

## 2009-2010 Treasurer's Checklist

No.	Due By:	Item Description	Completed
1	7-1-09	District Dues payable to NC Dist Treas. (\$12/year per member). Paid by 2008-2009 Club Treasurer.	<input type="checkbox"/>
2	7-1-09	District Scholarship payable to NC Dist Treas. (\$2/year per member). Paid by the 2008-2009 Club Treasurer.	<input type="checkbox"/>
3	7-1-09	International Dues paid to PI Headquarters	<input type="checkbox"/>
4	7-1-09	Outstanding club balances paid to PI Headquarters	<input type="checkbox"/>
5	7-31-09	2008-2009 Club Treasurer delivers books to Audit Committee	<input type="checkbox"/>
6	9-30-09	PIF Sweetheart Contribution Form completed and sent to PIF Headquarters	<input type="checkbox"/>
7	10-31-09	2009-2010 Treasurer pays outstanding Catalog Sales balances to Catalog Sales Department	<input type="checkbox"/>
8	<b>11-15-09</b>	<b>IRS Forms Filed (NEW: REQUIRED BY ALL CLUBS)</b>	<input type="checkbox"/>
9	1-1-10	District Dues payable to NC Dist Treasurer	<input type="checkbox"/>
10	1-1-10	District Scholarship payable to NC Dist Treasurer	<input type="checkbox"/>
11	2-1-10	PIF contributions must be postmarked no later than Feb. 1 <sup>st</sup> for Pacesetter, 250 Club and 250 Member recognition at District Convention	<input type="checkbox"/>
12	2-15-10	Place order for Past President's pin to insure delivery by 5-1-10	<input type="checkbox"/>
13	May '10	Clubs will receive invoice for 2010-2011 International Dues	<input type="checkbox"/>
14	7-1-10	District Dues payable to NC Dist Treas. (\$12/year per member)	<input type="checkbox"/>
15	6-1-10	PI/PIF International Convention registration sent to PI Headquarters. 2010-2011 President is the club delegate. Postmarked by June 1 <sup>st</sup> for discounted registration fee.	<input type="checkbox"/>
16	7-1-10	District Dues payable to NC Dist Treas. (\$12/year per member). Paid by 2009-2010 Club Treasurer.	<input type="checkbox"/>
17	7-1-10	District Scholarship payable to NC Dist Treas. (\$2/year per member) Paid by 2009-2010 Club Treasurer.	<input type="checkbox"/>
18	7-1-10	International Dues paid to PI Headquarters	<input type="checkbox"/>
19	7-1-10	Outstanding club balances paid to PI Headquarters	<input type="checkbox"/>
20	7-31-10	2009-2010 Club Treasurer delivers books to Audit Committee	<input type="checkbox"/>

### **TIPS:**

#### **Addresses:**

**(PI Headquarters)** - Pilot International - P.O. Box 4844, Macon, GA 31208-4844

**(NC District Secretary)** – Dee Ann Stafford - 4524 Port Ellen Dr, Fayetteville, NC 28312

**(NC District Treasurer)** – Harriett Lennon – 1413 Kellum Court, Wilmington, NC 28412

#### **District Dues and Scholarship:**

- Annual NC District Dues and NC District Scholarship are payable in two payments: one half before July 1<sup>st</sup> of each year and the 2<sup>nd</sup> half before January 1<sup>st</sup> of the next calendar year. It is the duty of the retiring club treasurer to complete the 1<sup>st</sup> report and remit payment to the incoming NC District Treasurer before passing the books to the new club Treasurer.
- ***It is always acceptable to pay NC District Dues and Scholarship in full by July 1<sup>st</sup> of each year.***
- NC District Dues are \$12.00/member/year and NC District Scholarship is \$2.00/member/year.
- Please be sure to submit separate checks for NC District Dues and NC District Scholarship payments.
- When sending prorated NC District Dues and NC District Scholarship payments for new members, indicate the amount of dues and scholarship being paid for each member to allow for correct posting of the payments.
- Always complete Section D – Total Number of Members as of This Report in the Notification of Change in Membership Information form. This will assist the DAC in maintaining accurate membership records.