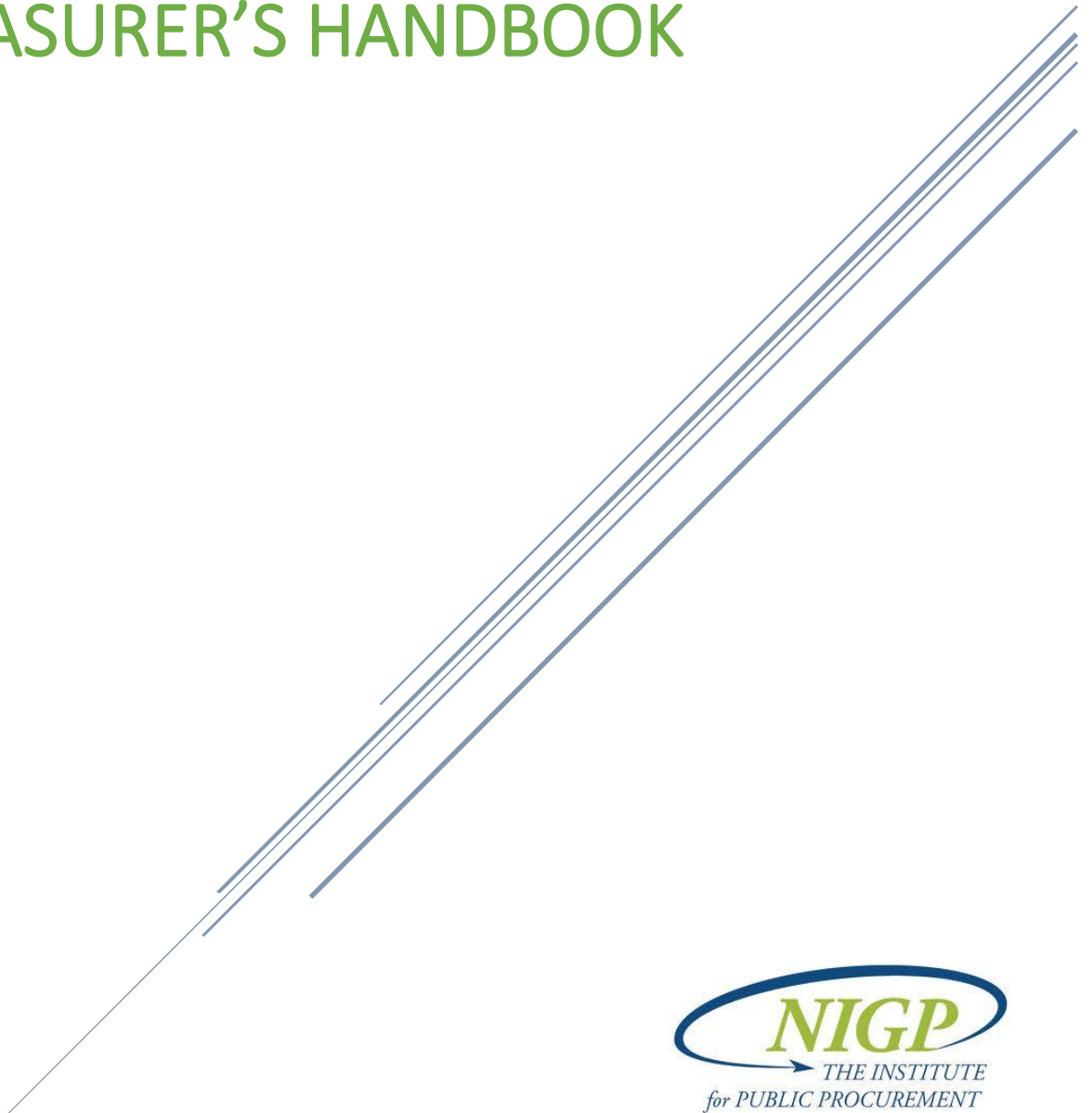




TREASURER'S HANDBOOK



Congratulations on moving up the OPPA executive leadership ladder to the position of Treasurer! The membership has demonstrated its confidence in you and your abilities to lead the Chapter toward fiscal responsibility and financial stability.

The Treasurer is responsible for the Chapter's funds and:

- Maintaining complete and accurate records of receipts and disbursements;
- Rendering a true and complete reports relative to the affairs of the Chapter; and,
- Preparing, signing and distribution of all Chapter checks/payments.

As treasurer, it is your responsibility to read, understand, and comply with the policies defined in this manual as well as the OPPA Bylaws and Handbook. You are accountable for the Chapter's finances and this manual is designed to give you the tools necessary to do a great job, providing a quick, handy reference to many financial issues and tasks relevant to the position.

The manual is organized in accordance with a general accounting cycle, which generally consists of:

- An approved budget;
- Collecting revenue;
- Paying vendors;
- Monthly financial reconciliation and reporting;
- Year-end reports to NIGP and IRS (taxes).

Internal Control Considerations

The Board of Directors is responsible for safeguarding the Chapter's assets. As such, the Board has implemented internal control policies and procedures that help protect those assets. The President and/or the Treasurer shall not establish new accounts or transfer any Chapter funds without obtaining Board approval.

Segregation of Duties

Ideally, no individual person would handle more than one of the following duties: custody of assets, record keeping, authorization, and reconciliation. However, the size and extent of our Chapter makes separation of duties impractical to the point of hampering our ability to conduct business.

