

CHAPTER NAME:

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FISCAL YEAR:

JULY		AUGUST		SEPTEMBER	
01	New Fiscal Year	--	GPA Certification Form	15	University Acknowledgement Form
		31	Internal Audit Report (IAR-1)		
		31	Fiduciary Responsibility Forms		
		31	Responsibility Form—Inter. Aud.		
		31	External Audit/Review		
		31	501(c)(3) Registration Statement		
		31	Annual Financial Report (AFR) & Federal Income Tax		
OCTOBER		NOVEMBER		DECEMBER	
				--	GPA Certification Form
JANUARY		FEBRUARY—Black History Month		MARCH—Sisterhood Month	
--	Annual Dues—Local & National	--	Annual Dues—Local & National		
--	Per Capita Fund Fee	--	Per Capita Fund Fee		
				31	Annual Dues—Local & National
				31	Per Capita Fund Fee
				31	National Corporate Fees
				31	Regional Corporate Fees
				31	Chapter Liability Insurance
				31	Chapter Bonding Insurance
APRIL		MAY		JUNE	
				--	GPA Certification Form
				30	Risk Management Report
				30	Chapter History Form
				30	Chapter Demographics Form
				30	Projected Chapter Programs
				30	Chapter Rules of Order Form
				30	Chapter Policies & Procedures
				30	AROCO (Part 1 & Part 2)
				30	Transition Checklist Summary
				30	Advisors Certification Form-RedZone
				30	Special Dispensation (As Needed)