



## DUTIES

### Outlined in the Constitution

- To receive and collect all dues and assessments.
- To receive initiation fee from corresponding secretary.
- To give receipt for cash received or upon request.
- To order and deliver emblems for initiates and for others upon request.
- To order all supplies.
- To pay all bills ordered by the chapter.
- To report to the chapter at the first regular meeting each month an itemized account of all money received and disbursed, using the official form.
- To keep a correct list of members of the chapter and a record of attendance at each chapter meeting.
- To give, email or snail mail notice of dues six weeks prior to March first to all active members and to members whose transfer to other chapters have not been accepted; to give, email, snail mail a second notice if necessary.
- To forward annual dues of the chapter and to report as required on the official forms to the properly elected or appointed s/p/d (or International) chapter officers.
- To retain all books and supplies until released by the properly elected or appointed s/p/d (or International) chapter officers or appointee.
- To deliver to your successor all papers and supplies of the office.

## CHANGES THAT HAVE BEARING ON YOUR OFFICE

- The annual reporting is now electronic, and no packet is mailed.
- The annual report is comprised of the Membership Roster, Dues Form, and IRS-LC
- A [training video and reference guide](#) are available at **Resources > Resource Library > Select Local Chapter Officers from the Audience Type Search box > Annual Reports**
  - Step 1: Treasurer completes the Membership Roster and Dues Form
  - Step 2: Corresponding Secretary does a Membership Review
  - Step 3: President Reviews and Approves the forms (to include the IRS-LC which the Treasurer has also prepared)
- A best practice is to reach out to the next officer in the process to notify her when you have completed your step, so they know to check their email. A group text message is one way to do this. Getting the officers responsible for the annual reports together in person at one location could also be helpful. Keep in mind that even if using one device for multiple officers, the officer who has completed her step must sign-out before the next officer can log-in to complete her step.

## RESOURCES

All resources are by Member Login on the International website, [peointernational.org](http://peointernational.org)

**GENERAL** – Reference the ALL-OFFICERS GENERAL INFORMATION Handout

**OFFICE-SPECIFIC – Resource > Resource Library > SCROLL DOWN BELOW PICTURE > Instructions to Officers of Local Chapters (IOLC) > Treasurer**

### **IOLC Treasurer Section**

**JAN 2024**

It is helpful to print this section and keep it with the Treasurer's materials, however, be aware that the IOLC is updated; so, check the website at least annually to ensure you have the latest information. This section is only 8 pages long and provides instructions on **Record Retention and other duties** associated with your office.

### **Treasurer: Money Matters**

**SEP 2022**

This is a 15-minute training video to help you with your duties as treasurer. Type into the Search Bar.

### **Instructions for Treasurer's Record Book**

**MAR 2015**

This should be in the front of your treasurer's book and provides detailed guidance on maintaining the financial records - checkbook register and spreadsheet, reconciliation with the bank statement, the monthly report, annual closing and auditing of the books.

### **Optional Use - Local Chapter Accounting Program Software**

**FEB 2023**

*To purchase (\$25) or request more information about the LC Accounting Program, please send an email to [LCaccounting@peodsm.org](mailto:LCaccounting@peodsm.org) (link sends e-mail). PC and MAC versions available. Must have Excel 2003 or newer to use this program (not compatible with Excel 2008 for MAC).*

**Note:** While there is no formal training, International supports the users of the program free of charge.

**See END OF THE YEAR AND ANNUAL REPORTING below for resources and information specific to this activity.**

## **GUIDELINES FOR THE REGULAR MEETING**

**Preparation:** If it's the first meeting of the month, prepare a Monthly Report of the Treasurer. Consult with the president about any particular reporting she or a committee may request (e.g. status of Way & Means receipts, donations made, etc.). If there are any initiations coming up, be sure that the chapter has the new member gifts, new member cards and constitutions that will be presented; otherwise, order what is needed.

## **CALL THE ROLL**

**Reference:** Resource > Resource Library > IOLC > Treasurer Section scroll to page 7 for the Roll Call procedures.

Call the roll at each meeting; include those members who have indicated their presence via video/phone. If members or guests arrive after you have called the roll, remember to update your roll call.

Additional Roll Call sheets are available online or can be ordered from the Supply Dept.

