

2016 Treasurer's Workshop

Judy Jackson, Pilot International Treasurer
and

Karen Cupit, Pilot International Secretary



2016 Council of Leaders

AGENDA

- Responsibilities
- Receiving Funds
- Depositing Funds
- Reimbursement
- District Budget Items for DAC
- District Budget Items for ECR
- District Budget
- COL and PI Convention
- District Convention/Fall Workshop
- IRS 990 Forms
- 501c4 and 501c3
- New Clubs

Responsibilities

- DAC designates a bank for district account.
- Obtain signature cards and authorized signatures
- Treasurer and Governor will sign all checks; in an emergency, the Gov. Elect may sign for the Gov. or Treasurer(2016-2017 District Manual)
- Most banks will require a copy of the minutes stating the names of the new officers.

Responsibilities Con't

- File annual incorporation reports and pay yearly fee to the Secretary of State IF your state requires this.

Remind your clubs to file.

- All district financial records will be available for review at each DAC meeting.

- Provides a copy of the proposed district budget, including Convention budget, to all attendees at Distr. Convention(it should be emailed out by the Gov. to all clubs 30 days prior to Conv.)

Responsibilities Con't

- Order Past Governor's Pin/Bar.
- Serve as a member of the District Convention Committee and perform the “Duties and Responsibilities of the District Treasurer”.
- Prepare and distribute an itemized statement of convention receipts and disbursements to DAC, clubs, and ECR.
- Any funds remaining after all authorized expenses are paid revert to the district treasury.



End of Year Responsibilities

- Deliver the supplies, files, and official material for the office to succeeding Treasurer within 15 days following the expiration of the term of office.
- Deliver the district treasurer's books to the audit committee by July 31.
- Prepare and distribute to DAC/DEC, Clubs, and ECR (both years) your final report within 30 days after Pilot year ends.



End of Year Responsibilities Con't

- Make year-to-date report at district convention and annual report following expiration of term.
- Serve as Vice Chair of the Registration Committee for District Convention and Fall Council.

****Registration checks MAY NOT be mailed to anyone other than the Treasurer. Others are not bonded.**



Receiving Funds

- Maintain a cash receipt journal. This should include the date, name, amount, and purpose.
 - Two people should count the cash and sign the journal. This protects both you and the person paying.
 - Provide receipts for all cash payments.



Depositing Funds

- Deposit all monies in the bank ASAP. You should not hold on to deposits longer than 2 weeks.
- Enter deposit in your computer program. Make sure you split your entry showing all payees, amounts, and what deposit is for.
- Enter deposit in check book. It is not necessary to show splits here.
- Keep a copy of all deposit slips.



REIMBURSEMENT

- Pilot/person requesting reimbursement submits expense voucher and receipt to Governor.
- Governor approves expense and sends to Governor Elect.
- Governor Elect approves expense and sends to Treasurer.
- Treasurer writes check and signs check before sending check to the Governor.
- Governor signs check and mails to Pilot.



REIMBURSEMENT CON'T

- Governor Elect may sign in case of emergency.
- Enter check in computer program. Include date, check number, payee, amount, and purpose.
- DO NOT write checks until vouchers are completed.
- DO NOT reimburse anyone without a receipt.
- DO NOT pre-sign checks.



District Budget Items for DAC members – Approved Expense – PI Policies and Procedures Pg. 3

- For District Convention/Fall Council
 - Reimbursement for transportation
 - 75% of current IRS rate for mileage
 - Most economical plane fare
 - Car mileage not to exceed most economical plane fare
 - Refer to your district standing rules or policies and procedures regarding transportation.



District Budget Items for DAC members –Con't

- Registration Fee (only charge to district budget the cost of the meals)
- Hotel if rooms are not complimentary
 - One half double convention rate
 - Refer to your district standing rules and/or policy and procedure manual regarding how rooms are assigned.
- Meals – According to district policy



District Budget Items for ECR

- Registration fee (only charge the district budget the cost of the meals)
- Hotel for 2 or 3 nights, depending on length of your convention



District Budget

- Prepare a working draft of the proposed district budget, based on previous records of income and expenses, for the DAC meeting at which the proposed district budget will be discussed.
- DAC prepares the proposed budget.
- Present budget at District Convention.



Items to Include in Budget

- Approved expenses paid BY the District for District Officers (PI Policies and Procedures, pg. 3)
 - Expenses of District Operations NOT paid for by PI (PI Policies and Procedures, pg. 16)
 - Expenses paid by Club for District Officers (PI Policies and Procedures, pg. 16)

Items to Include in Budget Con't

- Stationery – for official correspondence
- Postage – for official correspondence relating to meetings, conventions, budget, bulletins, greetings, notes of sympathy, etc.
- Bond for Treasurer
- Copying of bulletins and minutes



Items to Include in Budget Con't

- Travel, hotel and meals (per district policy) for DAC members to attend meetings of the DAC and DEC
- District Coordinator expenses (per district policy)
- Cost for the preservation of district records (File folders, file boxes, CDs, USB drives)



Desirable Items if Funds Permit

- PI Convention Expense for PIF Representative (many pay registration)
- DAC Travel to District Workshops, if held
- District Division Expense for Convention(coord. reg.,or materials for workshop)



Assistance to District Officers to Attend COL and PI Convention

- PI assumes the approved expenses for the District Governor. (NO MEALS)
- The District provides financial assistance for the Governor Elect and Lt. Governor.
- Districts usually provide partial or all expenses for the District Treasurer and District Secretary.



