

# Manual of Instruction

## Section Name: Officers & Advisors

### Section Number: 1.08

#### Title: Treasurer

**Description:** The Treasurer serves on the Executive Committee and is responsible for keeping a record of all income and expenses of the organization.

#### Duties of the State Officer

- 1) Serves as an officer of the State Federation
- 2) Attend all Executive Committee (EC), board and conference meetings
- 3) Submit monthly financial reports to EC, and at board/conference meetings
- 4) Issue checks for all approved expenses with proper documentation
- 5) Deposit checks and funds received within 15 days of receipt
- 6) Post all deposits received and expense checks written for monthly reconciliation (currently using QuickBooks).
- 7) After month-end processing is completed, remit dues for chapter portion of dues paid by members either by checks or online with PayPal.
- 8) Each July send annual liability insurance invoices to local chapters
- 9) Quarterly, submit sales tax reports to New York State
- 10) Provide chapters with certificates of insurance (listing additional insured) for special events when requested. Information needed: Date(s), name or purpose of event, location.
- 11) Assist finance chair with preparation of annual budget that is presented at Spring Board meeting for forwarding to the state conference for membership approval.
- 12) File 990 (postcard form) with the Internal Revenue Service; no report is due to New York State.
- 13) Prepare records at year-end (June 30<sup>th</sup>) for audit/review purposes.
- 14) Assist with chapter incorporation status, etc. when needed.
- 15) Assist local chapter treasurers when needed regarding dues issues.

#### Duties of the Region Officer

- 1) Serves as an officer of the Region
- 2) Issue checks for all approved expenses
- 3) If the Region charges dues, the Treasurer will advise all chapters in the Region of the amount of dues as of May of the current year. The amount is calculated by multiplying the number of chapter members by the dues amount voted by the region.
- 4) Make available to the Audit Committee all records for the current fiscal year.

#### Duties of the Local Chapter Officer

- 1) Monitor the payment and receipt of Dues
  - a) Notices of member dues renewals are sent via e-mail or U.S. Postal Service from the State Database Manager (SDM) three (3) months before their membership expires. Rosters are available on the ADMIN website showing when dues expire.
  - b) Members can renew or join online via PayPal using a credit card or check paid directly to NYSW, inc. and sending the check to the State Database Manager or giving the check to their local chapter. If paying online, the full amount (state, region and local

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- chapter) of dues is paid. The Chapter receives a refund of the amount of Region and Local Chapter dues from the state Treasurer after the end of each month.
- c) Members can also renew or join directly with their local Chapter. The Treasurer should advise their members of the procedure used by their Chapter (see sample notice TK1.08).
- i) Option A: Ask the members to make checks payable to NYS Women Inc. for the entire amount of state, region and local dues and remit check(s) with the renewal/new member form. The Treasurer submits the check with the completed Dues transmittal form (either the New Member dues transmittal form or the Renewing Member dues transmittal form) to the State Database Manager (SDM). The Treasurer then receives from the state Treasurer the amount of Region and Local Chapter dues.
  - ii) Option B: Ask the members to make checks payable to the Local Chapter for the entire amount of state, region and local dues and give to the Local Treasurer with the renewal/new member form. The Treasurer submits a check for the amount of the state dues with the completed Dues transmittal form (either the New Member dues transmittal form or the Renewing Member dues transmittal form) to the SDM.
  - iii) All checks for dues received by your chapter should be processed, i.e., submitted to the SDM with proper forms or deposited within 15 days. Note: see the Leadership Directory for the name of the current SDM.
- 2) When paying expenses for your chapter, always obtain receipts for all expenses paid. This assists your audit committee in performing their annual audit at the end of the fiscal year. There is an expense reimbursement form on the website which you may use for your chapter if you wish.
  - 3) As your chapter's treasurer, you should also be a part of the budget/audit process.
  - 4) Monthly reports should be given at chapter meetings to keep members informed of all income and expense to budget amounts.
  - 5) Prepare monthly bank reconciliations
  - 6) Chapter liability insurance invoices and certificates of insurance are generated from the state treasurer after July 1<sup>st</sup> of each year.
    - a) Please advise the state treasurer when you need a certificate for special events your chapter will be sponsoring so the location may be listed as additional insured.
    - b) Information needed for the certificate: date(s) of event, location and name of event
  - 7) Remit region dues to your region treasurer. Each region will advise you when to remit these dues and the amount due per member.
  - 8) In March or April you will be sent an email requesting funds for the annual president's purse. Ask your finance chair to put a line in your annual budget for this request.

Enjoy your year as chapter treasurer; you are helping to empower women personally, professionally and politically. Please contact the state Treasurer if you need assistance (see Leadership Directory for contact information).

## Included in Toolkit

**For more information go to:**

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- TK 1.08 Dues Process
- TK 1.08 Expense Form
- TK 1.08 Sample Notice of Local Chapter dues process

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