



CHULA VISTA GENEALOGICAL SOCIETY

Standard Operating Procedure

TREASURER

As defined in the Bylaws of the Chula Vista Genealogical Society, the Treasurer shall maintain accurate financial records and submit financial statements to the membership and the Board of Directors. The signature of the President, Secretary and Treasurer shall be required to authorize the establishment of Society accounts, with two of the three signatures required for disbursement of an amount exceeding \$500.00. There shall be an annual financial review of the accounts completed prior to the Society Annual Meeting, held in February.

The purpose of this Standard Operating Procedure guideline is to further define the responsibilities of this office.

Responsibility I: The Treasurer shall ensure that the Board of Directors is aware of all financial rules and regulations regarding the Society's nonprofit 501(c)(3) status.

- A. Stay abreast of and apprise the Board of decisions and laws issued by the California State Attorney's Office, California Board of Equalization, California State Tax Code and the Federal Income Tax Code that affect requirements and/or changes for nonprofit organizations.

Responsibility II: The Treasurer shall ensure that the Society maintains an excellent financial rating and reputation in the community by:

- A. Managing the Society's financial activity.
 - 1) The Society account is maintained through the UNION BANK, 410 H Street, Chula Vista, CA 91910. Business may be conducted at any convenient branch location.
 - 2) The Society Tax Exempt 501(c)(3) Identification Number and Employer Identification Number (EIN) is 33-0685302.

- B. Reminding the President to update the signature authorization card when there is an occupant change for the position of President, Secretary or Treasurer.
- C. Paying all bills promptly.
- D. Providing receipts for cash received and issuing a receipt for any income generated at Society activities.
- E. Ensuring that money is counted by two people for book sales, refreshment donations, other donations, etc. before receipt is issued.

Responsibility III: The Treasurer shall maintain a complete, accurate and current set of books.

A. Daily or Weekly

- 1. Deposit all cash and checks.
 - a. Use the CVGS stamp to endorse checks.
 - b. Maintain a financial record of all cash and checks received, including date, amount paid, and purpose.
 - c. Keep the NCR copies of all deposit slips.
- 2. Record transactions in Society checkbook.
- 3. Maintain a computer generated, chronological source and allocation report.
- 4. Keep and file all receipts.
 - a. Ensure “Reimbursement Request Form” completed and receipt attached.
 - b. Maintain a chronological list of current members’ dues, showing the date the dues were paid, amount paid, and cash or check received.
 - c. List should be compared on a regular basis with the Membership-Chair’s list of current members.

B. Monthly

- 1. Review monthly bank statements.
- 2. Reconcile checkbook.
- 3. Pay all bills in a timely manner.
- 4. Prepare monthly Treasurer’s Report and monthly Budget Report and present to the Board of Directors at Board meeting.
- 5. Present to the general membership at monthly business meeting a summary of approved monthly Treasurer’s Report.
- 6. File all copies of deposit slips and checks, receipts, etc. in “monthly envelope”.

C. Annually

- 1. Prepare for the Society's proposed Annual Fiscal Year Budget.**
 - a. Balance the checkbook and close accounts immediately after the end of the Society’s fiscal year.
 - b. Advise the President and Secretary that the proposed new fiscal year budget should be on the agenda of the December Board meeting for

discussion, at which time the Treasurer shall secure estimated income and expense figures from Board of Directors.

- c. Present the proposed budget spreadsheet to the Board of Directors for approval at the January Board meeting.
 - d. Present the proposed fiscal year budget to the membership for approval at the annual business meeting in January.
2. Prepare to assist the Financial Review Committee with the **Annual Financial Review**.
- a. Discuss with the President during the first week in January, the collection of necessary documentation for the annual financial review to be performed prior to the February Board meeting.
 - b. Make all financial records available to the Financial Review Committee (i.e., checkbook, bank statements, reports, receipts and copies or stubs of bills), and be available to act as consultant to the committee if needed.
 - c. Reconcile accounts, if necessary, after the Financial Review Committee prepares its report and presents it to the Board at the February Board meeting.
 - d. Distribute the Financial Committee Report appropriately.
 - i. (1) Treasurer retains one copy of the Financial Review Committee Report for his/her files.
 - ii. (2) The President receives one copy of the report.
 - iii. (3) The Secretary receives one copy of the report.
 - iv. (4) One copy shall be filed in the Society file drawer at the Chula Vista Civic Center Library per California Public Inspection Laws.

Responsibility IV: The Treasurer shall ensure that all Society financial papers and monies are submitted to meet legal obligations for a nonprofit society.

- A. Refer to the Addendum section for current listing, schedule and contact information.
- B. In order to prevent compromise of Society banking accounts, all access codes and identifiers will be held in a secure manner, known only to the Treasurer, the President and one other selected Society officer in good standing.

Responsibility V: The Treasurer shall make every effort to attend every meeting of the CVGS Board of Directors and General Membership meetings and fully report financial transactions of the Society.

Responsibility VI: The Treasurer shall familiarize him/herself with all of the business of the organization, its Bylaws and Standing Rules, policies, objectives and programs.

Responsibility VII: The Treasurer shall keep and update a notebook containing the current Society Bylaws, Standing Rules, respective SOP, budget data and financial reports. This notebook shall be given to the succeeding Treasurer.

Responsibility VIII: The Treasurer shall purchase the necessary materials to adequately carry out the requirements of the office. Purchases exceeding current limits must have Board approval. All requests for reimbursement must be accompanied by receipts that clearly delineate the expense for which reimbursement is requested.

ADDENDUM

A. Prepare and submit all paperwork, forms and payments to meet all State and Federal Codes for nonprofit corporations.

1. File IRS form 990-N annually after March 31st. This document is completed and filed online. <https://epostcard.form990.org>
2. File California Franchise Tax Board (FTB) form 199N annually by May 15th. This form is completed and filed online. https://www.ftb.ca.gov/online/199N_ePostcard/
3. File Attorney General Office form RRF-1 annually by May 15th [four (4) months and fifteen (15) days after the close of the Society's fiscal year]. This form is completed online, but filed by mail. http://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf
4. File Board of Equalization (BOE) Sales Tax form annually by July 31. This form is completed and filed online. www.boe.ca.gov
5. File California Non-Profit Raffle Program application form CT-NRP-1 annually before August 31st. This form is completed online, but filed by mail. Proof of California tax exemption must accompany this form. <http://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/ct1-form.pdf?>
6. File California Non-Profit Raffle Report form CT-NRP-2 annually between 01 and 30 September. This form is completed online, but filed by mail. http://oag.ca.gov/sites/all/files/agweb/pdfs/charities/raffle/ct_nrp_2.pdf?
7. File State of California / Secretary of State form SI-100 every two years. This form is completed online, but filed by mail. http://www.sos.ca.gov/business/corp/pdf/so/corp_so100.pdf