

**Organizer for Kappa Alpha Order Affiliate Tax Return Preparation
Report 3 Spreadsheet Supplement
Specific Line Item Instructions**

- 1) **Bank Balance at July 1, 2017:**
 - (a) Must equal ending balance on prior year return.
 - (b) **Attach copy of bank statement to substantiate beginning balance at 7/1/2017.**

- 2) **Chapter Dues Received:**
 - (a) Reporting dues according to your bank statement deposits will provide you with a figure that is net of Omega Fees. Dues must be reported gross for purposes of this spreadsheet. Add the Omega Fee amount to net dues as calculated from bank statements to arrive at the gross dues figure. Omega finance fee expense amount should be recorded in expense section of spreadsheet.

- 3) **Contributions**
 - (a) Provide breakdown & detail if any single contribution is equal to, or greater than, \$5,000. Detail to include name and address of contributor.

- 4) **Special Events Revenue:**
 - (a) Is amount representative of revenue related to one or multiple events?
 - (i) Provide detailed breakdown of events and amounts.
 - (b) Were event(s) fundraiser or social events?
 - (c) Was the revenue from members, alumni, or non-members?

- 5) **Sale of Goods Revenue:**
 - (a) Provide detail of what is being sold and who it is being sold to.

- 6) **Omega Fees Expense:**
 - (a) Amount paid to Omega for their services associated with the collection of dues. This amount will not be included on your bank statement. Dues are received from Omega with this amount already subtracted. This amount can be obtained from your Omega representative. Make sure to specify the period of 7/1/2017- 6/30/2018.

- 7) **Special Events Expense:**
 - (a) How does this relate to special events revenue?
 - (b) Provide breakdown and detail if expenses are being provided for more than one event.

- 8) **Costs of Goods Expense:**
 - (a) Are these expenses related to Sale of Goods Revenue?
 - (b) Provide detail and description.

- 9) **Ending Bank Balance on June 30, 2017:**
 - (a) **Attach copy of bank statement to substantiate ending balance at June 30, 2017.**