Because of this, the Treasurer retains responsibility for conducting all of the day-to-day financial duties of the Chapter. Accountability comes from requests to pay by other Board members and by the Treasurer presenting monthly financial reports to the Board for review and approval.

The Treasurer as an Accountant

The Treasurer should provide a detailed financial report to the Board as soon as possible after the last day of the previous month. The Treasurer will also present the Association's financial status at the monthly Board meeting.

Always remember that similar to an auditor your job is to report findings and information to the Board and membership from an unbiased position. The numbers are the numbers. Think of yourself as a messenger of dollar amounts.

Best Practices

- Keep an open set of books and records.
- Communicate as often and as detailed as you can to the Board and membership as it relates to budgets, variances, cash shortfalls, etc.
- Do not hide any financial affairs of the Chapter.
- Do not hire or allow personal friends to perform accounting functions for the Chapter. Do the bookkeeping yourself, even if you need to take a class or read a book to understand what you need to do.
- Maintain the ‘golden rule’ – don’t lie, cheat or steal from OPPA.
- Keep the books updated monthly. Set reminders to download statements and reconcile accounts if you need to. The farther behind you get, the harder it is to remember details about receipts and expenditures.
- Follow up on missing receipts or payments relentlessly; you are the enforcer of the Chapter’s financial policies. Own it!

Accounting

OPPA uses QuickBooks as its financial software, Microsoft Excel as its budget tracking software and Chapter Manager/Stripe for money collection facilitation. If you haven’t used these programs previously, there is a small learning curve. *Don’t worry!* Included in this handbook are walkthroughs of all the functions that you will use in your Treasurer tasks.

Chart of Accounts

A chart of accounts (COA) is a list of the accounts used by an organization to define each class of items for which money or the equivalent is spent or received. We use it to organize the finances of the Chapter and to segregate income and expenses in order to give members a better understanding of the financial health of the Chapter (Budget Tracking). The Chapter’s current chart of accounts is integrated within QuickBooks.

Accounting Method

OPPA uses the **Cash Basis of Accounting**. What does that mean? Cash Basis is an accounting method where income is recognized when cash is received and expenses are recognized when paid. This method is different than the accrual basis of accounting where revenues are recognized when they are earned and expenses are matched to revenues or the accounting period when they are incurred (rather than paid). The cash basis of accounting is usually followed by individuals and small companies.

Keeping the Books

The actual process of keeping the books is easier to understand when broken down into these steps:

1. **Maintain Documentation:** Keep receipts and invoices of every payment to and every expenditure by the Chapter.
 - Each of the Chapter’s expenditures must be backed by some type of record containing the amount, the date, and other relevant information about that transaction. OPPA uses a **Payment Request Form** to track such expenditures. Receipts and documentation should be stapled to the Form and kept in a folder labeled for the month in which the expenses occur.

2. **Update Transactions:** Update and enter transactions into QuickBooks and the Budget Tracking spreadsheet on a consistent basis (daily, weekly, or monthly).
 - QuickBooks is really nothing more than a summary of income and expenses, and whatever else you're keeping track of (like budget transfers, voided checks, etc.). These summaries are used to maintain the Budget Tracking spreadsheet.
 - Budget transfers are handled through the use of a ***Budget Transfer Request Form***. A corresponding transaction is entered into QuickBooks.
3. **Reconciliation:** Reconcile QuickBooks transactions using Wells Fargo, Stripe and the Budget Tracking spreadsheet.
 - What is reconciling? Reconciling is comparing monthly transactions and Stripe activity (from Chapter Manager) to the transactions within QuickBooks (from Wells Fargo and other entries), ensuring that every transaction is accounted for, properly categorized, and that the end-of-month balances match.
 - Posting transactions into QuickBooks occurs by downloading data from the Wells Fargo account. This can be done as often as you wish, but at least once a month is required. Generally speaking, the more transactions there are, the more often you should post them. Monthly is adequate for most of the year, but if you wish to increase the frequency during the RVTS or Membership 'seasons', you are welcome to. Reconciliation must occur once per month.
4. **Financial Reports:** Run monthly financial reports for presentation to the Board.

Banking

OPPA uses Wells Fargo banking services. We have a main checking account, an RVTS sub-account, and a CD account. All of the payment transactions done on Chapter Manager are handled by Stripe (like PayPal).

Account Access

The President and Treasurer are the only Board members authorized to access Chapter bank accounts. The President is responsible for maintaining the signature authority list with the bank and updating it immediately upon a change in these Board members.

Credit and Debit Cards

The President, Vice President and Treasurer are issued **debit** cards used against the checking account.

Checkbook

The Treasurer has sole access to the Chapter checkbook. Checks only require a single signature by the Treasurer but the President also has signature authority. Checks that reimburse you as the treasurer should be signed by the president.

Cash

Cash disbursements are discouraged unless the transaction is under \$20. The paper-trail created and protection provided with the use of a debit card or check is preferred.

Statements

You will receive the monthly bank statement via us mail through the ASA Postal forwarding service. The bank statements are also available online (WellsFargo.com) for all accounts.

Reporting

Treasurer's Reports

Within at least one week prior to each Board meeting the Treasurer's Report is to be submitted to all Board members via email.

IRS Form 990-EZ

This is the IRS tax form for exempt non-profit entities and is due to the IRS each year by May 15th. The following link is to the IRS Form 990-EZ webpage <https://www.irs.gov/pub/irs-pdf/f990ez.pdf>.

