

Treasurer Procedures

Structuring the Organization (Using Microsoft Money)

- The constitution and by-laws define the organization structure and functions.
- The chart of accounts will define the funds that the organizational functions utilize and the functional names that the income and spending categories are captured under.
- Functional heads have primary oversight of functional financial activity.
- Running fund balances are maintained by increments of yearly net activity.

Budgeting

The constitution and by-laws limit spending to the board approved line item budget.

- Budget preparation
 - Use Excel Budget file to prepare past history by quarter and future spending by quarter for each person responsible for a functional area
 - Collect spending inputs prior to the September board meeting for the remainder of the current year and for the future year.
 - Project anticipated income for the remainder of current year and for the future year
- Budget Approval
 - Prepare a proposed income and expense budget for the balance of the current year and future year and present it to the September board meeting for modification and approval.
 - Enter approved budgets into the Budget file and the Financial Reports file.
 - Enter approved budget into financial or accounting software. (MS Money does not have a good budget function for our purposes)
- Control Points
 - Assure that financial or accounting software has a warning turned on for budget overruns.(MS Money does not)
 - Check that bill payments do not cause spending budget overrun.

Handling Transactions (Using Microsoft Money)

Receipts (cash & checks)

Enter into the Cash account all incoming receipts. This assures that the income is properly documented.

- Click the Receive tab
- Enter the date the check or the currency was received
- Enter the name of the person writing the check or both names for a family dues
- Enter the amount
- Select a category or sub category
- Enter a classification 1
- In the memo enter the check number, check date and any other information needed
- Make a copy of all receipts (checks & note cash on a slip of paper)
- File in the Receipts file folder

Depositing funds received (cash & checks)

- Enter deposits into bank checking or CD accounts as a transfer from the cash account.
- Select the transfer tab in the Cash account
- Enter the date of the deposit/transfer

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- Enter date of deposit
- From: Cash
- Amount: Enter total amount of deposit
- To: Checking or a specific CD account
- Pay to: Lake Sunapee Bank
- Classification: Select a single classification (create multiple transfer entries if more than one classification is needed)
- Put bank deposit receipt stapled to supporting photo copies of checks and cash notes into the receipts file folders.
- Control Points
 - After the deposit entries are made the cash account balance should be zero
 - The checking and or the CD account balances should agree with the balances indicated on the bank deposit receipt. There may be a need to take into account an open item that has not yet cleared the bank.

Disbursing Funds

Payment can be made either by check or by Lake Sunapee Bank Bill Pay online. Also, utility bill from PSNH can be automatically debited to the checking account.

- When bill is received make an entry in the checking account register
 - Enter the next check number or indicate Debit if made via direct debit or online Bill Pay
 - Enter Payee name
 - Enter amount
 - Enter appropriate Category and create splits if more than one category
 - Enter Classification 1 for each split
 - Enter memo information about reason for bill and each split and confirmation # if online Bill Pay
 - Write on bill the date paid and check # as well as confirmation #
 - File in Bill Paid file folder
- Control Point
 - Assure that the payment does not exceed the full year budgeted spending amount.
 - Gain board approval for a budget change if needed

Reporting to Board and Membership

The treasurer is required by the constitution and by-laws to report each quarter the year-to-date spending against full year budgets.

- Quarterly Financial Reports
 - Produce year-to-date income and expense report using financial or accounting software.
 - Produce asset balance report using financial or accounting software.
- Control Points:
 - Assure that there are no unclassified entries.
 - Assure that the net income equals the change in asset balances for the period covered.
 - Review the income and spending under each function to see if entries appear correct.
- Report Generation:
 - Enter the Income and expense data and account balances into the SHS Financial Reports Excel file using the tab for the appropriate year.
 - Enter the year-to-date period covered by the report.

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- In the Funds tab create a new year row for each section and enter linking formulas
- Control Points:
 - Assure that the budget is up to date with the latest approved budget.
 - Assure that the income and spending totals and net income agree with the reports generated by the reports from the financial or accounting software.
 - Assure that the balances agree with the reports generated by the reports from the financial or accounting software.
 - Assure that the change in asset balances agrees with the net income amount.
 - Assure that the change in funds balances agrees with the Grand Total line of the respective column in the income and expense report.
- Treasurer's Letter
 - Summarize financial activity in the treasurer's letter
 - Enter the financial highlights in the treasurer's letter:
 - Current quarter vs. same period last year
 - Year-to-date vs. same period last year
 - Comment separately on the Income and Expense highlights for current quarter and year-to-date focusing on explaining changes.
 - Control Point – Check financial highlights against the financial reports.
- Report Approval
 - Present reports at quarterly board meetings.
 - Get board approval of the reports.
- Report Distribution
 - Send board approved president's letter, financial report, funds report to board members.
 - Post on SHS website knowledge base webpage the president's letter, financial report, funds report.

Reporting to IRS

Federal EIN 22-2516732

New Electronic Filing Requirements for Small Tax-Exempt Organizations - Annual Electronic Notice - e-Postcard (Form 990-N): Small tax-exempt organizations, whose gross receipts are normally \$25,000 or less, are not required to file Form 990 or Form 990-EZ. Beginning in 2008, small tax-exempt organizations that previously were not required to file returns may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. This filing requirement applies to tax periods beginning after December 31, 2006.

Due Date of the e-Postcard

The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, 2007, the e-Postcard is due May 15, 2008. **You cannot file the e-Postcard until after your tax year ends.**

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How To File

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

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Information You Will Need To File the e-Postcard

The e-Postcard is easy to complete. All you need is the following information about your organization. Click on any of the links below, if you need more information about the item.

- [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN)).
- [Tax year](#)
- [Legal name and mailing address](#)
- [Any other names the organization uses](#)
- [Name and address of a principal officer](#)
- Web site address if the organization has one
- Confirmation that the organization's annual [gross receipts](#) are [normally \\$25,000 or less](#)
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$25,000 or less must file the e-Postcard. Exceptions to this requirement include:

- Organizations that are included in a [group return](#), and
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches.

Record Keeping: Keep a copy of the e-Postcard in the IRS 990-N file folder.

New Hampshire Attorney General Charitable Trusts Unit Annual Reports

Required by RSA 7:28. To be filed each year no later than four (4) months and fifteen (15) days following the close of the fiscal or calendar year. Use form NHCT-4 supplied via mail from the AG CTU office.

State registration # 2849, Fee \$75.00

Process:

1. Receive form NHCT-4 from AG CTU office.
2. Part I and Part II: filled out using prior December 31, audited, financial reports.
3. Part III: filled out using prior year report as a guide and use functional spending from prior December 31, audited financial reports.
4. Part IV: attach sheet listing officers and directors.
5. Part V: refer to prior year report.
6. Part VI: filled out using prior December 31, audited, financial reports.
7. Appendix: Question 1- Answer Yes. Question 2- Answer No.
8. Have report notarized.
9. Write check payable to State of New Hampshire for \$75.00.
10. Make a copy of check.
11. File a copy of report and copy of check in NH AG Annual Reports folder.
12. Mail form and check to NH AG CTU.

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New Hampshire Secretary of State Corporate Division Reports

Corporate Identities:

1. Springfield Historical Society, Inc., Business ID- 76190, Entity Creation Date- 03/09/1984, Type- Non-Profit Corporation. To be revived 08/13/2008.
2. Springfield Historical Society, Inc., Business ID- 248792, Entity Creation Date- 05/01/1996, Type- Non-Profit Corporation. To be dissolved 08/13/2008.

Process: Report each five years. Fee \$25.00