

Tips for Club Treasurers

Accomplish These Things:

1. Manage the club's money:

- Make timely deposits and payments
 - Keep copy of checks and itemized deposit slips
 - If applicable, get 2 signatures or approval on any checks/payments over a certain amount (e.g., more than \$250)
- Maintain records and balance the accounts
 - Keep online records or a file of monthly bank statements
 - Balance monthly bank statements to your check register
 - Give copies of monthly bank statements and reconciliation to a club officer (e.g., president)
- Track and report club funds according to the club budget
 - Maintain periodic reports and compare to budget
 - Give reports at club meetings
- File for applicable reimbursements from the Region when appropriate
 - Use reimbursement form in club resource library @ www.soroptimistner.org
- File required IRS income forms for individuals if awards of \$600+ are given
- Send in SIA Club Giving contribution and Founders Pennies to SIA by May 15th (goal is 10% of locally raised funds sent to SIA Club Giving)
- Prepare books & records for annual club audit

2. File the IRS 990-N (e-Postcard) by November 15th:

- Go online to <http://epostcard.form990.org/>
 - Login using Club User ID and password
 - Update contact information if needed
 - File information for prior fiscal year (2015-2016) July 1, 2015 to June 30, 2016
 - Provide Club name, address and EIN#
 - Provide contact name and email, president name & address
 - Verify that club had income of less than \$50,000
 - Print and keep copy of information submitted
 - Submit
 - Receive return email from the IRS confirming submission
 - Print and keep copy of confirmation email **AND**
 - **send a copy of this confirmation to Region Treasurer**
- NOTE: If a club does not file its 990 for 3 consecutive years, it will lose its 501c3 status (non-profit status)

3. Pay club dues:

- Annual Federation Dues – update roster and pay dues by July 1st
 - Club roster and payment options can be found @ www.soroptimist.org
- Annual Northeastern Region Dues – pay by August 31st
 - Region dues payment worksheet found @ www.soroptimistner.org in club resource library
- Dues for New Members – Federation and Region dues are paid as members join
 - Include Region dues payment worksheet found @ www.soroptimistner.org in club resource library

If you have questions or need help please feel free to contact:

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