

TREASURER Overview

Job Description:

Maintain a proper set of books showing all branch financial transactions.

Responsibilities:

1. Attend all board meetings.
2. Deposit all receipts in branch checking account.
3. Pay all bills approved by the financial secretary. Do not pay a bill without receipt and voucher unless it's in the budget.
4. Observe all deadlines on the official AAUW calendar.
5. Account for Tech Trek funds on an ongoing basis unless there is a separate Tech Trek finance person (in 2023-24, the Tech Trek Finance is handled by Kathy Rafael). Tech Trek donations are kept in our savings account until needed by camp.
6. Mail any donation checks that are made out to AAUW in Washington, D.C.
If the donor wants a tax deduction, the check cannot go into the branch account.

Deadlines and Timetables:

1. Prepare monthly report for board meeting. Email a copy to each board member before each meeting.
2. Record disbursements and receipts in a timely manner. Use a spreadsheet to keep track of the various accounts.
Current spreadsheets:
 - Monthly Treasurer's Reports
 - Ledger: yearly running account of all expenses and income
 - Actual to Budget: keep track of how much is spent from each budget line item. Ask board to adjust budget as necessary.
3. Pay AAUW Funds assessments when due. This is from the \$2 per paid member as part of their dues. This assessment usually occurs along with the insurance fee from national.
4. Coordinate with membership treasurer for payments of state and national dues.
5. Coordinate with Tech Trek chair for payments of Tech Trek camperships to state.
6. File non-profit status with State of California.
7. File Form 990-N (taxes), which AAUW can prepare on your behalf if your annual gross receipts are \$50,000 or less.
To do this, complete the group exemption form in Community Hub between April 17 and October 15. Go to MY AFFILIATIONS and click the blue button next to your affiliate name. Choose TAX INFORMATION, then ADD NEW TAX DETAILS to complete the form for the tax period ending June 30, 2023. The form will ask for the principal officer, which is generally the finance officer. Please verify that your Employer Identification Number (EIN) is correct, so your filing isn't rejected. If you do not qualify to file Form 990-N, AAUW cannot file your return. Please explore other options and applicable forms (e.g., Form 990, Form 990EZ, or Form 990PF)

(continued)

8. Budget proposal for the upcoming year (from the Budget Committee)

- By June 1: Present budget proposal for the following year in time for board and branch approval at the June board meeting or before the end of the fiscal year.
- Prior to July 1: Budget for new year is approved.
- Triad deadline (10th of month prior to general meeting to approve budget): publish proposed budget for the upcoming year.

9. Submit books to branch auditors at the end of the fiscal year.

Member of: Board (Executive Committee)
Budget Committee (Chaired by Financial Secretary)

Chair of: Finance Committee (includes President, Financial Secretary, Financial Secretary-elect, Treasurer, Treasurer-Elect, and a past President)

- Reviews proposed budget, as presented by the budget committee.
- Reviews budget mid-year, as necessary.
- Makes budget recommendations to board.

Updated May 18, 2023 by Cathy Chowenhill

Being Treasurer!

This section provides more detail about specific procedures involved in the job of Treasurer.

Two most important ideas:

1. Keep track of all income and expenses.
2. Report to the board once a month.

U.S. Bank, San Carlos. We need to make an appointment to go in and have all signatories there.

Financial Secretary: Kathy Rafael

For board meetings, send the Treasurer's Report via email in advance of the meeting. If necessary (if finances are restricted, or in other special circumstances), distribute Actual to Budget report so the board can see how the budget is going. Point out any areas that are over budget.

If a member wants a tax deduction for various donations, the check should be made out to AAUW. On the memo line, put what it is for (for example, AAUW Funds, Tech Trek). If checks are made out to our branch, they will get to the right place, but the money will not be tax deductible to the donor (because we are a 501c4 non-profit, not a 501c3 non-profit).

In December, send all AAUW Fund money that you have in savings to our VP for AAUW Fund. Make the check payable to AAUW, with the fund name in the memo line. Send these to the VP and they will send them along to AAUW-National. Record the transactions.

Procedure for vouchers:

- Member fills out a voucher, attaches receipts, and mails it to Financial Secretary (Kathy Rafael in 2023).
- Fin. Sec'y approves/signs/sends to Treasurer.
- Treasurer puts on date, check number, and signs voucher.
- Make a copy of voucher, receipts and check for Treas. Files
- Send check to member.
- Return originals to the Financial Secretary (in 2023-24, Kathy Rafael 162 Westgate St, RWC 94062. Krafael1953@yahoo.com.)
- Record transaction.
- Can keep each month's transactions in a month-by-month folder.

