



TREASURER'S WORKSHOP

DISTRICT FIVE
2023

Tammy Bader, District Five Governor Elect

Thank you for saying yes.....now what??



- Ensure a smooth transition from the past treasurer by obtaining all records and the new, approved budget
- Go through the steps to change the signatures on the bank account
- Attend your Club's Board orientation to become familiar with your new role
- Coordinate dues payment between the outgoing and incoming treasurer

The key is organization!

**Good Recordkeeping
Timeliness
Vision**

**Track all deposits and expenditures
Keep the check register accurate
Make sure checkbook coincides with
bank statement**

**Make deposits and write checks in a
timely manner
Document all transactions**

**Work with Board to keep the budget
balanced and to create the new
budget**



Treasurer's General Responsibilities

- Separation of funds: Operations and Service
- Dues: Collect and submit to International and District
- Membership records: Group Tally
- Financial: Budgets, deposits and disbursements
- Financial Reports
- Foundation: Do you have one?

Operating & Service



Operating (Club) – funds are generated within your Club or through activities for Altrusa members only and are used for member activities

WHAT WE DO FOR US

Service (Foundation or Project) – Funds are generated through fundraisers open to the general public and are used for community projects

WHAT WE DO FOR OTHERS

Separation of Funds

Dues



June 1st Deadline

Grace period until June 15
to send dues to
International and District



International Dues
\$55 per member

*Plus, \$30 per Club
Convention fee*



District Dues
\$20 per member

*Plus, \$10 per Club
Conference Fee*

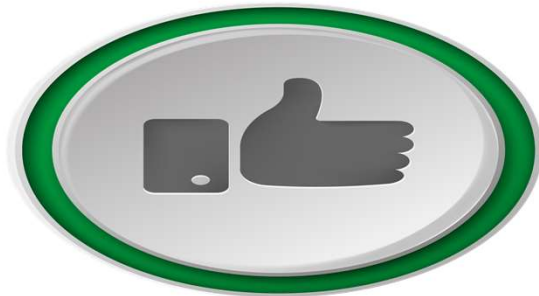
Important Dates



June 1st - Deadline for International and District
(Grace period until June 15 to pay dues to International and District)

Late fee - Dues paid from **June 16 – July 10** - \$5 PER member

Late fee – Dues paid **after July 10** - \$10 PER member



DOs



DON'Ts

DO know and enforce all deadlines

DO have new members pay dues before
initiation and orientation

DO turn in dues as they are received

DON'T wait to receive all member's
dues before sending in

DON'T pay dues from Club account for
members who are not prompt

New Member Dues

International

- Full Year Dues - \$55, plus \$10 processing fee
- Young Professionals – ages 30 & younger - \$27.50
- Half Year Dues – \$27.50, plus \$10 processing fee, effective December 1 – March 31
- From April 1 – May 31 - full dues are paid, plus \$10 processing fee – but the entire following year is covered (e.g. 4/1/23 – 5/31/24)

District

- Full Year Dues - \$20, no processing fee
- Half Year Dues - \$10, no processing fee, effective December 1 – March 31
- April 1 – May 31, full dues are paid, no processing fee – but the entire following year is paid

WHAT IS GROUP TALLY?

Membership Records

District Service
Bulletin (DSB)

Administrators

Officers



Group Tally

- **All Club Treasurers should have administrative access to their Club's Group Tally information**
- **Outgoing Treasurer should update changes in officers in Group Tally**
- **Outgoing Treasurer should give administrative access to incoming Treasurer and President**
- **Prior to taking over the Treasurer's duties, make sure you know how to use Group Tally. Have a Club member train you in what is expected and how to do it**
- **On the International Website www.altrusa.org Under Membership there is a GT manual & tutorials**

Group Tally

- **Club Treasurer's maintain Club membership records, including member's date of birth, email address, preferred phone number & address**
- **Club Treasurer is responsible to update the member information on a monthly basis and keep the Club Board and Chair information current**
- **Club Treasurer should review the member information to ensure correctness prior to paying annual dues**
- **Club Treasurer records & pays International Dues in Group Tally**

Budgets

- **General Operating**

- Income – based on anticipated dues and membership fees collected
- Expenses – based on operating expenses, such as Int'l and District dues, yearbooks, supplies, Conference expense.

“What we pay for US”

- **Projects**

- Income – based on current year fundraising activities and donations for service projects
- Expenses – based on donations to other community or Int'l projects, expenses for fundraising projects

“What we pay for OTHERS”



Deposits and Disbursements

Documentation for the audit!

For every deposit made and every check written make a note what the purpose of the transaction was and make sure you have documentation

Six months from now, you will not remember the exact reason for the deposit made or the check written

Financial Reports

- Reports of income, expenses and cash balance should be made at your monthly meetings, or as required by your Club
- An annual report and your Club's financial records should be submitted yearly, or as required by your Club, for audit

TAX TIME!

- FISCAL YEAR END 5/31
- GROSS RECEIPTS LESS THAN \$50,000 CAN FILE A 990N
- OVER \$50,000 – 990EZ OR A 990 (Three year average)
- WHATEVER THE FORM – THE RETURN IS **DUE 10/15**
- 990N - GET LOGIN AND PASSWORD FROM OUTGOING TREASURER



Foundation

Club is a 501c4 corporation

Foundation is a 501c3 corporation

Donations made to your Foundation are tax deductible which is the largest advantage to forming a Foundation

Under the Umbrella

Forming a Foundation under the umbrella of International requires no separate application to the IRS for 501c3 status

Your local Club Foundation will need a separate federal ID number

International website – Local Club Foundations (LCF)



Insurance

A broad liability policy is offered by International for \$10 for special events

This is not automatic - \$10 & Certificate of Insurance Request Form must be submitted to International to obtain coverage

Certificate of Insurance Request Form on International Website under Governance; Incorporation Toolkit

Liability Insurance – Do you need it?

DIRECTORS & OFFICERS INSURANCE

- What is it?
- Do we need it?
- Recommended by International





**QUESTIONS?
COMMENTS?
STORIES?**

Feel free to contact:
Governor at governordfive@gmail.com
or the
District Treasurer at treasurerdfive@gmail.com