



Maids of Athena

JUNIOR AUXILIARY OF THE DAUGHTERS OF PENELOPE

1909 Q STREET N.W. · SUITE 500 · WASHINGTON D.C. · 20009

Phone: (202) 232-6300 · Fax: (202) 232-2140 · Email: MOAGrandLodge@gmail.com

How to Start a Chapter Treasury

(For US Chapters Only)

Each bank handles open accounts and changing names on accounts. Each chapter account should be opened as a business account and have space for 3 signatures. The Chapter Advisor, the Chapter President, and the Chapter Treasurer should sign all checks. Every year, or each time there is a change in officers, the signature cards must be updated.

If the chapter is a reactivated chapter, check with the local DOP chapter and see if there was previously a Maids chapter bank account. There might be left over funds from the last time the chapter was active.

Setting up a Bank Account

Select your Bank. Obtain an EIN Number and send an email to Headquarters to send a letter of exemption, so that the account is registered as a non-profit organization and the account does not get penalized for going under a certain limit.

- Email Stephanie at headquarters with contact information for a responsible member of the chapter or the advisor. Whoever's information they want on file with the IRS.
 - Include a name, address and phone number for that contact person.
 - Once this information is received, getting an EIN only takes a day or so, depending on whether the IRS website is cooperating or not.
 - Take the forms to the bank and use them to start the account.
 - Determine where the bank statements would be mailed to, or who will be printing them each month to keep a record of them in the chapter treasury binder.

Opening up your Bank Account

- After selecting a bank, make sure to figure out what the bank requires first, so that everything is prepared all at once, and there is nothing missing.
- Make sure that the chapter president, treasurer, and advisor goes in person to sign your names on the account
- When opening an account, the chapter president must bring along the election return form as well as a copy of chapter minutes so the bank can verify the individuals with signing authority.
- We recommend that you choose the option of having your written checks returned to you once cashed so you have an additional record.

Stephanie's email address is stephanie@ahepa.org

Upon completion, send an email to your chapter's liaison