

### End of Year (EOY) Reports/Chapter Report Book

The following reports are due to Alpha Kappa Alpha Corporate Office and individuals as identified in the Fall Mailing that is sent to the chapter's P.O. Box. Additional, specialty reports may be required and will also be included in the Fall Mailing. All reports are due on December 31st of each year, but no later than February 1<sup>st</sup>, except where noted in the Fall Mailing. Forms can be found on the AKA Corporate website at [aka1908.com](http://aka1908.com), members only section. Designated reports should be signed by the appropriate officers as determined by AKA Corporate Office. Reports are also emailed appropriately as requested. In all instances a copy is maintained for the chapter's files. Send requested forms to the Alpha Kappa Alpha Corporate office with original signatures only.

### Officers and Chairmen Reporting Responsibilities

Report	Due Date/Time	Responsible	Format
Operations and Program Budget	12/1-15	Tamiouchos Basileus	Online reporting Hard copy
Statement of Financial Operations	12/31-2/1	Tamiouchos Basileus	Online reporting Hard copy
Program Reports	12/31 by 11:00pm CST	Program Chairman Basileus	Online Reporting Hard Copy
Standards	12/31	Basileus Standards Chairman	Online reporting Hard Copy Email
AKA Connection Activity	12/31	Basileus AKA Connection Chairman	Online reporting Hard Copy Email
Membership Activities	12/31	Basileus Membership Chairman	Online reporting Hard Copy Email
Archive Activities	12/31	Basileus Archive Chairman	Online reporting Hard Copy
Chapter Hotel Expenditure	12/31-2/1	Tamiouchos Basileus	Online reporting Hard Copy
W-9	12/31	Tamiouchos Basileus	Online reporting Hard Copy