Secretary of State Annual Business Registry Renewal

Our annual report to the Secretary of State is required by statute, and allows us to keep our Non-Profit Corporation record active. A renewal form is mailed to the mailbox and must be updated (which can be done online) by the anniversary date on the Articles of Incorporation (**August**). Pay the \$50 fee online with the debit card.

NIGP Financial Report

NIGP National requires that each Chapter complete a financial report annually through their website.

Submission is due by March 1st of the following calendar year. You will pull a P&L report from QuickBooks for the previous year's spend, and then complete the fields in the web form. The report web address is: <http://www.nigp.org/home/membership/chapters/resources>. If this link breaks, login to NIGP.org, and search for "financial report".

NIGP Group Exemption Report

NIGP also requires that by **March 1st**, each chapter complete a Group Exemption report, or, if their gross income is less than \$10,000 state that they wish to be included in NIGP's group exemption. Our chapter income exceeds the \$10,000 threshold, so we file the **Group Exemption report** each year. That report is also found on this webpage: <http://www.nigp.org/home/membership/chapters/resources>.

The report consists of the last three years gross earnings and the chapter tax ID.

Forms

Payment Request: This form is required when a Board or Chapter member pays for an expense out-of-pocket and wishes to be reimbursed by Chapter funds. The member will complete the form and turn it in to the Treasurer, along with all invoices and receipts related to the purchase(s). The form is required to be signed by the appropriate Director, or above, prior to payment or reimbursement. Payments can be made by debit card, check or cash (only if less than \$20, and if cash is on-hand – not typical).

Rewards Redemption Request: This form will be submitted by members who wish to redeem their rewards. The form must be signed by the Scholarship Committee Chair prior to funds being disbursed. All rewards redemptions will be paid by check.

Budget Transfer Request: This form will be submitted by a Director who wishes to transfer funds from one account to another. The form must be signed by each effected Director and the President.

Records Retention

Contracts and Agreements: copies of all contracts or agreements will be retained until the dissolution of the Chapter.

Financial Records: financial records are maintained electronically, arranged by fiscal year, and are required to be kept for a minimum of 7 years. Continuing to save documents electronically by fiscal year will make maintenance easy.

Task Overview

Ongoing Tasks

- **Receive Chapter Mail and Email:** Read all pertinent correspondence and act upon it accordingly.
- **Deposit checks and cash:** Deposit checks and cash as often as possible.
- **Transfer RVTS (during the RVTS 'season') funds as necessary:** Transfer funds from the main account to the RVTS account as payments are made by vendors.
- **Collect invoices and receipts for every transaction:** As the Chapter's financial officer, it is your duty to ensure Chapter funds are being used for legitimate, Chapter-sponsored activities and business. You must verify documentation is not forged or falsified by examining receipts, invoices, statements, bills, etc., prior to entering transactions. Do not accept email requests, no matter how urgent it seems, without verification of the transaction (avoid phishing and spoofing scams, yes they happen).
- **Write checks/use Debit card as needed:** You are responsible for payment of all expenses that others with Debit cards don't make. Write checks and distribute/mail to the appropriate parties. Use the Debit card online, or by phone as needed or required. All reimbursements require a completed and signed Payment Request Form. DO NOT RELY ON EMAIL MESSAGES ALONE for payment requests; be aware of "phishing" or "spoofing" scams. Note: if you ever have to do a Stop Payment on a check it costs \$31.
- **Prepare invoices:** Prepare and issue invoices needed and as requested.
- **Reimburse:** Reimburse the Board members for Chapter approved expenses.

Monthly Tasks

- **Attend Board Meetings:** Each month the Board meets to conduct Chapter business. All Board members are expected to attend each meeting.
- **Compile Treasurer's Report for Board Meetings:** The week prior to the monthly Board meeting, compile the Treasurer's Report and distribute it to all Board members via email. Bring full report with documentation to the board meeting to report on and obtain President's signature.
- **Post all transactions in QuickBooks:** All financial transactions will be entered into QuickBooks. Before you enter each transaction, ensure that you have enough information about the purchase to enter each transaction with the proper GL account. This is critical for real-world reporting of how the Chapter is spending money.
- **Reconcile accounts:** Every month you will reconcile the Chapter's checking account.
- **Budget:** Maintain the Budget Tracking spreadsheet. Alert the Board when expenditures are inconsistent with budget goals.
- **Run financial reports:** Banking, reconciliation and Stripe reports. Investigate banking issues and resolve or report to the Board any abnormality.

- **Order checks and postage when necessary:** You are responsible for the checkbook, order more checks when appropriate. Order stamps as needed.