## **GIVE THE MONTHLY FINANCIAL REPORT**

At the first regular meeting of each month, report to the chapter using the **Treasurer's Monthly Report to Chapter Form**. The report is dated the first of the month. A consolidated report that includes more than one month may be given at the first regular meeting following a break in meeting; for example, June-August if you didn't meet in the summer.

You should have 3 copies of the report. One for your own records, one that is “filed for the auditing committee” (given to the recording secretary) and one for the president’s use.

If the chapter is going to be balloting later in the meeting, you will want to be asked to report the number that will be entitled to vote, so you will want to have that number readily available – be sure that you update it if anyone has arrived or left.

## **BILLS TO BE PRESENTED**

**Present all bills** for approval. Ask chapter sisters to provide you with bills in advance of the meeting when possible. You may move that the bills be accepted. If you have multiple bills, you make one motion for all of the bills, unless you would prefer them to be discussed and voted on separately.

**All disbursements of a local chapter are approved by chapter vote** prior to payment.

**A budgeted item requires approval** by chapter vote before a check may be written.

## **OTHER MEETING-RELATED ACTIVITIES**

### **Initiation**

Once a member has been initiated, she should receive a **Membership Card** and her emblem is ordered after the Corresponding Secretary has reported the new initiate.

### **Under Correspondence - Reinstatement or Acceptance of an Invitation to Membership**

As part of correspondence, the secretary may read a **reinstatement** or **acceptance of an invitation to membership**. Both membership activities require a check to be paid to the chapter that the corresponding secretary will give you. The member receives a **Membership Card** from you.

### **Balloting**

Be prepared to respond to the president when she asks for the number entitled to vote.

## **MANAGING THE FINANCES OF THE CHAPTER**

### **Banking and Bank Accounts**

First, you need to be on the bank account / accounts. **Local chapters are nonprofit unincorporated associations.** With your annual report packet there are several documents that may be helpful if you are having difficulty changing authorized signers or opening a new bank account. Keep this information in your Treasurer files if you should need it. The bank may request a copy of the chapter’s minutes when they change officers – this is a normal request and is allowed. (Black out any items in the minutes that shouldn’t be shared.) If you have trouble getting into the Bank Account or have other difficulties, call the P.E.O. Executive Office.

### **Debit/Credit Card**

Local chapters are allowed to get a credit card reader – like Square, Roampay, Payanywhere and mobile app services (Venmo, Zelle, Square Cash, etc.) to accept payments for

- Dues, initiation, and reinstatement fees
- Fundraisers
- Non-tax-deductible donations to chapter

Use of a debit/credit card reader and/or P2P service must be approved by chapter vote.

### **Budget and Finance**

**The chapter treasurer/budget & finance committee prepares and presents a yearly projected budget to the chapter for its approval.** This should be done in March/April timeframe. Examples of budget formats may be obtained from the Maryland State Treasurer or Organizer.

### **Monthly Receipting and Disbursing Chapter Funds**

It is important to reflect the receipt and disbursement of funds in bank account Checkbook and the Checkbook Register and the Ledger/Spreadsheet. <sup>(OBJ)</sup>

The Instructions Local Chapter Treasurer's Book explains how entries should be made. This, in conjunction with the Sample Ledger page in your book, will provide what you need to accurately account for your finances. **The Ledger/Spreadsheet is the foundation for your monthly reporting and for your IRS report at the end of the year.**

- **Accounting for Fundraising:**

**Ways and Means** (Receipt) – When a local chapter holds any type of fundraising activity where there is no cost to purchase or construct the items to be sold. Some common examples are garage sale proceeds or proceeds from the sale of other donated items, funds received at meetings through the brag basket, fundraising luncheons.

**Goods Sold** (Receipt)- When a local chapter sells goods as a fundraiser and there is a cost associated with either the purchase of the items to be sold or the materials to construct the items to be sold. The following are some common examples: plant or nut sales; jewelry or apron sales, where the product was made by the chapter or another individual, but the chapter purchased the materials used to make the item; Scrip programs, where the chapter purchases gift cards from retailers at a discount and sells them to members or others at face value.

**Cost of Goods Sold** (Disbursement) - The costs associated with purchasing or construction for the Good Sold.

- **Accounting for Donations:**

**Gifts** (Receipt) – Money given to the chapter perhaps in honor or memory of a member; excess amount of a sister's dues for the chapter's use.

