



# FOCUS ON FINANCE

Summer, 2017

## \$\$ TIME FOR DUES and FEES \$\$

Dues deadline is **October 31, 2017**

	<u>Active</u>	<u>Reserve</u>	<u>*Honorary</u>	<u>Initiate</u>
International	\$40	\$20	0	\$2.50
CA State	\$24	\$10	0	\$2.50
Scholarship	\$ 1	\$ 1	0	0
CA State Publications	\$ 2	\$ 2	Chapter Pays \$ 2	0
<b>TOTAL</b>	<b>\$67</b>	<b>\$33</b>	<b>0</b>	<b>\$5.00</b>

The dues total for each Chapter member is sent to the DKG Education Center on FORM 18. **DO NOT send dues to International Headquarters. Our DKG Office Manager sends International their portion of dues.**

\*Honorary Dues – Chapter pays a one-time fee of **\$49.50** at time of initiation.

## DKG California State Insurance Service Charge

Download the liability insurance form from the state website at: [dkgcalifornia.org](http://dkgcalifornia.org)

Submit **\$1.00 per member** including active, reserve and honorary. Write a **separate** check when making the insurance payment. **Make check payable to: DKG Chi State.**

**Do not include insurance amount on the same check with the dues amount.**

On the check memo line write: Chapter name, Area, and purpose (*Insurance*).

Mail to: DKG California Education Center  
808 University Avenue  
Sacramento, CA 95825



## REMINDER about the **RAFFLE REPORT**

Did your Chapter/Area hold a raffle(s) during **2016/2017**? Did your Chapter/Area apply to have a raffle but decided not to hold the raffle? In either case, the Chapter/Area **MUST** file a raffle report for each raffle applied for. A copy of the Raffle Report Form (CT-NRP-2) can be found at:  
[www.oag.ca.gov/charites/raffles](http://www.oag.ca.gov/charites/raffles)

### **Remember.....**

Make **ALL** checks payable to **DKG Chi State**

**EIN/ FEIN** –Employee identification number issued by the IRS (Found in upper left corner of Form 18)

**Chapter or Area Organization Number – ID number** issued by the CA Franchise Tax Board (FTR) used to file the FTB 199N e-postcard

## **Instructions**

**for filing the  
IRS 990N e-Postcard  
and FTB 199N e-Postcard**

**ALL treasurers MUST file both e-postcards each year between July 1 – November 15.**

**Do not wait until the last minute to file!**

Instructions for filing the **IRS 990N** e-Postcard and the **FTB 199N** e-postcard are available on the DKG California website at [dkgcalifornia.org](http://dkgcalifornia.org). Click on *State Committees*. Click on *Finance photo*. Go to *Treasurers Forms and More*. Scroll down and click on **IRS 990N** or **FTB 199N**

## QUESTIONS???

Email: Finance Committee  
[dkgcafinance1@gmail.com](mailto:dkgcafinance1@gmail.com)