Procedure for budgeted items that don't need vouchers:

(Examples: Insurance, In Memory of, ISCCC)

- Receive bill
- Check line item in budget to see if it's there, and if there is sufficient money budgeted and available.
- Record in Check Book, Ledger, Treasurer's Report, and Actual-to-Budget.
- Write check, make notations.
- Copy check, attach to bill, and file by month.
- Deliver/mail check.

Procedure for dues deposits for current fiscal year:

- In 2023, how and when dues are received is changing as dues become due throughout the year.
- Notification is received from Membership Treasurer.
- Record on Check Book, Ledger, Treasurer's Report, Liabilities (pass through).
- Membership Treasurer deposits the fees. You are just keeping track of the money.
- At the end of each month, zero out the branch dues on the Liabilities sheet and transfer it to Actual to Budget for that month. (This is just the \$21 branch part.)

Procedure for dues deposits for next fiscal year:

- How and when dues are received is changing for 2023.
- Notification is received from Membership Treasurer.
- Record on Check Book, Ledger, Treasurer's Report, Liabilities, Dues (for FOLLOWING FISCAL YEAR – make a new one). Don't record on Actual to Budget. That will be done in July with new budget under Dues.
- Membership Treasurer deposits the fees. You are just keeping track of the money.

Procedure to pay state and national dues:

- When members pay dues, the Membership Chair will write checks to AAUW-National and AAUW-California.
- You will receive email notice of this.
- Record on Check Book, Ledger (include who you delivered it to), Treasurer's Report, Liabilities, Dues.

Procedure for Annual Dinner (not held in person since 2019)

- Copy all members' checks for meals, then deposit.
- Record to Check Book, Ledger, Treasurer's Report, Liabilities.
- Get receipts and vouchers for decorations, programs, etc.
- Pay restaurant or catering bill. (Keep a copy if possible)
- Write speaker check, copy and file.
- Total income and expenses to report to the board.
- Any excess goes as a donation to AAUW Funds.
- Any deficit comes out of contingency.

Procedure for Installation Lunch (not held in person since 2019)

- Copy and deposit all member checks and cash.
- Record to Check Book, Ledger, Treasurer's Report, Liabilities.
- Write restaurant or catering check (keep a copy, if possible)
- Record on Check Book, Ledger, Treasurer's Report, Liabilities.
- Any excess gets transferred from Liabilities Spreadsheet to Miscellaneous Income on Actual-to Budget.
- Any deficit comes from contingency.

Procedure for Speaker Fees other than AAUW Fund Dinner Speaker (not held in person since 2019):

- Don't need voucher.

- Write check with notations and copy check.
- Record to Check Book, Ledger, Treasurer's Report, Actual to Budget.
- File the check copy with any documentation (who requested, who you gave the check to)
- Mail or deliver check.

Procedure for Housing/Facilities Fee

- Don't need a voucher.
- Write check with notations and copy check
- Record to Check Book, Ledger, Treasurer's Report, Actual to Budget (housing).
- Record who you sent the check to.
- Some facilities want "Proof of Insurance." Go online to AAUW.CA.org to get the form (path is Forms and Docs/Branch and Finance/request for proof of insurance). You'll need your member ID and password.

Procedures for "In Memory of" donations:

- Don't need a voucher
- Need a motion from the board, indicating which fund the donation goes to.
- \$50 comes out of contingency. Make the check out to AAUW Funds in the memo line.
- Record to Check Book, Ledger, Treasurer's Report, Actual to Budget (comes out of contingency),
- If it's to AAUW Funds print the form from AAUW-National website and send it in to AAUW-National. Make check to AAUW Funds.
- Copy and file check.

Procedures for Tech Trek:

Tuitions:

- TT Treasurer (in 2023-24, Kathy Rafael) will request tuitions. Transfer that money into the TT Savings Account. Then, transfer all tuitions from Savings into Checking. Write the tuition check from checking.
- Document all these transactions on Check Book, two Ledgers (savings and checking), Treasurer's Report, Liabilities (TT).

Parental Donations:

- Most parents will donate \$50. This goes into TT Savings Accounts.
- Copy their checks and document on Check Book, Ledger (TT Savings), Treasurer's Report, Liabilities (TT).
- Deposit to savings.

