President’s Transition Worksheet

**2019-2020**

Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **BANKING INFORMATION**

Bank name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2019-2020 Signatories \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Online Banking- (PayPal/Square/Intuit)

Vendor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ username\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **IRS – 990 FILING (due Oct 15)**

Login Information

Username \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **STATE TAX FORM ( due \_\_\_\_\_\_\_\_\_)**

Login Information

Sales Tax number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How often do we file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **POST OFFIC BOX**

Location & number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Holders\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **STORAGE UNIT**

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date payable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit number\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Access code to property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Combination or keyholder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **NAMETAGS**

**Nametag resource**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **INSURANCE (Board of Directors coverage optional)**

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Premium amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Year in Review**

# **MEMBERSHIP**

Total # of members\_\_\_\_\_\_\_\_\_\_\_\_ # of Ring of Honor Moms\_\_\_\_\_\_\_\_

# of active members\_\_\_\_\_\_\_\_\_ # of Associate members\_\_\_\_\_\_\_\_\_

# of adopted moms \_\_\_\_\_\_\_\_\_ # of Lifetime members\_\_\_\_\_\_\_\_\_\_

# **FUNDRAISERS**

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Amount raised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Net revenue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Amount Raised $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
11. Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Net revenue $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **BOUTIQUE PARTICIPATION**

College Station (yes or no) Galveston (yes or no)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of tables for Boutique \_\_\_\_\_\_\_ Total Income $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of tables for Raffle \_\_\_\_\_\_\_\_\_\_ Total Income $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outside Vendor (yes or no) if yes Name of vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audit

Date of Audit

Audit Committee members

Recommendations

Tax Free Days

Date of meeting to vote on use of Tax Free Days (two days are allowable during a calendar year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax Free days\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **MEETINGS**

Meeting location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of meetings\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of meetings, location(s), cost of meeting space (if applicable), dates, speakers and approximate attendance at each meeting

# **SOCIAL ACTIVITIES**

Ongoing (such as Bunco, book club, quilting, dinner) list chairs of each

One time activities (such as Painting with a Twist, Wine tasting, museum visits) list chairs of each

Philanthropic/Big Event activities

Goody Bags \_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_\_ Club contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of distribution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **SCHOLARSHIPS**

1. **Endowed Scholarships**

# of endowed Scholarships (list each one by name if more than one)

$ amount of annual distribution from each

1. **Annual scholarships** 2019-2020 academic year

# of scholarships \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$ amount of each award \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

total amount distributed for the 2018-2019 academic year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **FEDERATION FORMS**

|  |  |  |
| --- | --- | --- |
| **Form Name** | **Date Due this Club Year** | **Form Description** |
| [IRS Form 990](https://aggiemoms.org/irsformsarchive/) | October 15, 2018 | Tax Exempt Tax Return – or an extension request |
| [Form A](https://aggiemoms.org/forms/forma) | February 1, 2020 | Nomination of Club Member for Federation Officer |
| [Form B](https://aggiemoms.org/forms/formb) | February 1, 2020 | Payment of Federation Dues and Archive Fees |
| [Form T](https://aggiemoms.org/forms/formt) | February 1, 2020 | IRS Group Exemption |
| [Form F](https://aggiemoms.org/forms/formf) | February 1, 2020 | Reservations for Tables at Aggie Moms’ Boutique |
| [Form Y](https://aggiemoms.org/forms/formy) | May 31, 2020 | Tax Compliance Verification |
| [Form C](https://aggiemoms.org/forms/formc) | May 31, 2020 | Member Club Elected Officers for upcoming Club Year |
| [Form D](https://aggiemoms.org/forms/formd/) | May 31, 2020 | Member Club Report for Annual Report of Clubs |
| [Form E](https://aggiemoms.org/forms/forme/) | May 31, 2020 | Donations to TAMU Student Organizations |
| [Form G](https://aggiemoms.org/forms/formg/) | May 31, 2020 | Scholarships Awarded by Member Clubs |