Annual Tasks

- **Forum early/group process:** On or about the **first week in February** of the year update the Forum early/group registration documents on the thumb drive (see previous year). Logon to the OPPAweb.com backend to send a Blast Email; send it to the entire membership base, subject “20__ Forum Early/Group Registration”. Attach the notice document (but not the registration document, which may be changed when you know the number of attendees). After you know how many people are planning to attend and know the discount, work with website chair to create a payment acceptance meeting/event on OPPAweb; attach the NIGP registration form with the necessary modifications (price). Track payments and attendees on the Excel spreadsheet. Before the NIGP deadline make the necessary lump-sum payment for the group, and send all registration forms (with hotel information for each member) to NIGP. Remember, the BOY, MOY, President (current VP), VP (current Treasurer – you), and a Scholarship candidate are all budgeted to be paid by OPPPA. Pay the full registration for the scholarship recipient, then deduct (if applicable) from the reimbursement for the % not covered. Have others pay expenses and reimburse (except for Forum Registration).
- **Update Signature Authority:** Visit a Wells Fargo branch with the outgoing president and the new president to update signature authority and have debit cards issued. Cancel the outgoing President’s debit card.
- **Budget:** Every year the Treasurer will assist the Board in creating an annual budget.
- **Annual Balance Sheet Report:** After completing the December reconciliation, you will run a previous year balance sheet report. This report will be a part of the January Treasurer’s Report.
- **File IRS Form 990-N or 990-EZ:** Prepare and file taxes **May 15th**.
- **File Oregon Charitable Activities form CT-12:** File this by **May 15th**. This should come in the mail in February or early March. We pay a fee when we file.
- **Update Secretary of State Business Registry:** This form should come in the mail in August. This form updates the Chapter’s officers, and there is a fee. *We have a registered agent file this for us;* they will send a bill when this is completed.
- **File NIGP Financial Report:** File this report online by March 1st of the following calendar year.
- **Train the new Treasurer:** Train the incoming Treasurer on all aspects of the position.
- **Attend Annual Board Retreat:** Each June the Board gets together for a one-day retreat to plan the year’s upcoming events, and discuss/brainstorm Chapter activities.

Routine Invoices

The following is a list of routine invoices. OPPA Payment Request Forms are required as documentation for these invoices.

- New Linear Group (website) - \$50 Online Store
- ASA Postal - \$120
- Public Storage - \$93 (auto withdrawn)
- NIGP Annual Assessment – based on number of OPPA members that are not NIGP members
- SOS Business Registry - \$50.00 in July or August

- Hays Companies - \$665 insurance (May) OPPA is covered by NIGP under this general liability, and that if a venue requests it we can add the venue on as an additional insured.
- Chapter Manager Annual Subscription- \$1539 paid annually in December from Website budget
- Chapter Manager Annual Hosting Fee \$390 paid annually in December from Website budget
- Register.com - \$125.91. This is paid every 9 years, this is for OPPA's domain name from Website budget.

Task Walkthroughs

Checks Received

Deposit checks:

- Use Endorser stamp to endorse checks.
- Use the Wells Fargo mobile app on your smartphone or complete a paper deposit slip and take deposits to a local branch.
- Keep documentation in the monthly documents file for reconciliation.

Post checks on Chapter Manager:

- Payments made by check need to be updated in the Chapter Manager backend.
- Logon to Chapter Manager.
 - Go to Payments.
 - Query by Date and Status "Pending".
 - Find the payment corresponding with a received check
 - Click Edit, scroll down to the Check Information field, enter the check number.
 - Click Save.

Monthly Reconciliation Procedure

Step 1 - Hard-Copy Document Preparation:

Public Storage:

- Print the monthly public storage AutoPay payment receipt and the Storage invoice for the month that is sent to the oppatreasurer@gmail.com
- Attach the OPPA Request for Payment form and place in the monthly folder for the monthly report

Zoom Video Communications:

- Print the monthly Zoom AutoPay payment receipt and the invoice for the month from Zoom.com
- Attach the OPPA Request for Payment form and place in the monthly folder for the monthly report

Quickbooks:

- Place in the monthly folder the OPPA Request for Payment form for the monthly report

Wells Fargo:

- Print the current month **General Account** statement for treasurer report (see View Statements on WellsFargo.com). It may not be available right away on the first day of the month
 - The statement is also mailed to the OPPA mailbox (you can include this version with the hard-copy report)
 - Redact the Account Number for the monthly Report email version submittal
- Print CD activity report for treasurer report
- Monthly RVTs statements are available online for taxes
- Note the Ending Collected Balance as of date

Digital Files:

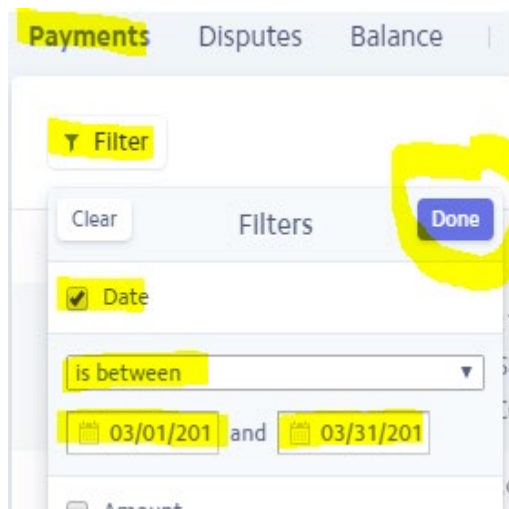
- Copy the previous month's **Report Cover** and **OPPA Treasurer Budget Tracking** worksheet to the current month
- Rename both with the new month name
- Open the Report Cover:
 - Correct the dates
 - Enter the ending balance from the Monthly Statement from Wells Fargo
 - Enter the ending CD Balance
- Open the Budget Tracking sheet:
 - Correct the date
 - Enter the Previous months' General Account ending
- Keep the Budget Tracking worksheet open

Quickbooks Prep:

- Logon to QuickBooks
- Ensure that the previous month Ending Balance (lower right) is equal to the previous Ending Balance (the same figure entered in the Budget Tracking sheet above)
- Keep QuickBooks open

Step 2 - Stripe Activity Summary:

Stripe is only for funds paid through Chapter Manager, other funds like Checks or Cash will have been deposited directly by you to Wells Fargo. Use the following process to determine which category name belongs with each transaction in QuickBooks:



- Logon to Stripe.com
(<https://dashboard.stripe.com/transfers/overview>)
- Click **Balance**
- Click **Transactions**, then **Filter**, select Date, to select the proper Date range (use “is between”, then choose the month being closed. Typically 3 days before month beginning and 3 days after month ending)
- Use the Monthly Bank Statement to match up the Stripe deposit amounts with Stripe Transaction Report. This will show each separate transaction and the total amount deposited each day.
- Click **Payments**
- Click **Filter** (at the top), select Date, to select the proper Date range (use “is between”, then choose the month being closed), click **Done**:
- Click **Export** - The file it creates is named “Payments.csv” Save the file to the USB Drive as an Excel file.
- **Open** the file (in Excel)
- Delete all columns except those that are needed: **Description, Created, Amount, Amount Refunded, Fee, Status, and Card Name**
 - Failed? – if there are any failed transactions with a corresponding successful transaction, you can delete these rows, if there isn’t a successful transaction investigate
- Go to the **OPPA Treasurer Budget Tracking** spreadsheet:
 - Make sure you are on the Stripe Report worksheet
 - Delete last months’ data (keeping Row 7 intact, and any transactions held from the previous month)

5	Adjust the Cell formulas (copy formulas, update row 3 totals. Check and delete "Failed" (column G) rows)								<input checked="" type="checkbox"/>
6	Description	Created (UTC)	Amount	Refund	Fee	Status	Card Name	Check	
7	keep this row blank, helps with adding lines below.								
8	Invoice, Inv. #1490999717789, Castro Daniel Regional Training and Vendor Showcase - event registration	3/31/2017 22:35	150	0	4.65	Paid	Washington State Department of Social & Health Services	Hold Appl	

- Go back to the **Payments.csv** file and select the resulting data: choose only the rows after the header row (row 2 and down)
- Select **Copy**
- Flip back over to the **OPPA Treasurer Budget Tracking** spreadsheet; on the Stripe Report sheet, **insert** the copied rows.

- **Copy the formulas** from row 7, column I to column AJ and paste to the newly inserted rows
- Use “Format Painter” from an existing row to format the new rows
- Verify that the allocated categories are properly separated (see the total amounts in columns H/I, rows 3 and 4 – see picture below) – if not:
 - Adjust the “Sum” formulas in Row 2 (the column totals) to be sure to include the newly pasted rows [example =SUM(K48:K245) to =SUM(K6:K245)] (change first one and copy to the rest)
 - Do the same for the formula in Row 3 Column J. Ensure that the two dollar amounts match before proceeding:

		Totals:	
	Detail Total->	\$	9,849.33
	Match \$ above? If not check why ->	\$	9,849.33
	<input checked="" type="checkbox"/>	Key Words->	
Card Name	<input type="checkbox"/> Check	Total	<input type="checkbox"/>

Note: If the totals do not match, check the rows of the newly pasted information, there is something out of whack; usually a miss-categorized row

- For any “Failed” status rows: Check to be sure the payment did in fact go through on another line, if not, investigate the transaction; if so those that were Paid can be deleted
- Save the **OPPA Treasurer Budget Tracking** spreadsheet file

Step 4 - Go back to Quickbooks:

- From the Quickbooks Dashboard select Business Checking from the Bank Accounts section.
- For each transaction, tab to the Category field to select from the dropdown menu to assign the proper category using a combination of:
 - Stripe Activity Report (from Step 3);
 - Checks received (deposited to Wells Fargo) and;
 - The documents filed in the monthly folder: Have the Monthly manila-folder open with all of the paperwork collected throughout the month. Use the information to help categorize transactions (checks, payments, debit card use, etc. will appear in QuickBooks, you should have backup for each in the folder, if not, you must obtain it)
- Click **Add** after each category field is completed

Note: Transaction dates may not line up properly, so rely on names and amounts. Also, some Transactions may appear in the Stripe Report, but not in QuickBooks – most likely because the transaction hit Stripe, but not the Bank in time... Mark this row on the Stipe Report - it will appear in QuickBooks next month.

- Some “Stripe Transfer X” transactions are for multiple payments:

- Using both the Stripe website (the Transfers data) and the spreadsheet created in Step 3 (this is where multiple computer screens comes in handy) keep track of the allocations - Use Column H “Check” to keep track of multiple Stripe payments – I used the “Total” amount for the transaction and copied it into the row for each one to be sure each was accounted for
- When the transaction was for two or more committees, use the drop down to "split" the transaction data
- Put the documents in the same order they appear in QuickBooks to be sure all items are accounted for
- Any items that don’t clear for the current month, place in a new folder marked for the next month

Step 5 - Update the OPPA Treasurer Budget Tracking Worksheet:

Doing this before you run the Reconciliation process (Step 6) will ensure there are no mistakes or miss-categorized items:

- **Run Itemized Categories Report:**
 - In QuickBooks, select Reports, Balance Sheet
 - Use the Date-Range drop-down to change the date to **Last Month**
 - Expand the report to full-screen; expand the categories to review each to be sure you’ve entered each correctly. Make corrections as needed – look for:
 - Errors in categories
 - Missing information in Memo
- **Transfer the totals of each category**, as appropriate, to the **Budget Tracking workbook for each Committee worksheet**
 - The totals on the **Budget Summary worksheet** will automatically update (the updated budget summary page is used in the monthly Treasurer’s Report)
- Update the Budget Tracking Worksheet for the monthly report:
 - Change the Date range of the QuickBooks select Reports, Balance Sheet to “Year to Date”
 - Enter the QuickBooks total income and Expense amounts, the total Ending Balance must equal the QuickBooks Ending Balance to go on to Reconciliation
 - Investigate and correct as needed
- Save the file – Print the Budget Tracking worksheet and convert it to a PDF for the monthly report

