

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the page, framing a central white area. The shapes are composed of triangles and polygons, creating a modern, layered effect.

# Treasurer

Adapted from the HUB



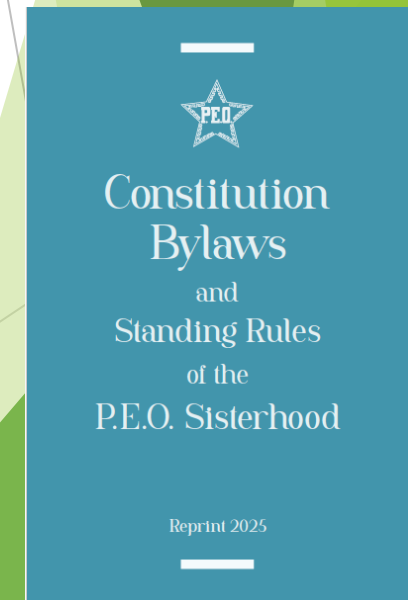
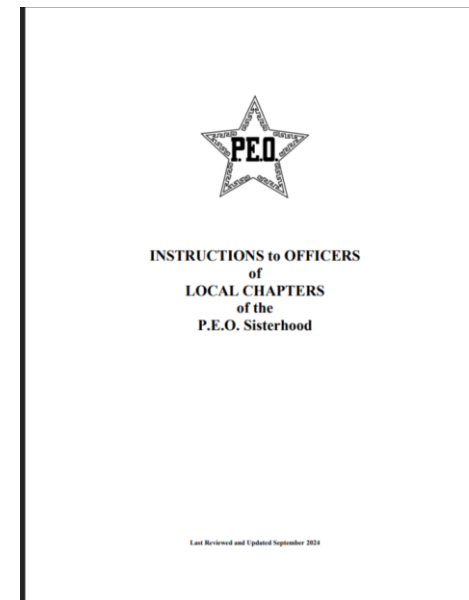
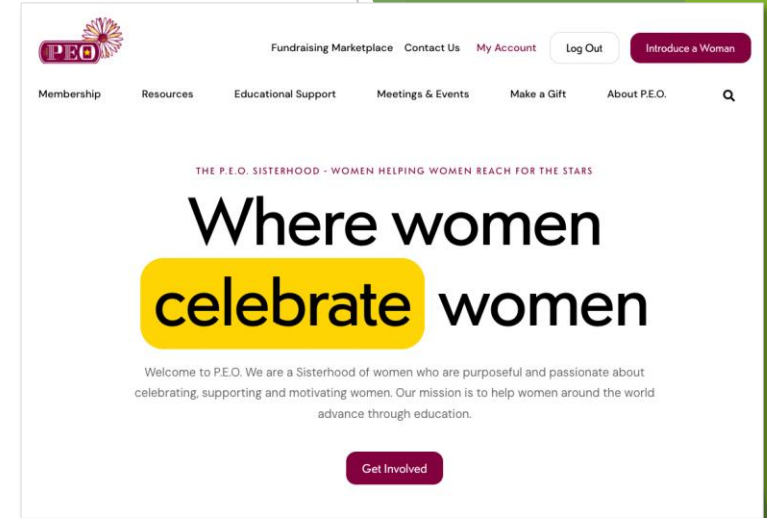
# Treasurer

- Officer whose duty it is to record and report the financial activity of the chapter.



# Resources

- ▶ P.E.O. Hub
- ▶ Instructions to Officers of Local Chapters (IOLC)
- ▶ P.E.O. Constitution
  - ▶ *Part III, Article V, Sec. 6*
- ▶ State/provincial/district (s/p/d) bylaws and standing rules





# Duties at Chapter Meeting

- Report of Treasurer
  - Roll Call
  - Monthly Financial Report (first meeting of month only)
  - Presentation of Bills



# Bank Account

- Add name as a signer on the chapter's bank account(s).
- For chapters in the U.S., you may need to provide proof you are an authorized signer.
  - Chapter minutes showing the election of officers may need to be provided.
- Email [bankassist@peodsm.org](mailto:bankassist@peodsm.org) or call the P.E.O. Executive Office at 515-255-3153 for assistance. ➤



# Monthly Bank Statements

- Reconcile these each month and file bank reconciliations for Audit Committee. ➤



# Local Chapter Treasurer's Financial Records and Roll Call Book

- ▶ Record all financial transactions of the chapter and keep your financial reports.
- ▶ The monthly report is:
  - ▶ Reported during the first regular meeting of the month
  - ▶ Dated the first day of the month
  - ▶ Filed with the recording secretary for inclusion in the minutes
- ▶ A Microsoft Excel file is available for purchase to assist in record keeping.\*

