

## Chapter Officer Action Items

### Read:

- Articles of Incorporation
- Bylaws
- Most Recent Form 990

Complete Bank Signature Cards

Maintain Board Minutes

File Group Exemption Election with National ACEP in March

Provide % of non-deductible dues to ACEP in October

File 990

File 990T, if applicable

File 1120POL, if applicable

Know your state's requirements and file state tax returns and reports, if applicable

Ensure accurate financial reporting (keep all of your financial records in one place and now where they are - consolidate information from national and all other financial transactions)

Reconcile bank statements each month, and be sure they are reviewed by more than one person

Prepare and review an annual Chapter budget based on your Chapter's Mission Statement and Long-Range Plan

Compare your actual financial results to your budget