



Local Chapter Annual Report Reference Guide

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Review this document as well as an instructional video available on the annual report resource page on the P.E.O. International website. If your question is not answered within these resources:

- Contact your state/provincial/district (s/p/d) officers
 - If you're not sure who to contact, a directory can be found on the P.E.O. International website.
- Contact P.E.O. International
 - The P.E.O. Executive Office is open Monday – Friday from 7:30 a.m. – 4:00 p.m. Central Time (CT). Additional resources can also be found on the P.E.O. International website annual report page.

Getting Ready

What can I do now to prepare for the annual report?

Below are actions you can take now to position your chapter well for the annual report.

Submit member updates as they occur

Changes in membership, such as initiations, transfers, reinstatements and deaths, are to be reported by the corresponding secretary as they occur during the year with the Member Update form, located on the P.E.O. International website.

Contact information changes such as email, address, name change and phone number, should also be submitted as they occur with this form. Any member can view and update her own contact information using this same form. Chapters are encouraged to provide a reminder or include a link to the form in their chapter communications.

We recommend reporting member updates for initiations, reinstatements, transfers and deaths prior to February 24. These updates will automatically appear on the annual report and save you time. Any changes reported after this date will need to be added while completing the annual report. Timely reporting also ensures chapter officers and members receive communications related to changes at that time.

Ensure you've reported your chapter officers for this current year

It is important your president, corresponding secretary and treasurer for the current year have been reported to International Chapter. Any changes to local chapter officers for the current year can be completed by contacting the P.E.O. Membership Department at 515-255-3153.

Local chapter officers for the next year should not be reported until after your annual report is submitted, and must occur after your chapter has completed installation. The online form for reporting local chapter officers will return to the P.E.O. International website after March 1.

Ensuring that International Chapter has correct email addresses on file for these officers is one of the most important ways you can prepare for the annual report. If an officer has a change in email address, or other contact information, that information must be updated via the Member Update form.

What year is covered in this annual report?

The **current year** – March 1, 2023 through February 29, 2024.

What to Expect

Who completes the annual report?

The president, corresponding secretary and treasurer will complete the report. The forms will be signed electronically. After the president's approval, the report is automatically sent to the state/provincial/district chapter (s/p/d) officers for review.

How will I be notified I can start our annual report?

The annual report is electronic only. On March 1, a notification will be sent to the email address on file with P.E.O. International for the president, corresponding secretary and treasurer. This information will also be available on the P.E.O. International website. The treasurer is to begin the process by logging in.

After the chapter treasurer has completed her step and has logged out of the annual report, an email notice will automatically go to the corresponding secretary. This same kind of notification will occur for the chapter president when the corresponding secretary has completed her step and logged out. The president will also need to log out upon completing her review and approval for the s/p/d officers to receive the report.

In addition to the email notification, a best practice is to reach out to the next officer in the process to notify her when you have completed your step so they know to check their email. A group text message is one way to do this. Getting the officers responsible for the annual reports together in person at one location could also be helpful. Keep in mind that even if using one device for multiple officers, the officer who has completed her step must sign out before the next officer can log in to complete her step.

What if I can't locate the email with the login link?

First, check email spam/junk folders. If any officer is unable to locate their login email, they can log in from the P.E.O. International website where the login link and resources for annual report are located. The chapter officer's email is their login, and the password is the same as their password to the P.E.O. International website. If you have not yet created a password or have forgotten it, click "Forgot My Password" and follow the prompts. If you are unsure which email address is on file with P.E.O., click on Forgot Username and follow those prompts.

Can I fill out my annual report forms on paper?

Paper reports are not an option – all information submitted will be online. Chapters track and manage member contact

information and status changes in a variety of ways during the year, and it will be helpful to bring your documentation with you or have it available as you work on the annual report for reference.

You can download an IRS-LC worksheet if you wish to pull the data prior to entering it online. The worksheet is available with the annual report resources on the P.E.O. International website.

Will my co-officer also receive communication?

Only one person per office can be on file with International Chapter, and this is the person who will receive communications and login instructions for that role. We encourage the president, corresponding secretary and treasurer, and any co-officers if applicable, to work together on these reports when possible and to plan to communicate regularly as it is being completed.

If one of the officers is not able to fulfill her responsibilities, can another officer complete the annual report on their behalf?

The president is able to complete the annual report on behalf of the corresponding secretary and/or treasurer. If the president is unable to complete the annual report, please contact the P.E.O. International membership department at 515-255-3153.

When are annual reports due?

The annual report consists of the Membership Roster, the Local Chapter Dues form and (for U.S. Chapters only) an IRS-LC. Each of these forms will need to be completed by March 10. As a chapter officer involved in the annual report process, be timely in completing your step to allow ample time for other officers to complete their portion prior to the deadline.

Will I have to type in all of the member information for my chapter?

All your chapter members' information will be downloaded from the International Chapter database as of February 24. Additions and changes after this date will need to be added during the annual report.

If officers meet to work on the reports together, how do they access their individual links?

It's a great idea for the officers to meet to work on their reports if possible. After each officer completes their step, they will need to log out of the annual report. The next officer will then log in, whether from their own device or a shared one. Officers can log in from the P.E.O. International website annual report resource page, or from the email notification they receive.

What if I do not have internet access?

If you do not have internet access, consider reaching out to other members of your chapter or visiting a location with free internet access, such as a library. For those who are not comfortable with technology, contact a chapter sister who is and ask her to be available to you while completing your report. Chapter presidents, treasurers and corresponding secretaries are encouraged to work as a team to complete the annual report.