**Donations to Int'l Projects** (Disbursement) – Donations given to Cottey, ELF, IPS, PCE, PSA, STAR and to the P.E.O. Foundation (undesignated).

**Donations to State Projects** (Disbursement) – Donations given to State funds (Discover Cottey, Seaboard Suite) or State funds in the P.E.O. Foundation (includes Dorothy Welsh Hamilton Fund and numerous others set up by Maryland chapters.)

Local chapters will notify the director of finance/treasurer of International Chapter of any **funds held for local scholarships, grants and/or educational loans** in order to protect the tax-exempt status of the P.E.O. Sisterhood.

### Monthly Reconciling Bank Account(s)

Reconcile your accounts monthly, making sure you're crediting any interest, etc. Make sure your statement agrees with your checkbook and that your checkbook agrees with your Ledger checkbook register balances. Keep the bank statements for the Auditing Committee.

### Donations

**ALL Chapter Donations** (that is, donations written from your chapter checking account) **are made payable to the Maryland State Chapter**. You use the **Chapter Treasurer's Remittance Form To State Chapter (March 2022)** (*peomaryland.org Chapter Resources > Forms*) to identify where the funds from that check should be directed and also whether any of those funds should be made in memory or honor of someone and who should be notified of that donation (spouse of deceased sister, the sister who is being honored).

Chapters can make donations all year round, however **if your chapter is participating in a lump sum recognition program (\$=>500), the donation MUST be received by January 31<sup>st</sup>** in order to receive that recognition in the current P.E.O. year. Additionally, it is very helpful to the Maryland State Chapter Treasurer if she does not have to process a volume of donations in the February/March timeframe because of annual reporting and convention materials deadlines.

If individuals want to make contributions to a P.E.O. project and they do not care about a tax deduction, they can make a check payable to the chapter that you receipt as a gift and incorporate into your chapter donations.

***REMEMBER that because your chapter is NOT charitable by government regulations, only donations made directly to P.E.O. projects and P.E.O. Foundation allow the donor a charitable deduction for US income tax purposes.***

**Individuals can make tax-deductible contributions** directly to a project, Cottey College or to the P.E.O. Foundation (undesignated or a designated fund). The easiest way to make these donations is through the **Make a Gift** option on the International website. The contributor can either 1) download a form for **Mailing and Individual/Personal Donation** or 2) **Donate online**. The contributor can designate that they would like the donation to be associated with a specific local chapter. The Maryland State Chapter Treasurer, receives a report from International each month and from Cottey on a quarterly basis, detailing Individual Direct Donations that have been made. We report this to Maryland as part of our convention material.

### Ordering Supplies and Emblems

Supplies and Emblems can be ordered either online or through the mail.

- **Online Ordering** - Link is at the top of the members page on the International website for ordering supplies and emblems. Online Ordering requires logging in with your Member ID and password. (The bottom of the members homepage has a Member ID Lookup.)
- **Emblem Order Form with Instructions** and **Local Chapter Supply Order Forms** – Available in Resource Library > Topic - Emblems.

Remember that even though some of these items may be budgeted, they still require a vote of the chapter to allow the expense / reimbursement.

**When ordering emblems be sure to review the instructions.** A new initiate must be reported through the Member Update before her pin will be ordered and the name must agree with what was officially reported. There is also a style option (clasp or pin) for the member to choose.

### Dues

**At least six weeks prior to March 1**, notify all members that **dues are payable**, including non-resident members and members whose transfers have not been accepted. There is a **Dues Notice** in the Resource Library. Follow up with second notices and phone calls, if necessary. Coordinate with the president and share names of members whose dues are not paid prior to February 1. This enables the chapter to make a determination about potential assistance for the members or for the chapter to *advance* the dues.

**Any sister for whom dues are not paid by the last day of February will be reported as inactive** when you do your annual reporting. Note: This is now reported by the *Treasurer*.

## END OF THE YEAR AND ANNUAL REPORTING

### Make Final Transaction Entries for the Fiscal Year

As you approach the end of your fiscal year, be sure that you have **deposited all the money in the bank** that is income for the reporting year, reimbursed any expenses for the fiscal year and made the appropriate entries in the Ledger. **Write any checks for disbursements that have been approved** so that the **dues/fees/assessments check** will be the last check written in the fiscal year.

