

**Omega Psi Phi Fraternity, Inc.
Keeper of Finance Workshop
Sixth District**



**Presented by
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Introduction

- The purpose of this workshop is to provide the Chapter KF with some basic information regarding the duties and responsibilities of the KF office
- Hopefully, this workshop will be of some assistance to those who want to know the answer to basic questions on District and Chapter finances

Omega Trivia

- ❖ What is the fiscal year for the fraternity?
- ❖ Who receives (and writes a receipt for) all funds?
- ❖ What city is IHQ office located?
- ❖ How much is chapter insurance?

Agenda for today's meeting

- KF Duties
- Vouchers
- Audits
- Budgeting
- KF Calendar
- IRS Form 990
- “Good Ideas”

Basic Skills & Characteristics of the Keeper of Finance

- Good Communicator
- Display Integrity
- Accountable
- Organized
- Good Listener
- Well Respected

Roles of the Keeper of Finance

- ❑ Chief Financial Officer of the District/Chapter
- ❑ Advisor to the Ways & Means Committee
- ❑ Advisor to the Economic Development Committee
- ❑ Advisor to the Budget Committee
- ❑ Monitor of District/Chapter/Budget
- ❑ Devil's Advocate before spending unbudgeted funds

Basic Duties of the Keeper of Finance

- ❑ To receive from the KRS and hold all funds payable to the District/Chapter
- ❑ To distribute the funds of the District/Chapter
- ❑ To maintain financial records for the District/Chapter consisting of income and expense statements, balance sheet, budget, and such other statements as directed by the District/Chapter
- ❑ Provide reports of financial status (annually, quarterly, monthly)
- ❑ Prepare and submit Form 990
- ❑ Have an annual audit

Fiscal Management

- ❑ Each District/Chapter should maintain a bank account requiring a minimum of two (2) signatures, preferably the District Representative, Chapter Basileus and Keeper of Finance
- ❑ Each District/Chapter should always have a District/Chapter budget as the basis for the collection and disbursement of all funds
- ❑ Receive all monies from the KRS at the close of each meeting
- ❑ Deposit all monies received within three (3) days after receipt

Voucher system

- ❑ Request from Officer or Committee Chairperson
- ❑ Approved Budget Line
- ❑ Voucher Form Preparation
 - ❖ - Who, What, When, Where, Why
 - ❖ - KRS review & initial
 - ❖ - Basileus' approval
 - ❖ - KF Process
- ❑ Budget chair copied

Financial Audit Checklist

Quarterly Meeting Financial Reports

- ❖ 1st , 2nd, 3rd Council Meeting & Annual Meeting Financial Reports
- ❖ Monthly Financial Reports for Chapters

Monthly Bank Financial Statements

- ❖ General Account, Undergraduate Account, etc.

Quarterly Financial Statements

- ❖ Credit Union Share Account (OPPF), Certificate of Deposit

Deposit of Funds

- ❖ KRS Transmittal Form, Bank Receipts

Bank Statement Reconciliation

- ❖ Manually or via QuickBooks

Audit Checklist Development

- ❖ Are records organized and neatly maintained?
- ❖ Are monthly bank statements present?
- ❖ Are two signatures on each check?
- ❖ Is the DR's/Basileus' signature on the voucher?
- ❖ Are vouchers on hand for expenditures?

Continuation

- ❖ Are ledgers complete with revenues and expenditures entries?
- ❖ Are receipts for expenditures present?
- ❖ Are funds being deposited within 3 days of receipt from the KRS?
- ❖ Are budget line items being maintained?
- ❖ Are quarterly and annual reports conducted?
- ❖ General comments

QuickBooks Functional Usage

- Income and Expense Statement
- Statement of Financial Condition
- Cash Flow Statement
- Project Reporting

Keeper of Finance Calendar

- ❑ Fiscal Year: (Nov 1 – Oct 31)
- ❑ Prepare annual budget (Aug/Sept)
- ❑ Reconcile bank statement monthly
- ❑ Prepare monthly financial reports
 - ❖ Report should contain account(s) transaction activity and must reconcile from month to month with the bank statement
- ❑ File IRS Form 990 (NLT March 15)

Who Are We

Omega Psi Phi Fraternity, Inc.

as identified by IRS
is a 501 C (7) Fraternal Organization.

OPPF operates on a Fiscal Year of :
November 1, xxxx to October 31, xxxx

Current FY 22
November 1, 2022 to October 31, 2023

Tax Reporting

- ❑ File the appropriate 990 Tax Return for fiscal year-ending October 31
- ❑ IRS regulation all 501 C (7) organizations are required to file IRS form 990 no later than fifth month and fifteenth day after end of organizations Fiscal Year.
- ❑ For the majority of OPPF Districts and Chapters: 990 forms are due to IRS office by March 15, 2018 for FY 17 operations.
- ❑ If gross receipts are less than \$50,000 for the fiscal year, you are required to file form 990N
- ❑ If gross receipts of \$50,000 but less than \$200,000 and your total assets are less than \$500,000 you need to file form 990EZ
- ❑ If gross receipts greater than or equal to \$200,000 or total assets greater than or equal to \$500,000 file 990