Guide for DAC to attend PI Convention

- Registration Fee
- Meals per district policy (PI no longer pays per diem for Governor or Executive Committee Members)
- Hotel (based on double occupancy rate)
- Transportation (most economical)



Convention/Fall Council Budget

- Integral part of the annual budget and should be approved with the district budget every year
- Convention should be self supporting
- In the event any APPROVED items are overspent, these shortages will be paid by the District funds, and are not the responsibility of any club and/or Pilot

Items Included in Convention Budget

- Meals including tax and gratuity
- Social activities (breaks, receptions, etc.)
- Program participants (meals and hotel, if necessary)
- Badges
- Folios or envelopes
- Printing of programs



Items Included in Convention Budget Con't

- Decorations – costs should be kept to a minimum
- Postage, stationery
- Meeting room rental
- Memorial Service



Convention Budget includes the following ONLY
if provided in the District Standing Rules

- Paid entertainment
- Favors
- Paid speakers/honorariums



Convention Budget DOES NOT include the following

- Expenses for personal guests or family members
- Gifts for district officers and ECR
- Registration fee for any member of the convention host club(s)
- Local guests unless authorized and approved by the DAC/DEC or as referenced in Standing Rules/Policies

IRS 990 Forms

The appropriate 990 form needs to be filed by November
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- New registration on IRS website for 990N
- Receipts < \$50,000 - file 990N or e-postcard
- Receipts: > \$200,000 **or** total assets > \$500,000 - File form 990
- Receipts <\$200,000 **and** total assets <\$500,000- file form 990 EZ
- Gross receipts: ALL funds received



501c4

- Non-profit organizations (civic clubs, churches, etc.)
- Tax exempt
- All clubs who file their 990's annually (Have not been revoked)
- All clubs that were a part of the PI original subgroup (Our 2012 application for 501c3)

501c3

- PI Subgroup application not filed this year
- Many clubs have filed individually and received 501c3 status (1023EZ)
- Two ways to file for 501c3
 - 1023EZ (short form)
 - Long Form

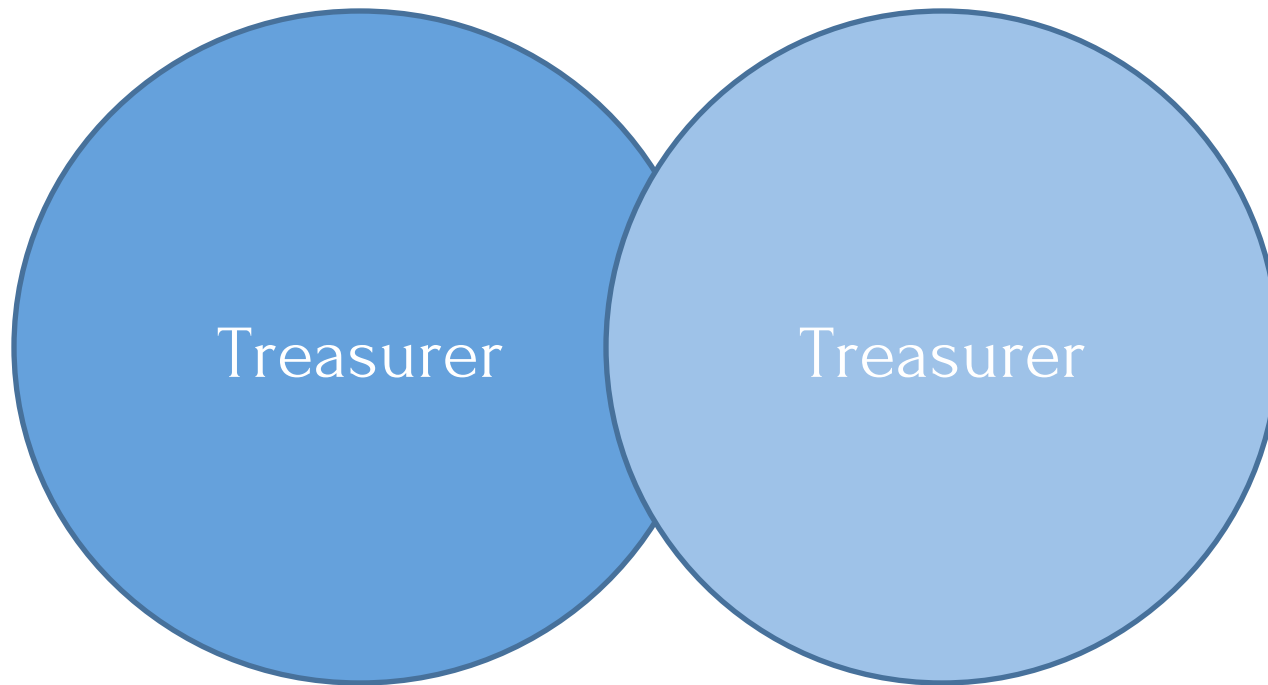
New Clubs

- Must incorporate within one year
- Obtain Employment Identification Number (EIN) from IRS and send to HQ

✓ www.irs.gov



BUDDY SYSTEM



QUESTIONS AND ANSWERS