Step 6 - Reconcile the account in QuickBooks:

- From the Bank Register, select **Reconcile**
- Enter Ending Statement Date (last day of subject month)
- Leave the Prior Balance alone
- Enter Ending Balance (from OPPA Statement - Ending Balance on month/day)

- Click **OK**
- The “Reconcile: OPPA” window opens
 - The reconciliation will create “R’s” for all entries that are reconciled
 - It should read as a difference of "0.00" (lower right)
- Click **Done**
- A “Reconciliation Complete” window pops up, click **Yes** to create a Reconciliation Report
 - This is the report that goes with the treasurer report monthly
 - **Print to PDF** (use same file name as above) and save the file in the proper Month folder on the laptop*
- Go back to QuickBooks data window and notice that the items that came in from the download with "C" have now been changed to "R" (column “CLR”)
- Run the Profit and Loss Report and create a PDF:
 - Go to Reports, “Profit and Loss”
 - Choose date range: “Last Month”
 - Print to PDF, title it “Profit and Loss MonthYear”, save to the Month folder
 - Close the Summary window

Double Checking. After you run the monthly Profit and Loss report, run it again and use the date range “year to date”. Compare the Total Income, Total Expenses and Overall Total to the Budget Summary; these figures should match.

Monthly Report

Monthly Report Review via Email:

- Create a PDF (merge the documents or print and scan) with the following documents:
 1. Treasurers Report Cover sheet (not signed)
 2. Budget Tracking Summary
 3. Wells Fargo Statement (redact the account number on each page)
 4. ReconciliationSummaryReportMonthYear
 5. Profit and Loss Report Month Year
 6. Profit and Loss report Year to Date
- **Save** the PDF as “Treasurers Report *month year*.pdf”
- **Email** the PDF along with the Treasurer’s Budget Tracking Summary to the Board members as soon after reconciliation as possible (and in advance of the Board Meeting)

Monthly Report Packet for President/file:

- Add to the hard copy version of the above Monthly Report:
 1. Stripe Report
 2. Public Storage “AutoPay Payment Receipt”
 3. A.S.A. Postal Receipt(s)
 4. Then in the same order as they appear on the QuickBooks Report:
 - OPPA Payment Requests
 - And all documentation for the month

5. Bring this folder of information to the board meeting, sign the Cover sheet, and after it is approved get the Board President to sign it
6. File the folder in the storage box

Other Information

RVTS Deposits:

- RVTS payments go into the general account and are transferred within the same month to the RVTS account for easy reconciliation
- Transfer funds online

Refunds:

- Credit Card refunds are hard to track in the bank statement because they may be included with other payments
- Refunds can be done in Stripe and can be full or partial refunds
- **However, it is recommended to refund by check**
- Void the Chapter Manager payment item and then either refund with a check or go to Stripe and refund there
- In QuickBooks, use the Income category of the item to list a refund (they aren't Expenses to the budgetary category) – Some categories (like Program, have a "Refund" subcategory)

Payment Requests / Checks:

- Request committee chairs to provide invoices to you promptly and pay the invoice timely
- Always have supporting backup documents for all checks written with the proper payment request form
- Try to always get an original invoice or payment request
- Do not make ANY payments in cash unless under \$20 and you have cash on hand, otherwise use check or debit card
- All payments and deposits must be recorded for tax purposes - each category must have accurate expenses and revenue (QuickBooks)

Budget Transfers:

For any budget transfer requests: create two transactions in QuickBooks for each budget transfer:

- One for the category the transfer is from (payment) and
- One for the category the transfer is to (deposit)
- Each with the same amount of money
- This helps match the QuickBooks Data with the Treasurer's Tracking spreadsheet data

End of Year Notes:

- Payments from RVTS to OPPA should be deposited in December do not overlap year - tax complications
- Payments for RVTS and for General account should all be made in December if December budgeted - it complicates taxes - "CASH BASIS ACCOUNTING" - revenues and expenses are recorded in QuickBooks at the time deposit is made and the check has been written, not when it clears the bank or when the refund hits the bank if it crosses the fiscal year

OPPA Year-End Treasurer Budget Tracking spreadsheet:

Save-as the December version of the Treasurer Budget Tracking spreadsheet as OPPA Year-End Treasurer Budget Tracking.

Run the Banking Summary report in Quicken, choose "last year" as the date criteria.

- Export to Excel compatible format.
- Save to the December folder.
- Open in Excel. Copy and paste the data into the OPPA Year-End Treasurer Budget Tracking *Quicken Report* tab.
- Manipulate the data to dress up the report to show all activity (income statement) for the subject year.

Run the Banking/Transaction report, export to Excel format, and save to the December folder.

This is an FYI document and should be made available if any board member wants to see it (a long report).

Checks:

Go through Quicken to be sure all checks written during the year are accounted for.

Check in the Balance box in the check register as you clear each check.

Correct all.

Indicate outstanding checks on the OPPA Year-End Treasurer Budget Tracking sheet cover.

Go through OPPA.web backend Payments to be sure no outstanding "Pending" items were missed (check numbers weren't added in the correct box for checks that were received and deposited).

Invoices:

Indicate outstanding invoices on the OPPA Year-End Treasurer Budget Tracking sheet cover.

