



California State Finance Committee



FOCUS ON FINANCE

Spring, 2019



ELECTRONIC DUES PAYMENT

BEGINNING JULY 1st
DKG DUES payment now correlates
with the fiscal year
July 1st – June 30th

A treasurer's task of dues collection and payment has now been made easier!

STEP BY STEP instructions for paying dues electronically will be posted on the DKG website soon! Go to www.dkgca.org

June 30, 2019 – Dues collection deadline for chapters. Treasurers are to collect dues from members during April, May, and June for the new membership year 2019-2020.

July 1, 2019 – Treasurers begin paying dues to International and California state using separate checks for each respective entity.

\$\$ JUNE IS AUDIT TIME \$\$

A non-member or selected Chapter members may serve on the Audit Committee. They are the examiners of the Chapter accounts. They are expected to examine all financial records and certify the accuracy of the records. Chapter financial records **MUST** be audited each year. The Chapter Treasurer and the Chapter Finance Committee members **MAY NOT** participate in the audit process.



NEW CHECK WRITING INSTRUCTIONS!

Chi State, the Greek name, is being eliminated from state documents. All checks for dues, fees, donations, store purchases, etc., must now be written **DKG California**.

BEGINNING JULY 1, 2019
make checks payable to:
DKG California

Please share this with chapter members!
A MUST: two signatures on chapter checks!

IT'S TIME TO COMPLETE THE FORM 15

Who: **ALL** Chapter Treasurers
What: **Must** complete the Annual Financial Report of the Treasurer – **Form 15**
When: **Must** submit by **July 15, 2019**
Where: **Mail to:**
DKG Education Center
808 University Avenue
Sacramento, CA 95825
or email to:
chiedctr@sbcglobal.net

NEW Form 15 available on the DKG California website: www.dkgca.org

Questions?? Contact the DKG Finance Committee at dkgcafinance1@gmail.com