

**President's Transition Worksheet  
2018-2019**

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

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

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

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

EIN \_\_\_\_\_

**Banking Information**

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

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

2018-2019 Signors \_\_\_\_\_

Online Banking- (PayPal/Square/Intuit)

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

**IRS – 990 filing (due Oct 1)**

Login Information

Username \_\_\_\_\_

Password \_\_\_\_\_

**State Tax Form ( due \_\_\_\_\_ )**

Login Information

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

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

**Post Office 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 \_\_\_\_\_

**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 \_\_\_\_\_

a. Date \_\_\_\_\_

b. Chair \_\_\_\_\_

c. Amount raised \_\_\_\_\_

d. Expenses \_\_\_\_\_

e. Net revenue \_\_\_\_\_

2. Name \_\_\_\_\_

a. Date \_\_\_\_\_

b. Chair \_\_\_\_\_

c. Amount Raised \$ \_\_\_\_\_

d. Expenses \$ \_\_\_\_\_

e. 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

#### 2. Annual scholarships 2018-2019 academic year

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

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

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

Federation Forms- attach a copy to this worksheet

IRS Form 990	October 15, 2018	Tax Exempt Tax Return – or an extension request
Form A	February 1, 2019	Nomination of Club Member for Federation Officer
Form B	February 1, 2019	Payment of Federation Dues and Archive Fees
Form T	February 1, 2019	IRS Group Exemption
Form F	February 1, 2019	Reservations for Tables at Aggie Moms' Boutique
Form Y	May 15, 2019	Tax Compliance Verification
Form C	May 15, 2019	Member Club Elected Officers for upcoming Club Year
Form D	June 1, 2019	Member Club Report for Annual Report of Clubs
Form E	June 1, 2019	Donations to TAMU Student Organizations

**Form G**

June 1, 2019

Scholarships Awarded by Member Clubs