End of Year Notes:

****payments from RVTS to OPPA should be deposited in December do not overlap year - tax complications**

****payments for RVTS and for General account should all be made in December if December budgeted - it complicates taxes - "CASH BASIS ACCOUNTING" - revenues and expenses are recorded in quicken at the time deposit is made and the check has been written, not when it clears the bank or when the refund hits the bank if it crosses the fiscal year.**

ASA Postal:

Should receive in January a “statement” from ASA Postal. For 2016 we actually were in the hole, owed \$48.64. To pay any excess fees and to put a credit on the books for the following year:

- Call ASA Postal 503-371-9109
- Use the credit card to load the OPPA Account with some funds and pay any deficits
- ASA will mail a receipt

Treasurer FAQ

Is OPPA a 501©(3)? **Yes**

What forms of revenue does OPPA collect?

- Membership Dues
- RVTS Vendor sponsorships and attendance fees (shared with Columbia Chapter after expenses)
- Professional development and program conferences – education for members
- Sponsorships

Sponsorship Questions

1. Sponsorship is a new committee adopted by Board 5-19-16. It was not included in the budget for 2016. It was accounted, budgeted revenues and expenses, under Program Committee. Should sponsorships be budgeted separate from Program and separated on the tax Form 990-EZ? **Yes in order to separately track the results so they can be evaluated.**
2. Can sponsorship be separate for taxes if it wasn't budgeted separately for 2016? **Budget is not considered for tax reporting.**
3. What category on the 990ez and schedules would sponsorship fall into for taxes? The same as education? **A qualified sponsorship payment (QSP) is any payment made to a nonprofit by an individual or company without an arrangement or expectation that the payer will receive a benefit in return. The nonprofit may provide minor benefits in connection with a QSP without turning the QSP into advertising. These minor benefits may include acknowledgement of the sponsorship through use of the donor's name or logo, or goods or services of an insubstantial value.**
4. Can sponsorship income received in one year be carried over for use in the next year's Budget? **Yes.**
5. If yes, does it need to be included into the Budget for the next year as sponsorship income to cover sponsorship expenses? **It depends** Can the income be allocated to other committee budgets other than just sponsorship? **It depends**
6. Does OPPA need to be concerned with the amount of income received by sponsorships to affect our tax reporting using a 990ez form? **Amount is not what is important, the question is what benefit does the sponsor receive.**
7. Can our total income for the year affect our group tax exemption with NIGP? **No, it only affects the form you have to file.**

In the past OPPA has not paid or reported to the State our income and expenses. Are there income thresholds that determine when we need to pay State taxes or are required to report? Or, are we conditioned upon recognition of federal tax exempt status by the state of Oregon? Do we need to be submitting our group exemption to the State? **The following types of organizations must register with the Department of Justice:**

- Corporations organized in Oregon as public benefit, nonprofit corporations.
- Corporations organized in another state as nonprofit corporations which solicit, hold assets or do business in Oregon.
- Trusts which hold assets in Oregon for charitable beneficiaries

Tax Questions

2. UBIT – unrelated business income tax. Is advertising for sponsorships on our website, such as adding a sponsors log considered advertising that can generate a UBI?

If the nonprofit does provide the use or acknowledgment of a donor's sponsorship, it should not include qualitative statements regarding or endorsements of the donor's goods or services in the acknowledgment. Use or acknowledgment may include a list of the donor's locations, contact numbers, or website; a logo or established slogan; and value-neutral descriptions, displays, or depictions of products or services. In general, the content of the use or acknowledgment should be controlled by the nonprofit and not by the entity making the payment.

3. Trade show activities such as RVTS, (supplier show) require incorporating educational programming for members to be no exempt from generating UBIT. How should we best demonstrate meeting this requirement?

Have each vendor provide you with documentation of the educational information provided to members.

4. Sponsorship payments are exempt from UBI if they do not expect any return benefit other than a total benefit that does not exceed 2% of the sponsorship payment during the tax year OR recognition – use of logo or name. How best should this be documented?

Keep images of all materials that include sponsor's names or logos.

- a. Is the benefit calculated on the gross cost to OPPA of the sponsorship package or the discounted cost of the sponsorship package actually paid by the sponsor? Currently packages can be discounted by up to 20% of the actual gross cost of the package the sponsor receives?

Fair value derived to the sponsor.

- b. Recognition, use of sponsors' name/logo/ in connection with the nonprofits' activities. Are we in compliance if we post the Sponsor's logo or name on the OPPA website, add a link to

their website from our website, or include the logo or name on a conference agenda or packet of information distributed to conference attendees? Or is this considered advertising and generating UBI?

I don't think that it would constitute UBI.

- c. Should we include a statement regarding the benefit within the sponsorship contract that the sponsor acknowledges upon contract execution?

Only if it sets forth the limited benefit the sponsor will receive.

- 5. Fundraising Raffles – we conduct bingo and raffles at conferences. Law prohibits lotteries. We currently award a prize, it is chance and members pay for tickets. What changes do organizations make to the event to be in compliance and still have an event? See IRS Pub 3079 and Oregon Department of Justice information. Generally, all nonprofit organizations wishing to operate bingo, raffle and Monte Carlo events are required to have licenses issued by the Oregon Department of Justice. Following are the only three exceptions:

- a. Nonprofit organizations operating bingo games with a handle of no more than \$2,000 per session and with a total handle of no more than \$5,000 per calendar year.
- b. Nonprofit organizations holding raffles with a cumulative handle of no more than \$10,000 per calendar year.
- c. Nonprofit organizations holding Monte Carlo events with a handle of no more than \$2,000 per Monte Carlo event and a total handle of no more than \$5,000 per calendar year.