Dividend Check from Iberdrola Acct # C0000306967 COR BNY MELLON (Formerly JP Morgan)

- This dividend check is from a long-ago bequest):
- Goes to TT in our branch savings account.
- Copy check with notation on copy that it goes to TT.
- Deposit into Savings Account.
- File: Check copy and deposit receipt from bank. Note who deposited it.
- Record to Check Book, Ledger, Treasurer's Report, Actual to Budget, and Liabilities (Tech Trek)

Donations:

- If a member makes a donation to Tech Trek into branch, it gets deposited into savings.
- Copy their checks and document on Check Book, Ledger (TT Savings), Treasurer's Report, Liabilities (TT).

Tech Trek expenses (food, bears):

- Comes out of TT Savings Accounts
- Transfer money from savings to checking and write a check.
- Document: Check Book, Ledger (TT Savings and Checking), Treasurer's Report, Liabilities (TT).

Procedure for sending in AAUW Funds monies at the end of the year:

- On liabilities sheet, find the amount we "owe."
- Write a check to AAUW with the fund name on the memo line.
- Mail or deliver this to the Funds VP (let them know it's coming).
- Transfer the money from savings to checking, if necessary.
- Record in Check Book for both savings and checking (out/in/check written).
- Record on Ledger for checking and for savings (out/in/check written).
- Record on Treasurer's Report.
- Record on Liabilities Spreadsheet for AAUW Funds. Should zero out the total.

We have both a Checking account and a Savings 1960 account at US Bank.

The Savings account is used for AAUW-Funds and Tech Trek

NOTE: In 2023, savings formerly in a separate Savings account for the Menlo-Atherton branch Tech Trek were moved to Savings 1960.

This last section is a calendar that Cathy Chowenhill made for herself in 2014. In recent years, she has preferred to get tasks and deadlines from the website. Note that terminology is somewhat outdated. I'm including it here in case the new Treasurer might like to use it (after updating). -- Chris Panero

C. Chowenhill 9/26/2014

BRANCH TREASURER'S CALENDAR

Month	Activity	Comments
JULY	<ul style="list-style-type: none"> -Budget in place -Annual Financial Review -Branch Dues Reports (BDR) -Branch Annual Financial Report 	<p>Budget should have been approved by 6/30 to take effect on 7/1</p> <p>May be conducted by a branch member</p> <p>The new year dues will be collected beginning in April of the previous year. Membership treasurer does this</p> <p>Due in State office by 7/31</p>
AUGUST	File RRF-1 and CT-TR-1	Atty. Gen'l., Dept. of Justice forms + fees. See website.
OCTOBER	<ul style="list-style-type: none"> -1st Quarter Financial Statements -Group Exemption Survey 	<p>Balance Sheet & Income Statement with Budget Comparison presented to Board</p> <p>Branches with income below \$50,000 may use this form to have National do their 990. Due at National by 10/15. We do this ourselves without using National.</p>
NOVEMBER	<ul style="list-style-type: none"> -File 990N by 11/15 -File 199N by 11/15. Must have a state number: -Pay Branch Assessments -SI-100. <p>We no longer have to file Registration Form 1</p>	<p>Must be filed if not included on National Group Exemption</p> <p>All California branches must file to be exempt from State income tax.</p> <p>Incorporated branches pay SI-100 every two years, usually by 11/15.</p> <p><i>Info for SI-100: "Mid-Peninsula Branch of the American Association of University Women." Entity #C0399898. Originally filed 7/20/1960. Active. Agent: Kathy Rafael. www.aq.ca.gov (att gen website)</i></p> <p>Reg Form 1 is for holding a raffle.</p>
DECEMBER	-Funds donations submitted by 12/31 for calendar year	EOF, LAF, Tech Trek funds sent to branch member in charge of each.

JANUARY	-Begin budget planning process -Reconcile member roster by 1/31 -2 nd Quarter Financial Statements -Conduct mid-year budget review	Usually done by Finance Committee Make sure all names listed on the national member roster are correct and that none is missing Balance Sheet & Income Statement with Budget Comparison presented to Board Is the branch budget on target, or are there areas that may be over or under
APRIL	-3 rd Quarter Financial Statements	Balance Sheet & Income Statement with Budget Comparison presented to Board
JUNE	-Close books	Reconcile bank statement

State Website: AAUWCA.org/Branch Resources/Branch Treasurer's Report.

User/password: member/aauwca