Step One – Treasurer: Complete the Membership Roster and Dues Form

Why is the treasurer starting the report?

The chapter treasurer collects dues and fees for the chapter, so it is appropriate this role begins the report by indicating active and inactive members based on monies received. This may also involve member initiations, transfers, reinstatements and deaths and the dates those events occurred. This part of the report is referred to as the

Membership Roster. The information from this form feeds into the Local Chapter Dues form. Once these two forms are complete and the chapter treasurer submits them and logs out, the corresponding secretary will receive an email notification to begin her part of the annual report process.

What is a Membership Roster?

It is the first report in the annual report process and it lists all living active and inactive members in your chapter as of March 1. This report can be printed or saved for chapter reference when your report is complete.

What is a Local Chapter Dues Form?

Based on the information completed by the treasurer in the Membership Roster, this report is generated to show the dues and fees owed by the chapter to be paid to the s/p/d chapter. When completing the Local Chapter Dues form, if the numbers don't look correct, return to the Membership Roster to make corrections. If the numbers look correct, approve the form. The president will review this form in her step as well.

When and where do I send the check for chapter dues?

Once the Membership Roster and Dues Form have been approved by the president, the treasurer will be notified that the Local Chapter Dues form is ready. Print the Dues Form, write a check for the amount to your s/p/d (don't forget to date the check for the last day of February and record it in your ledger!) and mail both to the name and address on the dues form. Also **print or save a copy for your records**.

IRS-LC (U.S. Chapters)

What is the IRS-LC?

This form collects information for International Chapter to file an annual Return of Organizations Exempt from Income Tax (Form 990) with the IRS for your local chapter. Much of the information needed to prepare the IRS-LC will come from the local chapter's accounting records. An IRS-LC worksheet is available on the P.E.O. International website that you can complete manually as a reference, and then return to the online process to enter your information.

How do I access the IRS-LC?

While the Membership Roster and Local Chapter Dues form work together, the IRS-LC is a separate process. The treasurer can select the IRS-LC from the forms listed under the treasurer's login. Once the treasurer completes and submits the form, it is routed to the local chapter president for review and approval.

What receipts should be reported as Goods Sold?

When a local chapter sells goods as a fundraiser, the receipts from the sales should be reported as Goods Sold. The costs associated with purchasing or construction, if any, should be listed as Cost of Goods Sold. The following are some common examples:

- Plant or nut sales
- Garage sales (if the items were donated, the Cost of Goods Sold may be \$0)
- Jewelry or apron sales, where the product was made by the chapter or another individual
- Scrip programs
 - the chapter purchases gift cards from retailers at a discount and sells them to members or others at face value
 - the chapter works with on-line Scrip provider (i.e. RaiseRight) and receives a percentage from gift cards purchased

The IRS-LC online form will automatically calculate your profit based on your receipts and expenditures, and

will ask you to share what your chapter did with those funds.

What receipts should be reported as Ways and Means?

When a local chapter holds any type of fundraising activity where there are not goods being sold, the receipts from that activity should be shown on this line. The following are some common examples:

- Raffles and auctions
- Funds received at meetings through the Brag Basket
- Fundraising luncheons
- Event-based experiences such as a craft night, concert or seminar

Step Two – Corresponding Secretary: Membership Roster Review

What does the corresponding secretary do for their part of the annual report?

After the treasurer has completed and submitted the Membership Roster by indicating active and inactive members, the corresponding secretary will review the Membership Roster. If contact information or dates (such as date of transfer or initiation) are incorrect, the corresponding secretary will make those updates on the annual report.

The following changes should be noted on the annual report ***only if they are not already correctly reflected***. If the member's information is correct on the annual report, no additional action is needed.

- **Demographics changes**
 - Check to verify the address, phone number, email and cell phone numbers are correct for all members. If a member's contact information needs updates, you will click on "Edit" next to the member, make the appropriate changes and click "Save."
- **Verify dates of transfers, reinstatements, initiations and deaths**
 - After the treasurer has completed the Membership Roster, the corresponding secretary will review and verify any dates of added member status changes to ensure they are accurate.
- **Report Lost contacts**
 - Sisters can be reported as a lost contact **after** they have been inactive for 25 years and their whereabouts are unknown. If a member does not meet either of these criteria, she should remain listed as inactive on the membership roster. If she does meet both criteria, she would be considered a lost contact and should be reported in the corresponding secretary's section of the annual report.

How long do we need to keep our forms?

Membership Roster: Keep the most recent approved version.

Annual Release: Retain for six years.

Step Three – President: Review and Approve the Forms

What is the president's role?

The Membership Roster and Local Chapter Dues form are to be approved by the president, as well as (for U.S. Chapters) the IRS-LC form. The president is responsible for reviewing each of these forms closely and contacting the officer responsible with any questions. Once all information is verified as complete and accurate, the president types her name and will click the Approve button to submit the forms. At this point the president should direct the treasurer to send the dues check to the s/p/d chapter with a copy of the Dues Form. All forms must be approved and submitted by the president by March 10. The s/p/d chapter will then conduct a final review and release.

Will our local chapter still be released by our s/p/d chapter once everything is submitted?

Yes, your s/p/d chapter will release your chapter after all forms are approved and the dues check has been received.

Additional Questions

How can I complete the reports online with poor internet service?

Consider working with a chapter sister or at a location with more reliable internet.

What is the best browser to use for the online process?

For best results, use Google Chrome.

What kind of device can I use to complete my report?

For the best experience, a laptop or desktop computer is recommended. Any device with internet connection can be used to complete the annual report.