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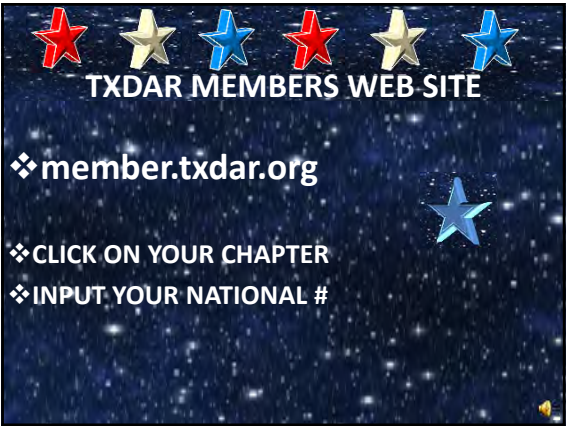
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## TREASURER JOB DESCRIPTION

- Receive all funds of the chapter and deposit them in a bank or banks, as may be designated by the chapter.
- Disburse funds as directed by the chapter or by the executive board.
- Remit national dues to the office of the organizing secretary general and state dues to the state treasurer by the 15th of November to be received in said offices by the 1st of December.
- Chair the financial committee.

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- Prepare the accounts for auditing before the last meeting of your chapter's fiscal year. File an audit report with the State Assistant Treasurer.
- File the appropriate 990 on-line with the IRS yearly after the end of each fiscal year. Send a copy to the State Assistant Treasurer .
- Complete the Financial Statement and file with the State Assistant Treasurer.
- Complete a chapter budget. This budget serves as a guideline for the finances of the chapter.
- At each chapter meeting the chapter treasurer prepares a written report of the status of the chapter's finances and transactions. She gives a copy of this report to the regent, recording secretary and provides a brief summary for the members of the balance on hand or beginning balance with receipts and disbursements and ending balance.

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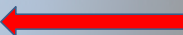
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## TREASURER FORMS



- [Home](#)
- [People](#)
- [Committees](#)
- [Juniors](#)
- [Resources](#) Across top of page
- [Events](#)



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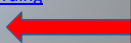

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### Forms and Publications

- State Information Packet (SIP)
- [2020 TXDAR State Information Packet \(SIP\)](#)
- 2021 State Conference
- [2021 State Conference Informational Flyer](#)
- [First Timers Guide to State Conference](#) (print a booklet)
- [First Timers Guide to State Conference](#) (readable file)
- 
- STATE CHAPLAIN – FORMS
- [State Chaplain Forms](#)
- STATE RECORDING SECRETARY – FORMS
- [2020-TXDAR Style Sheet](#)
- [2020-Tips for Chapter Regent and Chapter Recording Secretary](#)
- **STATE TREASURER – PACKET AND FORMS**



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### STATE TREASURER'S PACKET

- ❖ GENERAL INSTRUCTIONS
- ❖ CALENDAR/CHECK LIST
- ❖ CHAPTER ACHIEVEMENT AND 100% PRESIDENT GENERAL'S CONTRIBUTION
- ❖ FINANCIAL STATEMENT FOR CHAPTERS
- ❖ FINANCIAL STATEMENT FOR REGENT'S COUNCIL
- ❖ IRS FORM 990-N FILING INSTRUCTIONS
- ❖ MEMORIALS FORM
- ❖ NATIONAL SOCIETY PROJECTS & CONTRIBUTIONS
- ❖ SAMPLE AUDIT COMMITTEE LETTER
- ❖ STATE DUES FORM
- ❖ TEMPLATE – MONTHLY ACCOUNTING EXCEL
- ❖ TEMPLATE – MONTHLY ACCOUNTING PDF
- ❖ TEXAS SALES AND USE TAX EXEMPT CERTIFICATE
- ❖ TEXAS SOCIETY PROJECTS & CONTRIBUTIONS
- ❖ TRIBUTES FORM
- ❖ TXDAR FUNDRAISING AND TAX GUIDELINE



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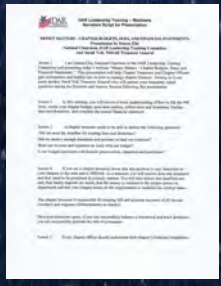


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### MANAGING CHAPTER FINANCES