- 6. Speakers

- a. Are we required to send speakers a 1099 if we pay them over a certain dollar amount for their services?

Yes, \$600

FINANCIAL REPORTING, BEST PRACTICES, & INTERNAL CONTROLS

Advised by Boldt, Carlisle, and Smith, CPAs

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1. Financial Reporting

- a. Sponsorship Committee should be budgeted separate from Program Committee for Budget year 2017 in order to track separately the results so they can be evaluated.
- b. Sponsorship income and expense should be separate from Program Committee for the Budget year 2016 for reporting and tax preparation.
- c. A Qualified Sponsorship Payment (QSP) is any payment made to OPPA by an individual or company without an arrangement or expectation that the payer will receive a benefit in return. OPPA may provide minor benefits in connection with a QSP, which may include acknowledgement of the sponsorship through use of the donor's name or logo, or goods or services of an insubstantial value.
- d. Sponsorship income received in one year can be carried over for use in the next budget year. If you estimate to use it then it should be budgeted for the next year for Sponsorship expense or it can be allocated to another committee's budget needs.
- e. Supplier Trade Show activities such as RVTS require incorporating educational programming for OPPA members for the income to be considered tax exempt.
- f. The recommended practice is to have each Vendor provide OPPA/RVTS with documentation of the educational information provided to the OPPA members.
- g. Sponsorship payments are tax exempt if the sponsor does not expect any return benefit other than a total "benefit" (fair value derived by the sponsor) not to exceed 2% of the sponsorship payment during the calendar year (tax year), OR Recognition. Recognition is: the use or acknowledgement of sponsors' name/logo/product line on OPPA website or on conference agenda or within the conference attendee packet or a link to sponsors' website from OPPA website.
 - i. The recommended practice is to keep images of all materials that include the sponsors' names or logos with the contract for the required retention period.
 - ii. Advertising is NOT permissible.
 - iii. Endorsements of the sponsors' goods or services cannot be in the acknowledgment.
 - iv. Use or acknowledgment may include a list of the sponsor's locations, contact numbers, or website; a logo or established slogan; and value-neutral descriptions, displays, or depictions of products or services.
 - v. Content of the use or acknowledgment should be controlled by OPPA and not by the Sponsor making the payment.
- i. Sponsorship contracts should only include a statement regarding the benefits received if it sets forth a limited benefit the Sponsor will receive.
- ii. OPPA may conduct bingo, raffles and Monte Carlo events without a license issued by the Oregon Department of Justice if the following is met:
 1. Bingo games with a handle of no more than \$2,000 per session and with a total handle of no more than \$5,000 per calendar year.

2. Raffles with a cumulative handle of no more than \$10,000 per calendar year.
3. Monte Carlo events with a handle of no more than \$2,000 per Monte Carlo event and a total handle of no more than \$5,000 per calendar year.

Recommended practice is that all money received for a charity should not be included or commingled into OPPA bank account. Checks or cash received by OPPA should be directly written to and given to the charity timely and not held by OPPA. Credit card payments should not be accepted by OPPA for the charity event.

7. Best Practices & Internal Controls

- a. All payments to OPPA should be made by electronic payment (ACH or credit card), check or cash and must be deposited timely - recommended practice is within 7 days.
- b. All payments to Vendors must be paid by check and issued timely - recommended practice is within 30 days. Payments should not be made in cash.
- c. All Payment Requests, reimbursements, refunds, account transfers to RVTS require a Payment Request form signed by the Committee Chair of the Committee Budget to be charged.
- d. All Payment Requests require documentation for the charge, such as: an invoice, sales receipt, contract, statement, order paid by debit card from a vendor's website, scholarship award letter and scholarship allowable expense statement, and raffle drawing award certificate or voucher.
- e. Mileage reimbursement and meal reimbursement should be aligned with www.gsa.gov requirements unless further restricted by OPPA guidelines.
- f. Independent Contractors should provide a Form W-9. Ask for a completed Form W-9 when the contract is signed with an independent contractor.
- g. Independent Contractors (individual, LLC, LP) receiving payment from OPPA of at least \$600 in a tax year require 1099s or penalties for failure to issue can be by the IRS.
- h. Bank reconciliations should be done monthly.
- i. All credit card account information for payments of membership, conferences, merchandise, etc. should not be readable or accessible to members on the OPPA website. Credit card information should be protected.
- j. Segregation of duties and cross-training reduce the availability and opportunity to commit fraud.
- k. There should be two people handling banking. One to write the checks and the other to reconcile the account. If that is not available, monthly reporting should be provided, reviewed, and approved by the Board. Changes to reports or committee budgets or budget transfers should be brought to the Board for further approval.
- l. Requests for Start up cash for Golf or other Conference Events should be submitted with a Payment Request form to the Treasurer at least 7 days prior to the event.

Important Dates Check List

Date	Item
	Update Secretary of State Business Registry - Arrives in the mail in July
	Annual Balance Sheet Report - Part of the January Treasurer's Report
	File NIGP Financial Data Report – Request is by NIGP via email, is due by March 1 st
	Forum early/group process:
	Create/Modify documents/Blast Email - Around the First Week in February
	Make Payment to NIGP - By April 30 (or deadline)
	File IRS Form 990-EZ - Prepare and file taxes by May 15 th
	Train the new Treasurer
	Attend Annual Board Retreat
	Update Bank Signature Authority - Meet with President at a Wells Fargo branch