IRS Form 990, continued

Form	Gross Receipts	Total Assets
990-N (postcard)	< 50,000	N/A
990--EZ	50,000 and < 200,000	< 500,000
990	200,000	500,000

Samples

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2016

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2016 calendar year, or tax year beginning _____, 2016, and ending _____, 20		
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite City or town, state or province, country, and ZIP or foreign postal code	D Employer identification number E Telephone number G Gross receipts \$
	F Name and address of principal officer: H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)	
	I Tax-exempt status: <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
	J Website: ▶ H(c) Group exemption number ▶	
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	L Year of formation: _____	M State of legal domicile: _____

Part I Summary

1 Briefly describe the organization's mission or most significant activities: _____

ance

Samples

Form **990-EZ**

Short Form

Return of Organization Exempt From Income Tax

OMB No. 1545-1150

2014

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2014 calendar year, or tax year beginning _____, 2014, and ending _____, 20

B Check if applicable:

- Address change
- Name change
- Initial return
- Final return/terminated
- Amended return
- Application pending

C Name of organization

Number and street (or P.O. box, if mail is not delivered to street address)

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number

E Telephone number

F Group Exemption
Number ▶

G Accounting Method: Cash Accrual Other (specify) ▶ _____

H Check if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ _____

J Tax-exempt status (check only one) – 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets

(Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$

Samples



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Check Filing Status

OMEGA PSI PHI FRATERNITY
~~XXXXXXXXXX~~ EIN
2013 IRS Form 990-N (e-Postcard)
11/1/2013 - 10/31/2014

[Links](#)

[View e-Postcard Image](#)

[Control Panel](#)

 [View Form 990-N \(e-Postcard\)](#)

Current Status: **Accepted**

Congratulations, the IRS accepted your Form 990-N (e-Postcard).

Next Step: Your next e-Postcard will be due after 10/31/2015.

Delivery Status

<u>No.</u>	<u>Filing</u>	<u>Delivery</u>	<u>Status</u>
1	Form 990-N	E-file	Accepted on 3/15/2015

Postmark
3/15/2015 9:07:11
AM

Questions or problems regarding this web site should be directed to [Tech Support](#)

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 8.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: February 14, 2015.

EIN Issues:

Response from IHQ

PROCESS

In order to get a chapter active and in good standing again with the IRS, the chapter first must file the form 990.

Once the chapter's 501(c) status is revoked it has to go through the reactivation process and they may be required to pay an application fee ranging from \$400 - \$850.

Failure to File: Revocation of TIN/EIN

- Charities-&-Non-Profits/Automatic-Exemption-Revocation-for-Non-Filing:-
Reinstating-Tax-Exempt-Status

Form 1024

to reapply to get its' 501(c)(7) back

Form 8718

The cost to use for failure to file

Additional information:

Chapter Letter explain issues/ steps to prevent in future

Chapter By Laws

OPPF Charter

Include past 990 filed forms

Tax Reporting

- ❑ If there are no members on campus, then the appropriate Graduate Chapter should submit the exemption using the Graduate Officers name
- ❑ Failure to comply with the above instructions may result in the IRS imposing taxes and penalties to your chapter
- ❑ Any taxes or penalties will be the responsibilities of the assessed chapter
- ❑ If you do not have an EIN or your EIN is invalid, you will need the EIN before you can file the 990

Keeping Track

All Chapter Keepers of Finance (Financial team or Area Supervisor) shall submit:

- Name of Chapter & EIN
- KF name and contact information
- Date IRS form filed/mailed
- Status of Filing if e-card

Send to District KF

IHQ records

The District KF will send update status of all chapters compliance with IRS tax filing to IHQ accounting clerk and Financial Manger at end of District meeting.

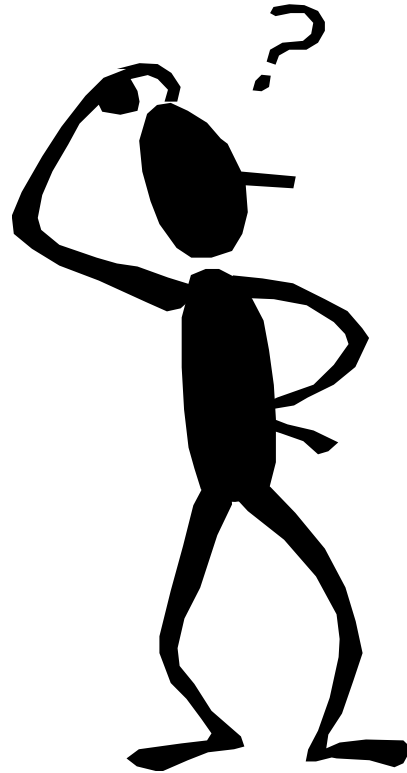
Obtain Employer ID Number (EIN) for banking purposes:

1. www.irs.gov/businesses
2. Phone 1-800-829-4933
3. Fax 1-801-620-3253

Good Ideas & Best Practices

- ❖ Serve as Chief Financial Officer
- ❖ Reconcile Financial Records Monthly
- ❖ Utilize best techniques and practices
- ❖ File 990 no later than March 15
- ❖ Submit Records for an Annual Audit
- ❖ What ideas can we share with the other KFs?

Questions??



Thank You