

Chapter Finances and Required Reporting



Tax Exempt Status and Federal Tax Filing Requirements



Form 990-N (e-Postcard)

- ✓ **Gross Receipts < \$50K**
- ✓ **Must Register at IRS.gov**
- ✓ **Only Electronic Filing**
- ✓ **Due Date 15th of the 5th**
- ✓ **No penalty, but three and out**
- ✓ **Simple Filing Requirements**



DeMolay Financial Rules

- ✓ **Navigate to the Rule**
- ✓ **Article 21 .. Reporting Required**
- ✓ **Article 22 .. Financial Regulations**
- ✓ **Key requirements ...**
 1. **Chapter Finance Committee**
 2. **Control (Checks & Balances)**
 3. **Budgets and Reports**
- ✓ **Article 25 .. Get Approval**



Chapter Financial Report

- ✓ **Online through E-Scribe (access thru www.DeMolay.org)**
- ✓ **Due Date**
- ✓ **Part of Chapter Report**
- ✓ **Bank Account Signers**
- ✓ **Review Process**



Chapter Fundraising Ideas

- ✓ **Share Ideas**
- ✓ **Structure / Organization**
- ✓ **Finance Committee Involvement**
- ✓ **Parents Club Involvement**
- ✓ **Plan / Backdating / Goals**
- ✓ **Evaluate Success / Consider Tradition**

