



National Alumnae Association of Spelman College

CHAPTER CERTIFICATION OF COMPLIANCE: FORM G

Chapter:	_____
Address:	_____
Email:	_____
President:	_____
Address:	_____
Phone:	_____
Email:	_____
Treasurer:	_____
Address:	_____
Phone:	_____
Email:	_____

Please place a check by each of the following to certify compliance by your chapter. The chapter president and treasurer should initial each item in the designated area and sign the certification form. Please email the completed form to the Financial Secretary (financial@naasc.org) by September 30th.

Chapter
President
Initials

Chapter
Treasurer
Initials

CERTIFICATION OF BANK ACCOUNTS

I certify that all bank accounts bear the name of the chapter and not an individual.

I certify that all bank accounts reside in an institution insured by the FDIC.

I certify that the signatures of the chapter president and treasurer are required on each check.

Chapter
President
Initials

Chapter
Treasurer
Initials

CERTIFICATION OF FINANCIAL STATUS OF OFFICERS

I certify that all chapter officers have paid dues for this fiscal year at both the national and local level.

Chapter
President
Initials

Chapter
Treasurer
Initials

CERTIFICATION OF COMPLIANCE WITH 501(C)(3) STATUS

Our chapter files the IRS required midyear financial reports (Form F) with the national treasurer according to the following schedule:

Due Mar 31st (Jul 1 – Dec 31)

Due Sep 30th (Jan 1 – Jun 30)

Our chapter has paid its annual assessment based on chapter membership as of June 30th which is due September 30th each year.

Our chapter has submitted all NAASC dues paid through the chapter to NAASC in a timely manner.

Our chapter files the following reports to the Regional Coordinator:

- Chapter Information Sheet (Form J) – Due Sep 30th of each fiscal year
- Chapter Report (Form E) to the Regional Coordinator
Due Nov 1st
Due Apr 15th

I certify that all of the above information is correct.

Signature of Chapter President

Signature of Chapter Treasurer

Date

Date

Please return this form by September 30th
Financial Secretary - Financial@naasc.org