

Treasurer

CHAPTER OFFICER GUIDE

CONGRATULATIONS!

Welcome to PDK leadership.

Our Mission

To grow and connect
leaders in education

Our Vision

The experts in cultivating
great educators for
tomorrow and ensuring
high-quality education
for today

As a PDK chapter officer, you have the power to help shape the future of education. Working together, PDK members can solve education's most pressing challenges.

This guide is intended to aid you in leading a vibrant, influential PDK chapter that will further the PDK mission and bring our collective vision to fruition. The leadership you provide is crucial to the success of your chapter and the success of PDK — success that will ultimately assure that all students have equal access to a high-quality education.

We don't want to burden you with administrative duties and paperwork requirements. Rather, we want to support you in accomplishing activities that are directly related to the PDK mission, vision, and goals. We encourage you to select activities that your leadership team finds meaningful and within your capacity to accomplish. Smaller chapters may elect to choose only one or two activities to accomplish this year, while larger chapters may have the capacity to accomplish several. Whatever you choose, we are here to lend support to your efforts.

Please visit www.pdkintl.org for additional resources during your tenure as treasurer.

Thank you for your leadership.

PDK International Staff and Board

The Professional
Association in
Education

PDK
International

PDK—Growing and connecting leaders in education.

Treasurer

The treasurer is the steward of chapter funds. In addition to maintaining financial records, you will be a key part of the chapter's decision-making team by assessing and reporting the financial implications of proposed chapter activities and other actions. Monitoring the finances and anticipating and communicating possible issues are equally important.

Frequently Asked Questions

What is the primary source of income for the chapter?

The primary source of income is membership dues. However, chapters supplement dues income by engaging in fundraising activities.

How do I get member dues payments?

Your chapter's dues will be deposited into your chapter's bank account on a bimonthly basis. Dues will be withheld if:

- Your chapter has not provided a PDK chapter leadership report to the international office for the fiscal year.
- The current chapter president and/or treasurer is not in good standing with PDK.
- Your chapter owes money on PDK/ ProCrescent ProMotions (PDK online store) invoices that are 90 days past due.

What type of bank accounts does the chapter need?

Because all chapter expenses should be paid by check to streamline record keeping, the chapter needs to maintain a checking account. It is best to balance the checkbook monthly and to reconcile any differences. Strive to maintain an account balance large enough to operate for at least one year. All excess funds not needed to operate the chapter should be deposited in a savings account.

Should chapter funds be maintained at the same bank when a new treasurer takes office?

It is easier to maintain funds in one centrally-located bank. This prevents having

to transfer funds from one bank to another. Switching signatories on the account from the old treasurer to the new treasurer simply requires signing new cards at the bank. These cards should bear the signatures of the president and treasurer.

What are my responsibilities if my chapter becomes inactive?

If your chapter is moved to inactive status, you must return all chapter funds to the international office. The funds will be held until the chapter is reinstated, merges with another chapter, or merges into a state-level chapter.

How often should chapter financial records be reviewed?

Chapter financial records should be reviewed annually to make sure the books are in good order. This audit should coincide with the end of the association's fiscal year, which is June 30. The books can be reviewed by a committee that does not include chapter officers or by an independent auditor if there is a substantial treasury. A sample chapter audit form is available at www.pdkintl.org.

How often do I prepare for an accounting report for the chapter?

An accounting report should be presented at every leadership team meeting. Additionally, you might want to prepare a brief report to include in the chapter newsletter.

Does the chapter have tax exempt status?

Possibly. To verify this contact member services at memberservices@pdkintl.org or call 800-766-1156. If the chapter wants state tax exempt status, then an application is required and the process varies by state.

Does our chapter have an Employer Identification Number (EIN)?

All chapters of non-profit organizations are required to have an EIN. The EIN is on file at the international office and available upon request.

Does the chapter have insurance coverage for events?

Yes, you may get a certificate of insurance by contacting the international office at 800-766-1156. When you call, be prepared to provide the event's location, date, time, and description. Please submit your request to the international office at least 30 days prior to the event.

How does PDK keep chapter leaders connected to the latest information?

You will receive the monthly *Leadership Link* e-newsletter. Additionally, you can find more important resources at www.pdkintl.org under "Chapters" in the main menu.

If I have questions, to whom do I turn for assistance?

Leaders at all levels and staff at the international office are always willing to provide assistance. You may call 800-766-1156 or email memberservices@pdkintl.org with any questions. If chapter officer contact information would be helpful to you, log in to www.pdkintl.org to access "Live Member Data."