

CHAPTER REQUIRED REPORTING FORMS TO NATIONAL:

Daily (or when received).

- Print out the email from STRIPE showing you've received a payment
- Go to the STRIPE website, on the left-hand side under "PAYMENTS", print the payment that coincides with the email received.
- On the email, document the fees charged (e.g. \$20 payment / fee is: .88 / amount of deposit is - \$19.12) and make a notation as to which event it is for.

Monthly reconcile Bank Statement and do Treasurer Report.

- Print bank statement and page of checks written from BBVA Compass Bank online beginning of each month
- Reconcile transactions against receipts and bank statement
- Excel spreadsheet – P&L statement and monthly detail report
- Print both pages out and scan and save and send to President before each monthly board meeting.

Refer to previous audit reviews.

- Make sure to have all receipts and invoices
- Make copies of all checks and deposit slip for deposit
- Print page of all checks written to include with bank statement
- Have other authorized signer sign check only if check needs to be written to you (treasurer). No need to also have the Treasurer sign if the check is made out to them for a reimbursement.

Other duties.

Print/format sign in sheets for all events. Attend events to collect money. Post payments to pending payments in Chapter Manager. Assign points to members. Scan and save sign in sheets for history (Documents & Files/ "Sign In Sheets"). Make bank deposit of all monies collected.

Check PO Box (Phoenix) to collect mail and checks typically no less than once or twice a month. Post payments of checks received in Chapter Manager and make bank deposit of all monies collected.

Work with incoming President each year to formalize budget. Gather past spend history for events, etc. to help with next year's budget.

- Ongoing annual expected expenses include:
 - PO Box fee
 - Website Maintenance
 - Corporation Commission
 - Credit Card Transaction Fees
 - National Membership Assessment

Debit Card Authorized User Form.

- Have all new board members (VP or Treasurer only) complete form when receiving new debit card.
- New incoming VP or Treasurer will need to go to BBVA Compass Bank (there's one in downtown Phoenix) with current President, VP and/or Treasurer to have name put on account and debit card ordered. At same visit, remove outgoing Treasurer or President.
- Try to go first part of the year – no later than March if possible. Incoming Treasurer would need to go first part of January.
- Copies of October luncheon meeting minutes and December's luncheon meeting minutes showing election and swearing in of new officers will need to be taken to bank as proof of new officer elections. Bank keeps copy of minutes.

JANUARY 1ST OF EACH YEAR.

Download the new W-9 form from internet (should be a fillable form), complete form, print / sign / date, scan and save to the website. They're posted under: Content, Documents & Files, folder: Governance/Policy Documents, then sub-folder is Chapter Documents. Make sure to click on the "no" so it's not posted on the front end (we don't want our Tax ID # published for all to see).

Request Certificate of Insurance from National NIGP. Contact NIGP Chapter Relations person to get a copy of COI, if needed. National will typically update and send a new one in July. (Usually only need for Regional Conference).

ANNUAL CHAPTER LEADERSHIP FORM. (due by January 31st of every year).

This updates the officers with National, as well as the Professional Development Chair and the Membership Chair. Can include up to 3 additional members/leaders within the chapter who would like to receive NIGP chapter related emails and notices.

This is an electronically submitted form so print a copy of the form prior to hitting "submit".

ANNUAL CHAPTER MEMBER DATA FORM. (due by January 31st of every year).

This form is required to report the total number of chapter members and the classification of chapter members by member type (Active / Retired / Student, etc). Our annual National chapter assessment dues are created from the information that is submitted on this form and an invoice is issued in February. Along with this form, you will be required to submit a copy of the end of the year membership file

This is an electronically submitted form so print a copy of the form prior to hitting "submit".

CHAPTER FINANCIAL FORM. (due by March 1st of every year, but complete as early as possible)

- Need to include a copy of end of year financial statement
- Follow the example that is saved in the "Treasurer procedures" folder
- MAKE SURE TO PRINT A COPY BEFORE SUBMITTING

GROUP EXEMPTION UPDATE FORM. (due by March 1st of every year, but complete as early as possible)

- Need Gross Revenues for previous 3 years
- MAKE SURE TO PRINT A COPY BEFORE SUBMITTING

990 or 990N tax filing. (due by May 15th of every year; End of Year Taxes. Submit Tax return to IRS by May of each year).

- Get tax return form from IRS website.
- <http://www.irs.gov/uac/Current--Form-990-Series---Forms-and-Instructions>
- National NIGP has attorney that can help with questions, etc. if needed.
- Print a copy for your records
- Email a copy of final document to National: chapters@nigp.org

ANNUAL CORPORATION COMMISSION FILING.

Middle of January or so, you will receive an email from AZ Corporation Commission requiring renewal of our Annual Report. It can be submitted online at: <http://ecorp.azcc.gov/> . Click on FILE, then MAINTAIN – Forms for an existing entity. Click on the first option under maintain to electronically submit the corporation annual report. (it says “submit a Corporation Annual Report; then click on eFile). You’ll need to click on the link within that paragraph that says “enter the file number below or click here to search by entity name. Under search type, select “contains” from the drop down menu and type in Arizona State Capitol Chapter NIGP; you may see ours as well as Grand Canyon and Copper. chapters. (Or you can type in our file number of 09766000).

Questions call 602-542-3285

ANNUAL MEMBERSHIP LISTING (to be completed the end of December).

On December 31st of each year, you’ll need to go on the backend of the website, under “MEMBERSHIP”, click on “MEMBERS”, click on the link to the right of “Total Active, Pending and Expired Members” that says, “download to spreadsheet”. Save the spreadsheet to desktop.

Under “CONTENT” link on the website, go to “DOCUMENTS AND FILES”. Find the folder for Membership Listings and save the spreadsheet in the folder.

You will also need to contact National (typically it’s Jennifer Steffan) and get a listing of the National members in Arizona. They’ll provide a listing, but it includes *every member* (including members from the Grand Canyon and Copper chapters as well as people who are not members of any local chapter). You’ll have to compare your annual membership listing with the one provided by National and remove anyone who is not a member of our chapter from their listing.

Misc.

Committee members on the Programs (Luncheons/Career Seminars), Pro-D drawings and Seminar Committee - you will write them checks to reimburse them for supplies/food they purchase for events. They will provide you with receipts, then write them a check to reimburse. Telma Reyes will let you know who is "in charge" for the day and you may have to reimburse them.