The **dues/fees/assessments check must be the last check for the year and must be dated February 28/29** (payable to Maryland State Chapter) even though you will not be sending the check until March. It is recommended not to write the check until after the Local Chapter Dues form has been generated by the **online annual reporting which cannot begin until you receive login instructions on March 1<sup>st</sup>**.

Helpful resources for looking ahead for annual reporting are in:

Resources > Resource Library > Audience Type (drop-down select) Local Chapter Treasurer > Annual Reports >

P.E.O. Electronic Report Training - Video and  
Local Chapter Annual Report Reference Guide - pdf file  
IRS-LC Worksheet

FEB 2024  
FEB 2024  
NOV 2024

It will be very useful to download and print the reference guide which has helpful tips for coordinating with the president and corresponding secretary in completing the annual reporting and the IRS worksheet which also contains guidance in completing that form.

### Closing the Books

The annual closing should occur on March 1<sup>st</sup>. Follow the example on the **Sample Checkbook Register** for making your end of the year notations.

### Auditing of the Books

This should be completed as early in March as possible. The Audit Committee will be called upon to present their report in March/April by the president. The Audit Committee should have **Auditing Committee Instructions**

(Chapter Resources > Search – Audit; Audience Type Treasurer > Instructions to the Audit Committee) and be provided the following documents from you for review:

- Monthly financial reports (which have been filed for the committee with the recording secretary)
- Monthly bank statements
- Bank Account Check Book(s)
- Ledger sheets
- Form IRS-LC – if already completed.

Note: If the IRS-LC has already been sent to the state/district chapter for verification and an error is found, the error should be communicated to the state/district chapter and International Chapter immediately.

### Release

Lastly, if you are transitioning out of the Treasurer office, remember that you retain your books and supplies until you get the release from Maryland State Chapter so in case there are questions and things that need to be addressed, she's working with the person who did the finances for the year.

Your chapter will be released after all forms are approved and the dues check has been received.

**Read the Annual Report to the chapter with the next monthly report.** One copy is filed by the president; the other copy is retained in the treasurer files for 6 years.

## CEREMONY OF INITIATION

**In preparing for the Ceremony of Initiation, the Guard sets the mood for the ceremony.**

- To set the appropriate mood, **study the Guard's Instructions for the Ceremony of Initiation** which is in the Guard's supplies and is printed in full in the IOLC Guard section.
- **Physically practice** and become comfortable with all the materials and sequencing.

The **Ceremony of Initiation** can be performed **in person** or **virtually** and **up to 3 women** can be initiated in one ceremony. Chapters should make use of the materials that have been developed to ensure they are able to conduct their ceremony smoothly and with comfort in this most special experience of P.E.O. sisterhood.

**Resources > Resource Library > select Topic *Ceremony of Initiation***

The **Ceremony of Initiation Period of Instruction** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing an **in-person initiation**. (Note: it was developed prior to the virtual option being allowed.) It incorporates several of the options within the ceremony that are now available.

A [Period of Instruction on the Ceremony of Initiation document](#). A link to this document is below the Period of Instructions video. It is very helpful to have on hand for practicing the ceremony and a great resource for all the guard's "choreography" in the ceremony.

The **Virtual Ceremony of Initiation** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing for a **virtual initiation**. The virtual ceremony has technical guidelines that must be followed and should be understood by any chapter wishing to make use of this option.

**The Prompter** at a practice and for the ceremony is key. The **Prompter's Booklet** in the President's Book provides **instructions for the ceremony for in-person, virtual and initiating up to 3 women in one ceremony.**

- At the chapter's discretion, **the Ceremony of Initiation may be memorized or read** from the P.E.O. Ceremony of Initiation booklets as provide by International Chapter.
- **Dress for officers** is either all in white top, black slacks/skirt, black shoes or all in white to include shoes.
- **If one officer holds the booklet, all must hold the booklets.** The only **exception is the president** who may be without a booklet if she has memorized her part. No booklets are necessary if all have memorized their parts.
- When revealing the ribbons, **the vice president** places her booklet (if used) on the table and **is the only one touching the emblem.** (Not applicable in a virtual format.)

***Practice alone, practice together, practice using all materials and simulating as much as possible what will occur on this special day.***