**Kappa Alpha Order Affiliate Organizer**

**Report 3 Worksheet Supplement**

**Specific Section & Line-Item Instructions**

1. **Top Section – items in RED are required (name, address, EIN, date, Officers)**
	1. **Tax Identification Number (EIN) in Vault**
		1. Chapter Menu
		2. Chapter Information – Chapter Detail
		3. Under Tax Information is the Chapter’s Federal Tax Identification (EIN)
2. **Beginning Bank Balance – equals balance of ALL bank accounts PLUS Bill Pay accounts PLUS Purchasing Card Accounts as of July 1, 2023**
	1. Must equal ending bank balance on prior year return
	2. Upload bank statements & registers for ALL bank, bill pay, and purchasing card accounts showing balance at 7/1/2023
	3. Access Bill Pay & Purchasing Card Registers in Vault
		1. Accounting Menu
		2. Chapter – Account Registers
		3. Click on a Bill Pay or Purchasing Card Account Name
		4. Enter criteria
			* From: 7/1/2023
			* To: 6/30/2024
			* Display: Detail
			* Format: PDF
		5. Click Submit
		6. Save PDF to upload with Report 3 submission
		7. Repeat for all Bill Pay AND Purchasing Card Accounts

1. **Add Receipts Section**
	1. Bank Statements – report all deposits and credits in appropriate categories
	2. Bill Pay & Purchasing Card Registers – Receipts Report in Vault
		1. Accounting Menu
		2. Reports – Receipts Summary
		3. From 7/1/2023 TO 6/30/2024
		4. Record totals in the appropriate categories
	3. **Contributions** – note name & address of any donor contributing $5,000 or more; if none, note “no donor contributing $5,000+”.
	4. **Specia Events** – provide detailed notes of event(s) and amount(s)
		1. Amount received from each event
		2. If it was a fundraiser or social event
		3. If receipts were from members, alumni, or non-members
	5. **Sale of Goods** – receipts from selling merchandise
		1. note what is being sold and who it is being sold to
		2. if there is an amount here, there MUST be an amount in the Disbursement Section for Cost of Goods
	6. **Grants from KAOEF / Alumni paid to KAONAO** – payments on the Chapter’s National Statement of Account that did not come from the chapter
	7. **Equals total receipts from all bank statements – DO NOT TYPE IN THIS CELL as it contains a formula**
2. **Minus Disbursements Section**
	1. Bank Statements – report all checks and debits in appropriate categories
	2. Bill Pay & Purchasing Card Registers – Disbursements Report in Vault
		1. Accounting Menu
		2. Reports – Disbursement Summary
		3. From 7/1/2023 TO 6/30/2024
		4. Record totals in the appropriate categories
	3. **Monies paid to National Administrative Office** – total of all payments on the Chapter’s National Statement of Account
	4. **Special Events** – provide detailed notes of event(s) Chapter reported Receipts from in the Add Receipts section
		1. Amount spent on each event
		2. If it was a fundraiser or social event
	5. **Cost of Goods** – disbursements for purchasing merchandise to sell
		1. note what is being sold and who it is being sold to
		2. if there is an amount here, there MUST be an amount in the Receipts Section for Sale of Goods
	6. **Equals total disbursements from all bank statements – DO NOT TYPE IN THIS CELL as it contains a formula**
3. **Ending Bank Balance – DO NOT TYPE IN THIS CELL as it contains a formula – Calculated balance MUST equal the balance of ALL bank accounts PLUS Bill Pay accounts PLUS Purchasing Card Accounts as of June 30, 2024**
	1. Upload bank statements & registers for ALL bank, bill pay, and purchasing card accounts showing balance at 6/30/2024
	2. Access Bill Pay & Purchasing Card Registers in Vault – refer to 2(c) instructions above
4. **SIGNATURE section as the bottom MUST be completed**