

CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 4
FEDERATION TREASURER

The basic duties and responsibilities of the Federation Treasurer are set forth in **Article I, Section 5, of the Constitution and Bylaws** of the Federation and Executive Board Policy and **policies**.

The following is a detailed description of the performance requirement of the Treasurer and is **NOT** all-inclusive nor is it intended to be. This **policy** is presented to assist the Treasurer and help eliminate errors and omissions.

I. Fund Controls and Reporting

- A. Establish a bank account in a federally insured financial institution for the "FIELD -GENERAL FUND", the fund in which the (900 series) 10% of the National dues returned to the State Federation by National Headquarters, as well the repository for (500 Series) Per-Capita dues paid by member chapters are deposited. The newly elected President, Executive Vice President, Treasurer, and the Secretary shall execute new signature cards prior to the beginning of the fiscal year, or as needed, for access to the bank accounts. Provide the financial institution with signature cards designating the Federation officials who are authorized to co-sign checks and any other documents obligating Federation funds. Outgoing officers will cease signing checks or other instruments for the transfer or payment of money as of the date they cease being officers of the Federation.
- B. Set up a dual entry accounting system for each series to maintain control of the receipt and expenditures of cash and a record of the purposes for which expenditures are made. Such record of expenditures will include the details of the distribution of costs incurred by each individual officer by category of expense. Reports created from the detailed distribution of costs will include projected budget data (based on the budget as approved by the Federation Executive Board) and reflect a running tally of the percentages of actual expense incurred vis-à-vis the approved budget projections.
- C. Audit all Expense Reports, CSFC #15, (hereafter called "vouchers") for expenses claimed. Verify the accuracy of all mathematical calculations. Assure that the items approved for payment are proper charges under **Article V of the Constitution and Bylaws** and that the expenses are appropriate for the particular fund involved. All Federation expenses related to day-to-day operations, such as visiting chapters, holding District meetings, communicating with chapter officers, promoting membership drives, encouraging members to run for chapter officer positions, etc., are

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charged to the "900 Series" (10% Fund). The "500 Series" (Per-Capita dues) covers Federation expenses primarily related to the annual convention which are not proper for charge to the "900 Series", such as: Executive Board expenses at the convention, convention expenses of the National Legislative Director, documents prepared exclusively for convention use ("Resolution Book", "Delegate Book", "Summary of Convention", etc.) and Training. The "500 Series" is administered and reported in the same manner "900 Series".

- D. Pay all appropriate billings submitted by vendors for printing, stationery, etc.
- E. Financial reports required to be sent quarterly to each Federation Officer and the Chair, Audit Committee by **Article I, Section 5. C.** Will include a summary of the financial transactions (Cash Accounts) for the fiscal year to date and a printout of the detailed distribution of costs (General Ledgers) for the fiscal year to date.
- F. The statement of the financial transactions of the Federation at the end of the fiscal year required to be sent to the President and Secretary of each Chapter, each Past President, and each incoming and outgoing officer by **Article I, Section (5), (B), and** will consist of a summary of the "Cash Accounts", showing totals of fund disbursements by category of expenditure during the year. This statement will also be published in the Federation Publication, along with the required final audit report pursuant to **Article II, Section 2. (5), (b).**
- G. Vouchers prepared in duplicate for the payment of expenses incurred prior to the end of the fiscal year will be recommended for approval by the President, or designated representative, for the fiscal year in which incurred. The voucher will be forwarded to the incumbent Treasurer for processing and payment.

II. Administrative Responsibilities

- A. Taxes and Fees:
 - 1. Federal and State income tax returns must be filed at the close of the Federation fiscal year, March 31. **Federal Tax Form 990**, "Return of Organization Exempt from Income Tax, is used; and for the State of California, **Form 199**, "California Exempt Organization, "Annual Information Statement of Return" **(these actions must be accomplished no later than the 15th of the**

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fifth month following the end of the fiscal year)."

2. An annual filing fee must be paid to the California State Franchise Tax Board in order to protect the Federation's state tax-exempt status. It is submitted with the **State Form 199**.
3. A fee is payable bi-annually to the Secretary of State, California, with a form titled "Report of Domestic Non Profit Corporation", SO 100.

B. Records Maintenance:

1. Maintain folders for storage of duplicate vouchers by month of processing, in check number order. Original Vouchers to be stored chronologically in separate folders for each officer, committee or other entity authorized to expend funds on official business. Such a system of record keeping will greatly assist the Audit Committee in carrying out their responsibilities. It will also facilitate locating questioned items, such as a reported missing check, when it becomes necessary to review transactions relating to a particular payee.
2. Maintain records of Federation un-expendable property. Keep a file of "Custody Receipt" documents showing the individual officer having custody of the property.
3. Maintain folders for the following categories:
 - a. Budget
 - b. Fund Receipts (10% Fund; Per-Capita Dues)
 - c. Quarterly Reports
 - d. Bank Statements
 - e. Property Records
 - f. Loans to Host Chapters
4. Retain financial records of the Federation for three (3) years.
5. Allow purchase by the assigned user of computers and peripheral equipment (i.e.) fax machines owned by CSFC (at a reduced price in accordance with the established IRS depreciated value) at any time after 2 years from the date of purchase of said equipment with the approval of the CSFC President.

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6. Declare obsolete or unserviceable equipment "Excess Property", dispose of such and remove from the inventory.
7. Receive and keep all financial records of a closing chapter.

III. Participation in Federation Administration

- A. Attend California State Convention and all meetings of the CSFC Executive Board.
- B. Dialogue continuously with the President, other EB members, and all committee chairs who have allocated budgets to insure that the budget is not exceeded for any fiscal year. If changes to the approved budget are required to pay for non-budgeted expenses, the treasurer must be consulted prior to incurring expenses and submission of vouchers to insure availability of funds.
- C. Maintain close communication with the Federation President, and/or the Federation Executive Vice President, to keep them informed of developments involving the budget and Fund status.
- D. The Federation shall make every effort to support Regional Training. Whenever possible, the Federation Executive Board Meeting shall be held in conjunction with this event to save costs for the Federation. The Registration fee shall be granted to the members of the Executive Board. To encourage other CSFC members to attend regional training, the Federation shall pay one half (1/2) of the registration fee for those who attend the Regional Training not to exceed the total amount budgeted.
- E. Turn over all books, records and assigned equipment to successor upon leaving office.
- F. When the elected treasurer leaves office before the end of term, he/she must notify the CSFC Executive Board (EB) in writing. Another EB member shall be assigned by the CSFC President, the duties to fulfill the obligations of this office until a new treasurer is elected. This includes making required legal notifications.**