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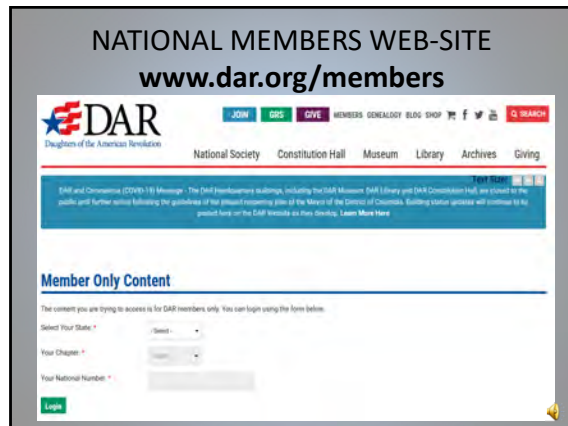
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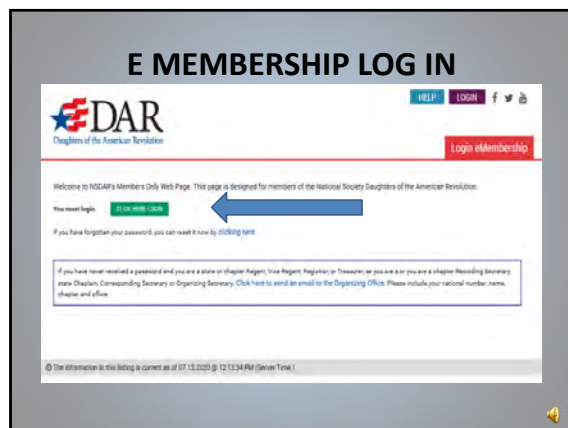
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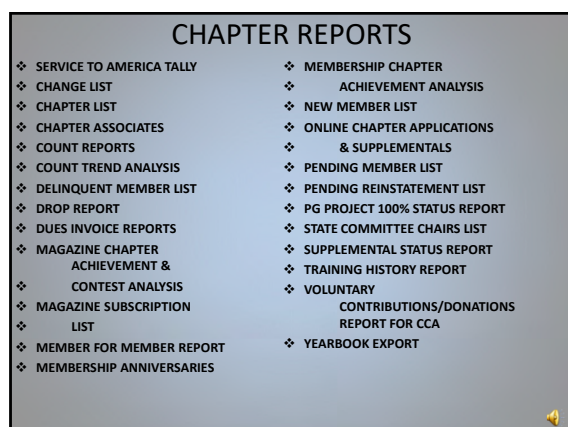
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TXDAR STATE DUES FORM

Date: \_\_\_\_\_

NEW MEMBERS DUES ARE DUE IMMEDIATELY AFTER EACH NATIONAL BOARD OF MANAGEMENT MEETING.  
 \* Use this form for **New Members** approved at each Board of Management, **Rejuvenation** and **Transfer** transactions and **Chapter Transfer** transactions.  
 \* Fill in the top of the form and attach a copy of your National Protocol when sending your Annual State Dues.  
 State Dues are due **postmarked** no later than December 1, 2021.  
 Make check payable to: **TXDAR**  
 Mail to: Shirley Board 71831 CR 236, Odemans, TX 75803-4022 (940) 545-2876

Check No. \_\_\_\_\_ enclosed for \$ \_\_\_\_\_ for State Dues for \_\_\_\_\_ members

Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Code: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

National Number & Name  
in Reproduction Order

Check the Appropriate Member Box			
MEMBER	NEW	TRANSFER	REjuvenATED
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**JULY**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

**A FAMILY OF PATRIOTS**  
 Of these three 18th-century portraits record as that families like the Marshalls, worth of one third with the common goal. Thomas Marshall of Massachusetts (left), his brother Christopher (center) and Christopher's wife, Rachel (right), were killed in a battle during the Revolutionary War. They are interred here in the newly rededicated National Gallery.

**HISTORIC DATES OF NOTE**  
 1776 - Liberty Bell tolls to announce Declaration of Independence (1776)  
 1776 - 1780 Anniversary of the first battle of the Revolution (1776)  
 1776 - 1780 Anniversary of the first battle of the Revolution (1776)  
 1776 - 1780 Anniversary of the first battle of the Revolution (1776)

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**DAR**  
 Daughters of the American Revolution

HELP | RESEARCH - GRS | SEARCH | LOGIN | f | t | i

**Updates** | Projects | Prospectives | Chapter | Links

**e-Membership Update Menu**

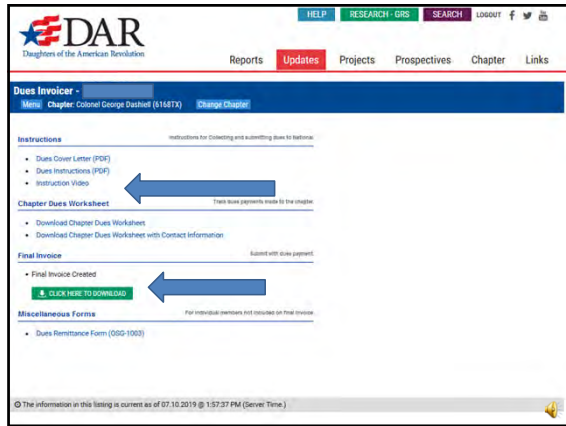
Note: You have authority to perform the updates listed below. The right to perform certain updates varies based on security, access and the office one holds.

