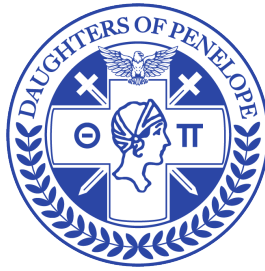


Daughters of Penelope



Chapter and District Treasurer's Handbook

Congratulations!

You have been elected to the position of Chapter/District Treasurer. This position carries the responsibility of safeguarding the funds of the District or Chapter placed in your care. If you keep in mind to handle the finances with the same care and concern as you handle your own finances, you will be right on track. This handbook is provided to assist you in becoming familiar with your responsibilities and help guide and support you as the elected treasurer.

Important Points and Suggestions

- As Chapter or District Treasurer, much is requested of you, and many people count on your consistent efforts. Your work affects all the members and/or chapters and should not be underestimated.
- You are the authorized signing officer and as a result you are accountable for all transactions processed through your accounts. Always co-signed by the President and/or District Governor, which ever applies. Special circumstances apply for District Treasurer please refer to DOP Constitution Article XIX Section 4b.
- As the treasurer you must be prepared to report on the financial transactions that have occurred for Chapter and/or District meetings.
- Keep in mind that the purpose of precise financial reports is to make sure that all decisions made can be considered using accurate and current financial records.
- Remember you will need to present the treasurer's report orally at each meeting. Keep this oral report brief and concise.
- If at any time you have any questions or concerns assistance is always available. Please feel to contact the Grand Treasurer or the Executive Director at Headquarters.
- Refer to the Guide to DOP Headquarters for the: [Tax Status Chart](#) and [Tax Status, EIN & E- Postcard Questions and Answers](#).

The job descriptions for both the District and Chapter Treasurer are found in the Daughters of Penelope Constitution and By-Laws.

Please review:

Chapter Treasurer – Article XI, Section 6

District Treasurer - Article XIX, Section 4 and Section 9

Chapter Treasurer's Duties & Responsibilities:

- Complete and submit signature cards and authorization forms to the bank promptly.
- Receive dues from secretary. Issue a receipt. Keep a record of who has paid and the year of payment.
- Receive and receipt all additional money associated with the chapter.
- Count all money received. (It is a good practice to have another officer double count the money received.) Make certain money collected is recorded and receipts balance.
- Promptly make bank deposits in the name of the DOP in bank designated by the chapter.

- Disburse funds according to approved budget guidelines in a timely manner.
- Sign all checks. Countersignatures are always required.
 - Chapter checks are countersigned by chapter president.
- Bills presented to the treasurer must be approved by the chapter membership for payment. A system of authorization for the payment of bills should be instituted and followed. Receipts for expenses should be signed by person incurring the expense.
- Maintain current and accurate records of all financial accounts held by the chapter.
 - Reconcile checkbook balance and bank statement immediately after receiving monthly bank statement.
 - If a check has not been cashed after 45 days find out why.
 - When sending per capita payment and National Obligation checks to DOP HQs it is suggested that you send it with postal tracking to ensure it was received.
 - Monies that are received for Per Capita should be sent as they are received. Do not wait until the end of the year to send.
 - Post income and expenses in a timely manner to avoid last-minute work.
 - Keep a file with copies of bank statements and cancelled checks.
 - Keep an adequate supply of checks and deposit slips.
- Present a financial statement report at each business meeting of the chapter. This report should contain:
 - Money received and sources
 - Money disbursed and purpose
 - Checkbook balance as per the bank. Other account balances.
 - Reconcile checkbook to the bank statement; they should always balance.
 - Report current and correct balances for all accounts.
- Present a semi-annual report in June and December and other times at the request of the chapter president.
- Adhere to all deadlines established by district and national for payment of obligations.
- Maintain a copy of the Chapter/District IRS Status Letter in your treasury books. If you need a copy of the letter, contact DOP Headquarters. Tax filing done by headquarters every year if your Chapter/Districts income is less than \$50,000.

District Treasurer's Duties & Responsibilities

- Receive all monies belonging to the District
- Deposits monies in a timely fashion and keeps acute records
- Reconcile checkbook balance and bank statement immediately after receiving monthly bank statement.
- Prepare a Treasurers report for the District Lodge Meetings
- Provide an acknowledgement of receiving funds by providing a receipt or by notice of email
- Sign all checks, which shall be countersigned by the District Governor or the District Lt. Governor or see below.
- DOP Constitution Article XIX (Duties and Powers of the District Lodge), Section 4b The countersignature requirement shall be waived only if all District Lodge Officers unanimously approve a motion for the disbursement of District funds, allowing a check to be executed with the signature of a single authorized officer. The written unanimous motion must be duly documented and attached to the transaction records and meeting minutes
- Perform other duties as may be assigned to her by the District Governor
- Maintain a copy of the District IRS Status Letter in your treasury books. If you need a copy of the letter, contact DOP Global Headquarters. Tax filing done by headquarters every year if your Districts income is less than \$50,000.

