

# Spring Chapter Meeting

Welcome!

**MAY 2nd, 3rd, 4th & 5th**



DOUGLAS  
COUNTY  
EDUCATIONAL  
FOUNDATION

*Community Support for Learning Excellence*



# Spring Chapter Meeting

## About DCEF

- We are 25 years old
- We support the District through
  - Classroom grants
  - District grants (District Spelling Bee, District Art Show, Outdoor Ed Center, Nutrition Breaks)
  - Professional Development Scholarships to teachers
  - Scholarships for Young Ameritowne/International Towne fieldtrips
  - Partnerships with our local sports teams and DCPA for discounted tickets to Community Events
  - Apple Awards dinner and ceremony to honor our teachers and employees
- Our Programs
  - Lend A Hand (school supply drive)
  - 8<sup>th</sup> Grade Career Expo
  - High School Career Connect Program
  - Girls & Women in Sports Luncheon
  - Support and oversight for our Chapters

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## What DCEF Provides

- 501 (c) (3) status
- Access to secure bank account, limits fraud
- Check processing
- Monthly account statements
- Access to Merchant Service account and wireless credit card machines
- Access to PayPal / Shopping Cart and technical support
- General Liability Insurance for your events & off school meetings
- Directors & Officers Insurance
- Annual Independent Audit
- Annual 990 Filing (tax return)
- Annual Charitable Solicitations Registration
- Annual Periodic Filing with State
- Distribute year end 1099's
- Sales Tax Exemption (Colorado)
- Ongoing training and technical support
- Online resources and forms
- Repository for Chapter History
- Large group promotions

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## Requirements of Chapters

- Have bylaws – review & revise
- Elect officers – submit changes to DCEF
- Keep minutes – submit to DCEF
- Maintain compliance with IRS requirements
- Provide updates to DCEF for annual report

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## Role of Treasurer

- Keep financial records for Chapter
- Process reimbursements – pay vouchers
- Make deposits – keep detailed records/submit to DCEF
- Process transfer requests
- Reconcile Oracle statements
- Ensure you are in compliance with IRS requirements
- Provide financial information to Chapter board
- Submit annual budget to DCEF
- Attend Annual Chapter Meeting each fall

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## Review of Forms

- Pay Vouchers
- Deposits
- Intra District Transfer
- Oracle Statement

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Are you using these resources?

- Shopping Cart for online sales
- Colorado Gives for a fundraising campaign or crowd funding
- Our credit card terminals at your events
- Our merchant account to process credit card sales over the phone
- Our website to find the forms you are looking for (**[www.dcefcolorado.org](http://www.dcefcolorado.org)**)

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## Tips on...

- Handling Petty Cash
- How to account for cash tips
- Disbursing Teacher Grants
- Year End Procedures
  - PLEASE SUBMIT ALL 2015-16 SCHOOL YEAR PAY VOUCHERS BY JUNE 23RD

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## Chapter Assessment

- 1.5% fee on prior year's gross receipts
- Invoice will be issued September 1
- Assessment will be due October 15
- \$250 minimum, capped at \$2500

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Q & A

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*Thank you for coming!*

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