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*\*Requires Microsoft Excel installed on the computer*



## Local Chapter Treasurer's Financial Records and Roll Call Book

- Pay all bills approved by chapter vote, including budgeted items.
  - Bills can be paid by check or chapter debit card.
- Members should submit all bills to you prior to the meeting. ➤



## Chapter Contributions to P.E.O. Projects and Foundation

- Your s/p/d chapter provides the transmittal form to accompany the check.
- May write one check, payable to your s/p/d chapter.
- Mail to state treasurer or executive assistant.
- Follow instructions on form. ➤



# Individual Tax-Deductible Gifts

- ▶ Donate online.
- ▶ Checks must be made payable to the P.E.O. project or P.E.O. Foundation and mailed directly to the executive office or Cottey College.

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# Individual Tax-Deductible Gifts

- **Do not** deposit any checks from individuals wishing to make tax-deductible gifts.
- A local chapter does not qualify as a charity in accordance with IRS rules.
- All acknowledgements of gifts from an individual will be sent from the executive office.
- If an honorarium or memorial, be sure the donor includes names and addresses of anyone who should be notified.

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# Individual Tax-Deductible Gifts

- Local chapters are not allowed to give out tax receipts for donations.
- Local chapters are NOT charitable by government regulations; only direct donations to P.E.O. projects and the P.E.O. Foundation allow the donor a charitable deduction for U.S. income tax purposes. ➤



# Supplies

- Most are available at no cost online.
- Order supplies as needed from P.E.O. Supply Department.
  - Order online.
  - Download order form and mail.



# Initiation and Reinstatement Fees

- Initiation fee is \$35
- Reinstatement fee is \$50
- Deposit into chapter's bank account.
- For initiate, fee includes cost to purchase new emblem.
- Reinstatement fee includes cost to purchase replacement emblem if needed.

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# Initiation and Reinstatement Fees

- When annual reports are submitted, \$15 for **each** initiate and \$25 for **each** reinstated member will be forwarded to International Chapter. ➤



# Purchasing Emblems

- ▶ Treasurer orders and delivers emblems for initiates and others upon request.
- ▶ Two ways to order:
  - ▶ Online ordering
  - ▶ Download order form and mail
- ▶ Two clasp options:
  - ▶ Safety latch
  - ▶ Button-back clasp
    - ▶ *Cost is the same.*
    - ▶ *Determine which style member prefers before ordering.*



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# Purchasing Emblems

- ▶ Be certain the name listed for engraving matches the name the initiate wrote in the President's Book.
- ▶ Initiate's emblem only ordered after she is initiated
  - ▶ She will not receive her emblem or The P.E.O. Record until the corresponding secretary has reported the initiation.
  - ▶ At the meeting during which she is initiated, provide copy of or electronic access to the Constitution to the new member (*under Suggestions for the Good of the Chapter*).





# Debit/Credit Card Readers and Peer-to-Peer Mobile Applications

- ▶ Debit/credit card reader
  - ▶ Examples: Square, Roampay, Payanywhere
- ▶ And/or peer-to-peer mobile app service
  - ▶ Examples: Venmo, Zelle, Square Cash
- ▶ Accept payments for:
  - ▶ Dues, initiation and reinstatement fees
  - ▶ Fundraisers
  - ▶ Non-tax-deductible donations to chapters
- ▶ Must be linked to chapter's bank account ▶



# Dues

- ▶ Six weeks prior to March 1, notify all members that dues are payable.
- ▶ Continue to follow up.
- ▶ Do not simply mark a member as inactive because you have had no response. Make every effort to directly contact each member.
- ▶ Many times, members do not wish to go inactive and do not realize dues have lapsed.

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# Dues

- Possible for chapter to advance dues for a member
  - Further information available in the IOLC, Treasurer's section
- After receiving a dues payment, a membership card is issued.



# Annual Reports

- ▶ Annual reports are completed online.
- ▶ Make sure your email address on file with P.E.O. is correct - this is where your link to begin the process will be sent.
- ▶ Emails will go out March 1. ▶



# Annual Reports

- Three parts of the annual report:
  - Membership Roster
  - Local Chapter Dues
  - IRS-LC (U.S. chapters only)
- Be sure to view online training modules!
- Your president will receive a release from the state treasurer. ➤



# Audit Committee

- At their request, provide:
  - Ledger sheets
  - Reconciled bank statements
  - Copies of Treasurer's Monthly Report to Chapter
  - Annual report forms
- Audit Committee reports at a regular meeting in March or April. ➤

Questions???