



**Louisiana Alpha Delta Kappa State Report - State Treasurer  
2018-2020**



**In relation to International:**

- Filed the 990N for LA ADK for 2018 and 2019
- Filed S – 1 reports from LA ADK for 2018 and 2019
- Paid dues for sustaining member for 2018 and 2019
- Attended international convention in Minneapolis
- Worked on the credentials committee
- Voted as a delegate for Alpha Alpha

**In relation to Gulf Regional:**

- Attended all sessions I was assigned including the treasurer's training
- Attended LA state meeting
- Paid out all expense vouchers which were approved

**On the State Level:**

- Attended four executive board meetings
- Attended four Founders' Day celebrations in 2018 and five in 2019
- Attended two budget committee meetings
- Attended two district workshops
- Banking
- Paid out vouchers approved by the president
- Inventoried and sold items for ways and means
- Transferred funds to a new account registered under the Missouri Secretary of State
- Paid out disaster relief funds for hurricanes Michael and Florence
- Paid out altruistic funds to the ADK Foundations in honor of deceased sustaining members
- Collected and deposited dues and disbursed funds across accounts as appropriate
- Researched the possibility of getting a credit card from Regions Bank
- Interaction with treasurers
- Delivered the treasurer's training at the district workshop and provided a pictorial for reminding treasurers of deadlines
- Collected C – 1 forms, budgets, 990 N reports and dues and provided receipts for items turned in
- E-mailed reminders for upcoming obligations
- Encouraged district treasurers to provide D – 1 reports and assure two signers are on district accounts
- Working with other officers and committees
- Provided the vice-president of membership and other officers with a list of non-payers and other changes indicated on dues rosters
- Notified altruistic, disaster relief and scholarship chairs of funds available to them and spending in those accounts
- Met twice with the budget committee and drew up a series of possible budgets
- Worked with the president and vice-president of membership to clean up our list of sustaining members

***Jane Crews***

**State Treasurer**

