

**NEW YORK STATE ORGANIZATION
THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

**CHECKLIST for
AREA CONFERENCE FINANCIAL REPORT
ATTACHMENTS & REPORT**

Please check that each of the following items has been completed and attached to the signed Area Council Financial Report. If an item does not apply, please write NA.

Please include this checklist with the Area Council Financial Report.

- _____ Conference Chair, Registrar and Treasurer listed
 - _____ Registrar's Spreadsheet/Table for Record of Attendees attached
 - _____ Copies of Receipts for all Conference Expenses attached
 - _____ Checkbook Numbers for all Conference Disbursements listed
 - _____ Surplus of Conference Monies Sent to NYSO DKG Treasurer (*date:* _____)
 - _____ Loss Amount Submitted to NYSO DKG President (*date:* _____)
 - _____ Signature of Chair or Treasurer on Financial Report
 - _____ Copy of Area Council Date Announcement/Registration Form
 - _____ Copy of Program of the Day's Events, if there is one
 - _____ Copies of Area Council Financial Report mailed to the following **within one week** of closing the Conference books:
 - State Second Vice-President
 - State President
 - State Treasurer (*with surplus*)
- and the original Area Council Financial Report to:
- State Audit Chair (*with Financial Records & All Attachments*)

Signature of Conference Chair or Treasurer _____