It is good practice to have all bills paid, including the District Lodge officers per diem for the District Convention and their convention registration and/or stipends (if the bylaws provide for same), before the weekend of the Convention. In doing so, the Treasurer can properly close her books and provide a clean starting point for the incoming District Lodge.

Provide the Auditing Committee all the books of records including all bank statements, cancelled checks and bank deposits. The Committee will reconcile the bank statement for the entire year. Then the Committee should verify the Financial Statements as to Income and Expenses.

Each District has different standards of practice for auditing the District Lodge Books and preparing a District Budget-Do what is best for your District

- Past District Governors Auditing Committee
- Convention Audit Committee
- District Governor, District Lt. Governor and Treasurer prepare the Budget for the Budget and Finance Committee
- Budget and Finance Committee prepare the Budget

The following budget example is for the district. It can be modified to your specific needs for either the District or chapter levels.

DOP Name of DISTRICT or CHAPTER # - OPERATING ACCOUNT

	Prior Year APPROVED 2023-2024	Current Year ACTUAL 2023-2024	Next Year PROPOSED 2024-2025
INCOME - Suggestions: Add or delete as needed			
District Assessment #of chapters @ \$	\$ -	\$ -	\$ -
District Project (Fundraiser)	\$ -	\$ -	\$ -
Pro Rata Share	\$ -	\$ -	\$ -
MOA District Assessment #of chapters x @	\$ -	\$ -	\$ -
Gifts to DG	\$ -	\$ -	\$ -
1/2 Shares of District Convention	\$ -	\$ -	\$ -
District Workshop	\$ -	\$ -	\$ -
Emergency Relief Fund	\$ -	\$ -	\$ -
Bank Interest	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

DISBURSEMENTS - Suggestions: Add or delete

DG Visitation/DG Seminar DC Allotment	\$ -	\$ -	\$ -
Lt.G to DC Seminar	\$ -	\$ -	\$ -
DG National Convention Registration.	\$ -	\$ -	\$ -
District Secretary Expenses	\$ -	\$ -	\$ -
Technological Fund (website, zoom)	\$ -	\$ -	\$ -
District Lodge Registration (District Convention)	\$ -	\$ -	\$ -
PDG Pin	\$ -	\$ -	\$ -
Penelope of the Year Pin	\$ -	\$ -	\$ -
Grand Lodge Gift (When a visitation occurs)	\$ -	\$ -	\$ -
District Project Expenses (Fund Raiser)	\$ -	\$ -	\$ -
District Project Charity Donation	\$ -	\$ -	\$ -
District Trophies	\$ -	\$ -	\$ -
Bank Charges	\$ -	\$ -	\$ -
Miscellaneous (Pins Shipping, etc.)	\$ -	\$ -	\$ -
Certificates	\$ -	\$ -	\$ -
Salute to Women (Ad book) every other year	\$ -	\$ -	\$ -
National/District Ad Book	\$ -	\$ -	\$ -
MOA	\$ -	\$ -	\$ -
District Workshop	\$ -	\$ -	\$ -
Emergency Relief Fund	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

Beginning Bank Balance as of	\$ -
Total Deposits	\$ -
Total Disbursements	
Ending Projected Balance after final expenses	\$ -
Reconciliation to bank statement	
Checks not cleared	
Ending Bank Statement Balance as of	\$ -

Sample Report

Daughters of Penelope Penelope #921 Treasurer Report	
Checking Account	
Balance as of February 20, 2024	\$2,221.83
Income:	
Valentine Raffle	\$230.00
Gift Auction Ticket Income	\$500.00
Per Capita- A. Smith, K. Pappas and B. Conte	\$120.00
Total Income	\$850.00
Disbursements:	
#1106-Foodbank	\$100.00
#1107-St. Sophia Greek Orthodox Church Easter Card Donation	\$100.00
#1108-2023-2024 National Obligations	\$300.00
#1109-2023-2024 District Obligations	\$200.00
#1110-Daughters of Penelope Per Capita	\$120.00
Total Disbursements	\$820.00
Balance as of Feb-20-2024	\$2,221.83
Income	\$850.00
Disbursements	-\$820.00
Balance as of March-26-2024	\$2,251.83
Savings Account:	
Scholarship CD:	\$2,977.69
	\$3,517.51