

organizations.

reporting for not-for-profit

Role of the Treasurer



- Make sure that there are 2 signatures on the account –treasurer and president
- Maintain all financial records of club including membership dues and program fees
- Manage club budget
 - » Estimate revenue (dues + donations)
 - » Estimate expenses
 - Programs
 - Newsletters
 - Supplies
 - Miscellaneous (memorial donations)

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Role of Treasurer



- Pay all approved expenses in a timely fashion
- Report on the financial condition of the club at board meetings
- Reconcile budget at end of year
- File year-end financial statement with the Alumnae Association and the IRS
 - » Use cash accounting, not accrual
 - » Operate on July 1-June 30 fiscal year, not calendar year.

Role of Treasurer - Reporting



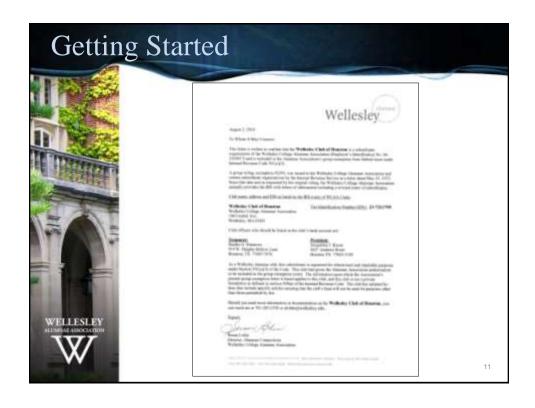
- WCAA Annual **Financial Report** must be filed by August 15.
 - » http://www.wellesley.edu/Alum/Volunteer/Clubs/Forms/fi nancialreport.html
- Club must file with the **IRS** (**Form 990 EZ**) by November 15 and send copy to WCAA
 - **»** http://www.irs.gov/charities/article/0,,id=185561,00.html
- Failure to file with the IRS may result in loss of your EIN tax-exempt status andpossibly, club will be subject to taxes on income and fines.

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Getting Started...



- Coordinate with previous treasurer
- If need to change bank...
 - » shop around for best rates
 - » NO fees look for free banking
 - » Supply costs (checks, etc.)
- If opening a new account, will need:
 - » Articles of Incorporation (contact Alumnae Office)
 - » Letter from AO confirming club's EIN and authorized signatures on account.
 - » Photo id (driver's license, passport)
- Two Signatures on the account





Agenda for Raising Funds



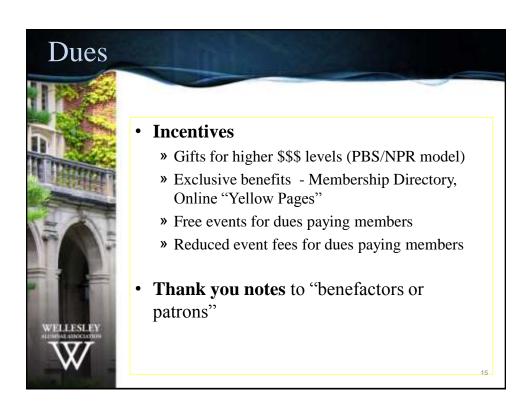
- "Marketing" and the club's image
 - » Convey the club's mission
 - » Newsletters, website, Facebook
 - » Thank you notes to patron donors
 - » Publish dues-paid member lists
 - » "A picture is worth a thousand dimes"

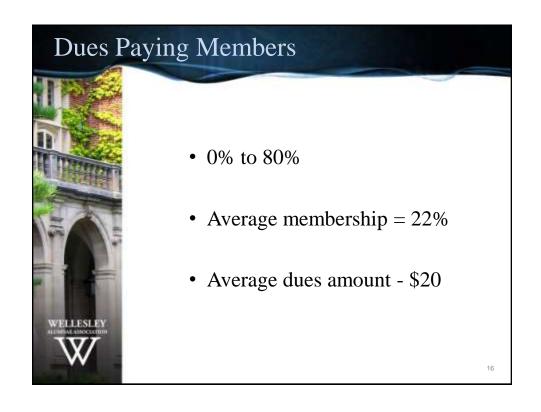
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Dues

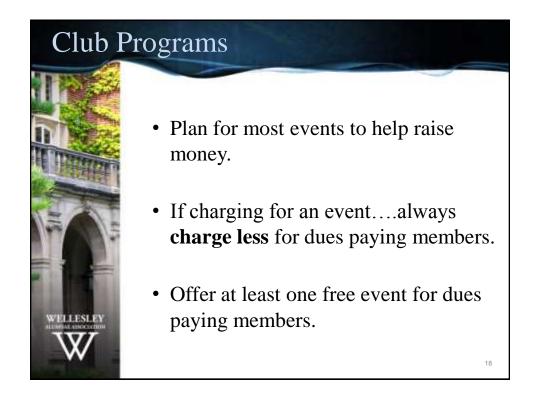


- Set a goal
- Make it easy to pay
 - » Checks, cash, credit cards
 - » Online (PayPal) <u>Houston</u>
 - » Pre-addressed envelopes
- Offer several payment levels
 - » Free for first year alumnae
 - » Reduced fee for young alums 10 yrs out
 - » Patron rate and acknowledge in any list

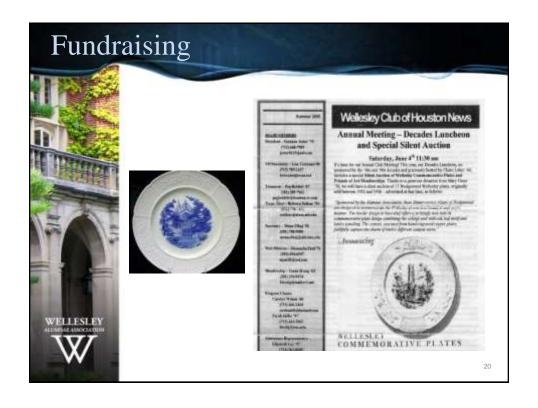








Fundraising Events Silent Auctions Book Sales Author or Book luncheon Tag Sales or Clothing Exchange Sales Products









Wellesley Club of Houston logo totes are here!!

Have you been looking for a "green" alternative to plastic grocery bags? Do you need a handy, lightweight tote to carry your work-out clothes? Are you in search of a stylish way to show off your Wellesley affiliation? Look no further — Wellesley Club of Houston logo totes are here!

Our logo totes feature the Wellesley Club of Houston bluebonnet logo in full-color embroidery on one side, and are made from 10 oz, 100% cotton canvas. Dimensions: 10 ½" x 14" x 5" with 24" handles. Color: natural. Price: \$25.

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Marketing Your Club



- Newsletters
- E-blasts
- Emotional
- Website
- Facebook
- LinkedIn
- Key ideas or words:

 "fun," vibrant," "active," "social."









Best Practices



- Two-signatures on all accounts
- Copies of all financial records
- Financial reports due at each board meeting and annual reports due to WCAA and IRS
- Make it easy to pay dues
- Plan strong club programs
- Market your club