**Membership Updates**

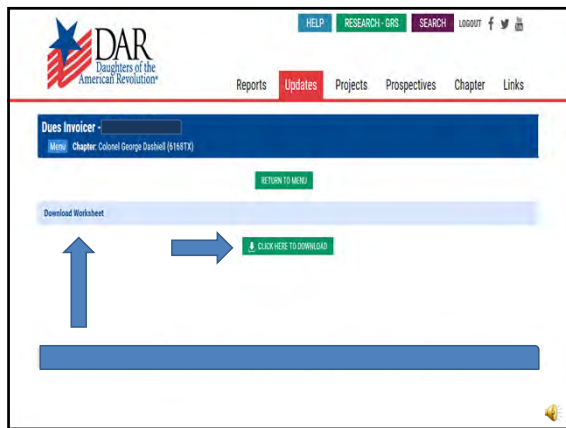
- Associate Member Management
- Chapter Direct Payments
- Chapter Meeting Demographics Edit Screen
- Chapter Master Report Admin (CMR) (NGL & CAG)
- Dues Invoice
- View and Update My Record

© The information in this listing is current as of 07/10/2019 @ 1:51:21 PM (Server Time.)

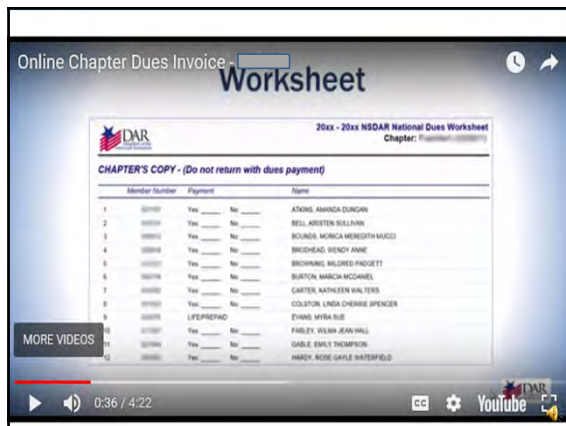
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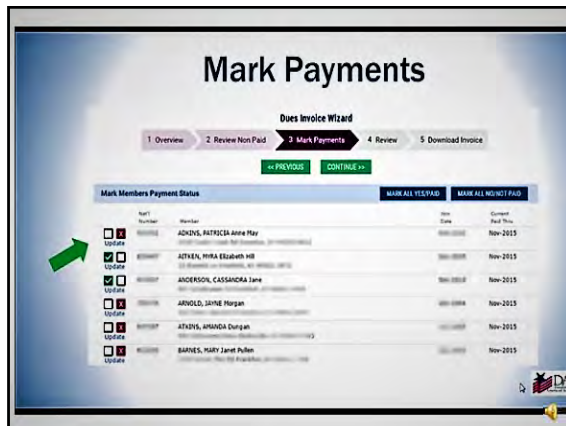
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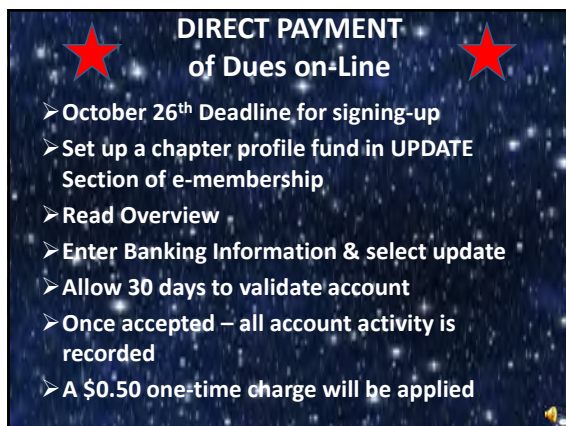
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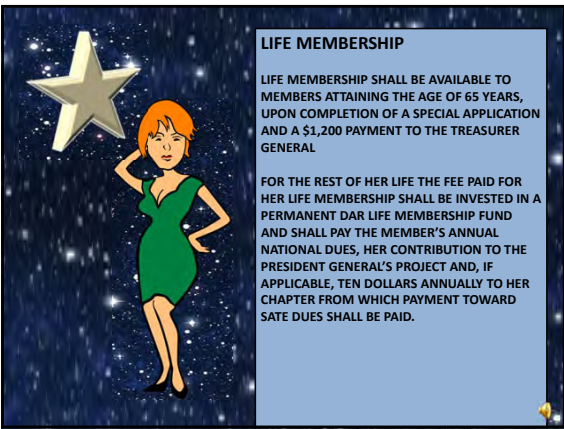
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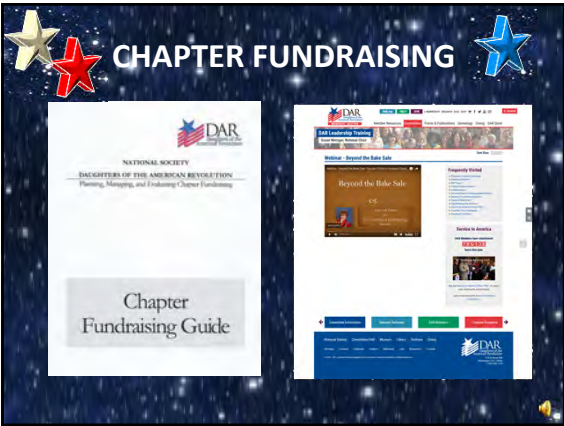
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**TXDAR FUNDRAISING AND TAX GUIDELINES  
2020-2021**

