

President's Transition Worksheet

2019-2020

Club Name: Click or tap here to enter text.

Club President: Click or tap here to enter text.

Phone # Click or tap here to enter text. Email Click or tap here to enter text.

Club Mailing Address: Click or tap here to enter text.

EIN: Click or tap here to enter text.

BANKING INFORMATION

Bank name: Click or tap here to enter text. Location: Click or tap here to enter text.

Bank Officer: Click or tap here to enter text.

2019-2020 Signatories: Click or tap here to enter text. & Click or tap here to enter text.

Online Banking- (PayPal/Square/Intuit)

Vendor: Click or tap here to enter text. Username: Click or tap here to enter text. Password: Click or tap here to enter text.

IRS – 990 FILING (due Oct 15)

Login Information

Username: Click or tap here to enter text.

Password: Click or tap here to enter text.

STATE TAX FORM (due Click or tap here to enter text.)

Login Information

Sales Tax number: Click or tap here to enter text.

How often do we file: Click or tap here to enter text.

POST OFFICE BOX

Location & number: Click or tap here to enter text.

Key Holders: Click or tap here to enter text.

STORAGE UNIT

Company Name: Click or tap here to enter text.

Location: Click or tap here to enter text.

Manager: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Cost \$Click or tap here to enter text. Date payable: Click or tap here to enter text.

Unit number: Click or tap here to enter text. Access code to property: Click or tap here to enter text.

Combination or key holder: Click or tap here to enter text.

NAMETAGS

Nametag resource: Click or tap here to enter text.

INSURANCE (Board of Directors coverage optional)

Agency: Click or tap here to enter text.

Agent: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Premium amount: Click or tap here to enter text. Due date: Click or tap here to enter text.

2019-2020 Year in Review

MEMBERSHIP

Total # of members: Click or tap here to enter text. # of Ring of Honor Moms: Click or tap here to enter text.

of active members: Click or tap here to enter text. # of Associate members: Click or tap here to enter text.

of adopted moms: Click or tap here to enter text. # of Lifetime members: Click or tap here to enter text.

FUNDRAISERS – review Howdy Party Report

BOUTIQUE PARTICIPATION

College Station yes or no Date: Click or tap to enter a date.

Chair: Click or tap here to enter text.

of tables for Boutique: Click or tap here to enter text. Total Income \$Click or tap here to enter text.

of tables for Raffle: Click or tap here to enter text. Total Income \$Click or tap here to enter text.

Outside Vendor yes or no If yes, Name of vendor: Click or tap here to enter text.

Audit: Click or tap here to enter text.

Date of Audit: Click or tap to enter a date.

Audit Committee members: Click or tap here to enter text.

Recommendations: Click or tap here to enter text.

Tax Free Days

Date of meeting to vote on use of Tax Free Days (two days are allowable during a calendar year): Click or tap to enter a date.

Tax Free days: Click or tap to enter a date. and Click or tap to enter a date.

MEETINGS

Meeting location: Click or tap here to enter text.

Date of meetings: Click or tap here to enter text.

List of meetings, location(s), cost of meeting space (if applicable), dates, speakers and approximate attendance at each meeting: Click or tap here to enter text.

SOCIAL ACTIVITIES

Ongoing (such as Bunco, book club, quilting, dinner) list chairs of each: Click or tap here to enter text.

One-time activities (such as Painting with a Twist, Wine tasting, museum visits) list chairs of each: Click or tap here to enter text.

Philanthropic/Big Event activities: Click or tap here to enter text.

Goody Bags: Click or tap here to enter text. Cost: \$Click or tap here to enter text. Club contact: Click or tap here to enter text. Dates of distribution: Click or tap to enter a date. and Click or tap to enter a date.

SCHOLARSHIPS

1. Annual scholarships 2019-2020 academic year

of scholarships: Click or tap here to enter text. \$Click or tap here to enter text. (each award)

Name of winners: Click or tap here to enter text.

Total amount distributed for the 2019-2020 academic year: Click or tap here to enter text.

FEDERATION FORMS

Form Name	Date Due this Club Year	Form Description
<input type="checkbox"/> <u>IRS Form 990</u>	October 15, 2019 Completed Click or tap to enter a date.	Tax Exempt Tax Return – or an extension request
<input type="checkbox"/> <u>Form A</u>	February 1, 2020 Completed Click or tap to enter a date.	Nomination of Club Member for Federation Officer
<input type="checkbox"/> <u>Form B</u>	February 1, 2020 Completed Click or tap to enter a date.	Payment of Federation Dues and Archive Fees
<input type="checkbox"/> <u>Form T</u>	February 1, 2020 Completed Click or tap to enter a date.	IRS Group Exemption
<input type="checkbox"/> <u>Form F</u>	February 1, 2020 Completed Click or tap to enter a date.	Reservations for Tables at Aggie Moms' Boutique
<input type="checkbox"/> <u>Form Y</u>	May 31, 2020 Completed Click or tap to enter a date.	Tax Compliance Verification
<input type="checkbox"/> <u>Form C</u>	May 31, 2020 Completed Click or tap to enter a date.	Member Club Elected Officers for upcoming Club Year
<input type="checkbox"/> <u>Form D</u>	May 31, 2020 Completed Click or tap to enter a date.	Member Club Report for Annual Report of Clubs
<input type="checkbox"/> <u>Form E</u>	May 31, 2020 Completed Click or tap to enter a date.	Donations to TAMU Student Organizations
<input type="checkbox"/> <u>Form G</u>	May 31, 2020 Completed Click or tap to enter a date.	Scholarships Awarded by Member Clubs