records and reconcile bank statement(s)



# November

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Date	Description
10	Chapter Treasurers Deadline to get Form 18 and Form 18-A reports to you
13	Continue to forward Form 18 and Form 18-A reports promptly.
15	IRS Form 990 filing deadline
20	Send copies of IRS report or confirmation of electronic filing to the Business Services Administrator.
20	This is a busy time for you as you contact chapter treasures who have not responded to the November 10 deadline and as you process the many reports you have received. Please contact Headquarters with any questions/concerns.
26	Thanksgiving Day
25	The International Headquarters Office will be closed.
27	The International Headquarters Office will be closed.
28	Balance financial records and reconcile bank statement(s)



# December

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Date	Description
1	Deadline for Golden Gift applications and Special Stipend Applications
4	Continue to process and forward form 18 reports. International Headquarters closed two weeks for “Winter” Holiday. Dates vary from year to year.
31	Balance financial records and reconcile bank statement(s)



# January

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Date	Description
3	Notify chapters you have not heard from that you will be sending to Headquarters the Form 18-A reports dropping non paying members.
15	Form 18 Report Deadline
18	International Headquarters Offices will be closed
26	Prepare Form 18-A listing non-paying members.
31	Balance financial records and reconcile bank statement(s)



# February

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Date	Description
5	Begin work with your state organization finance committee to prepare the annual budget to be presented at the state organization convention.
15	International Headquarters Offices will be closed
26	Do you have the opportunity to present a chapter workshop at the state organization convention? Now is a good time to start planning.
28	Balance financial records and reconcile bank statement(s)



# March

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Date	Description
5	Continue to prepare for your state organization convention.
31	Balance financial records and reconcile bank statement(s)



# April

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Date	Description
8	Since many chapters hold initiations in the spring be prepared to receive Form 18 reports and initiate cards (note that members initiated between April 1 and July only pay the initiation fee) Please send initiate cards and reinstatement cards to Headquarters as soon as possible. Remember you can send them electronically to the Membership Supervisor ( <a href="mailto:lindad@deltakappagamma.org">lindad@deltakappagamma.org</a> ) except if you are using the STEF 18 program.
9	International Headquarters offices will be closed the afternoon.
19	Form 15 and 16 report packets are sent out during late April or early May. A copy of all documents sent to chapter treasurers will also be sent to you.
30	Balance financial records and reconcile bank statement(s)



# May

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Date	Description
1	If you have not received your Form 16 packet by the middle of May, contact International Headquarters.
14	Process initiates and reinstatement cards promptly. It is very important that the records for your state organization are up-to-date at International Headquarters.
31	International Headquarters offices will be closed
31	Balance financial records and reconcile bank statement(s)



# June

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Date	Description
1	All contributions (Form 43) must be received at International Headquarters by June 15 in order to be posted in current fiscal year's records.
4	All bills should be paid by the end of the fiscal year on June 30
7	Report to your state organization on receipts and disbursements for the year at the appropriate time.
11	July 1 is the cut off date at International Headquarters for processing membership information. You should mail all initiate, reinstatement and changes of address cards immediately.
18	Order Presidential bar pin with signed Award Concepts order form.
21	Clean out old materials and out-of-date documents. Check retention schedule for items that should be kept.
28	If you are not continuing as state organization treasurer, turn over complete files and materials to your successor .
28	Submit your books for audit
30	Balance financial records and reconcile bank statement(s)
30	Plan to file the state IRS tax return before Nov. 15th.