**FUNDRAISING STATE SOCIETY:**

- The Texas Society is a member of the Amazon Smiles program. When customers sign up for AmazonSmile, they're asked to select one charity to support. Click on the Texas Society DAR link. Amazon will donate 0.5% of the price of eligible smile.amazon.com purchases to the Texas Society.
- The Texas Society will hold two (2) raffles [aka 'voiced' items] annually as allowed under the Texas Charitable Raffle Enabling Act [CREA]. The two raffles will be held by the Junior Membership Committee at Fall Forum and State Conference. Since there are only two raffles allowed by Texas law per year, no other committee may hold a raffle during these two events.
- Credit Card Sur-Charges – Texas Law has changed; it is now lawful to collect a surcharge on credit card purchases. There are strict rules that must be followed in order to collect surcharge fees from the customer.

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**OLA MAE TABOR**

**STATE ASSISTANT  
TREASURER**

**jotomt@aol.com**

**972-424-7057**

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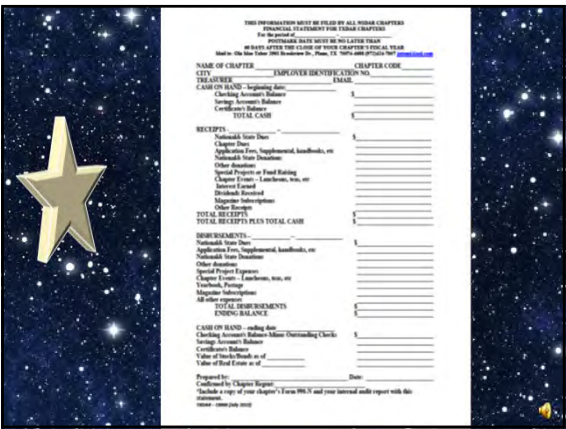
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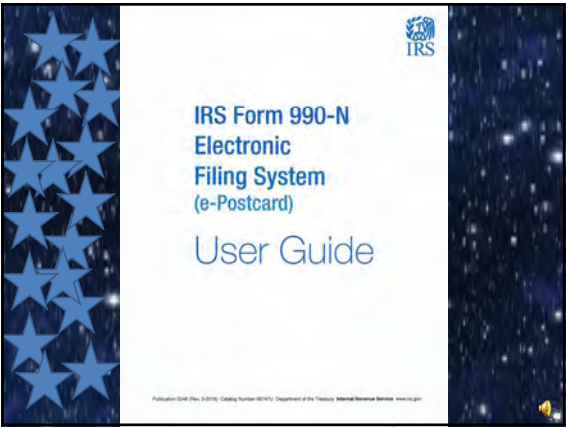
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**STATE ASSISTANT TREASURER**

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- AUDIT REPORT
- OLA MAE TABOR

2

- FINANCIAL STATEMENT
- OLA MAE TABOR

3

- 990-N, 990-EZ OR 990 IRS FILING
- OLA MAE TABOR

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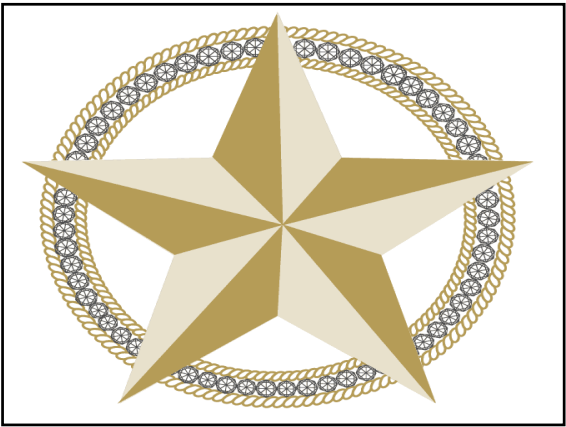
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