

NEW JERSEY LOCAL CHAPTER TREASURER'S TIMELINE

Throughout the year-

- Report to chapter first meeting of the month, Form X
- Record attendance at all regular chapter meetings, Roll Call
- Pay bills when approved by the local chapter
- Receive initiation fee from the Corresponding Secretary
- Order and deliver emblems
- Order supplies when needed

September

- Remind the chapter that money for giving to the philanthropies must be in and sent to the New Jersey State Treasurer by February 27th/28th.
 - Meeting this time line will assure recognition of contributions on the gift list at the upcoming state convention.
 - Contact the State Treasurer for the correct procedure when making a donation as an IPS PIP or Scholar Award Laureate chapter

October, November

- Work on moneymaking projects for the philanthropies.
- Send IPS PIP or Scholar Award Laureate donations/forms to State Treasurer

December - February

- Send all philanthropy contributions to New Jersey State Treasurer. Must be received by February 27th/28th to be included in the Gift List for convention.

January

- Six weeks prior to March 1st – Send the Dues Notices, Form D (available on www.peointernational.org)
- Send IPS PIP or Scholar Award Laureate donations/forms to State Treasurer

February

- Send 2nd Notice of Dues and do phone calls if necessary.
- Collect the chapter dues by the last day of the month.
- IPS PIP or PSA Laureate donations/forms MUST be sent directly to International if sent in February. Send a copy of the PIP form to the State Treasurer for her records and to ensure credit is given at Convention.
- Write dues check on the last day of February.
- This should be your last entry of the year in your check registry.
- This check is sent with annual reports to the New Jersey State Treasurer.

March

- Complete annual report by March 10th and forward to the New Jersey State Treasurer.
- Make Treasurer's books and records available to auditing committee.
- Be sure that the results of the audit and the committee's names are correctly recorded at the end of the check register.
- Retain your books and supplies until released from office by reading your release (your returned copy of the Annual Dues form with the State Treasurer's signature and date)
- Begin new P.E.O. year with new checkbook pages for receipts and distributions.
- Start new Roll Call pages.

April

- Order the gavel guard for your President if chapter does this.
 - Some chapters do this in February to give to the outgoing President.

May, June, July, August

- Do regular business required by your office.
 - If chapter is preparing for a visiting officer, check and order supplies for all officers if needed.