

The Role and Responsibilities of SAF Treasurers

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OSAF Treasurer



Resources

National Website-Leadership section

- Job descriptions
- Treasurer's Manual

Standard Treasurer Duties

- Regular duties
 - Deposits, disbursements as instructed by chapter executive committee, records of transactions
 - Maintain the checkbook
 - Balance monthly bank statements
 - Monthly report on financial status to exec com.
 - Keep financial assets safe
 - Earn interest commensurate with safety

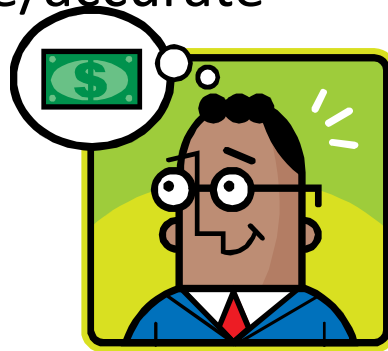


Standard Treasurer Duties cont

- End of year summary per handbook on income, expenses, net assets
- Fill out tax forms to maintain tax exempt status
- Insure books are audited yearly with a report on the audit to the chapter chair and state chair
- Maintain books on a cash basis

Audit Procedures

- Audit Charge- prepared by treasurer
 - Elements
 - List of Financial Institutions and accounts
 - List of records used by treasurer
 - Review process
 - One person with check register, income/expense reports
 - One person with bank statements
 - One person with paid invoices/ deposit records
 - Process Transactions picked at random and verified through the records until all are satisfied the records are complete/accurate



Audit Procedures (cont)

- Balance-last years funds balance from statements plus income minus expenditures must equal the ending funds totals for the year from the statements
- Audit team provides a written record of the results of the audit to be maintained in chapter files with a copy to the treasurer
 - Audit letter
 - When it occurred
 - Attendees at audit
 - Audit committee chair
 - Procedure followed and the results

Taxes

- To maintain 501C3 tax exempt status
- File by state- includes state, chapters and Northwest Office
- Revised form and detailed line by line instructions for Oregon



OSAF Tax info form for 2011

Oregon Society of American Foresters		
990-EZ Questionnaire	Chapter Name: _____	
Year Ended: December 31, 2011	Contact Person: _____	
In order to complete the Form 990-EZ, Short Form Return of Organization Exempt from Income Tax, for the Oregon Society of American Foresters, the following information is requested from your chapter.		
Financial Information: Attach budget or explanation of source of income. Year ended 12/31/2011		
Revenue		
	Amount	
1 a Contributions, gifts, grants**	1	
1 b Foresters' Fund grants	1b	
2 Program service revenue	2	
3 Membership dues and assessments	3	
4 Investment income	4	
6 b Gross revenue from special events**	6b	
c Direct expense of special events	6c	
8 Other revenue	8	
9 Total revenue	9	
Expenses		
	Amount	
10 Grants and similar amounts paid	10	
13 Professional fees and other payments to independent contractors	13	
14 Occupancy, rent, utilities, and maintenance	14	
15 Printing, publications, postage and shipping	15	
16 Other expenses, list below (refer to descriptions on separate page)	16	
a Summer Forest Camp student registrations	a	
b Purchase of items for Foresters' Fund	b	
c Reimbursement of travel expenses & registrations	c	
d Student dinner support at chapter meetings	d	
e Speaker Expenses	e	
f Foresters' Fund flow-through	f	
g OSAF Foundation and ONREF flow-through	g	
h Annual Meeting expenses and workshop expenses	h	
i Awards	i	
j Chapter meal expenses related to Line Item 2 revenue	j	
k Outdoor education expenses	k	
l Memberships	l	
m Blank check costs and bank fees	m	
n Chapter-paid meeting expenses	n	
o Other	o	
17 Total expense	17	-
Balance sheet		
	12/31/2010	12/31/2011
22 Cash, savings and investments	22	
23 Land and buildings	23	
24 Other assets (describe)	24	
25 Total assets	25	-
26 Total liabilities (describe)	26	
27 Net assets (must equal line 25 minus line 26)	27	-
** Please describe special events and scholarship recipient information below.		

OSAF Tax Line Item Descriptions



Line Item descriptions for 990-EZ tax information form for 2011

Revenue

1a Contributions, gifts, grants: Includes contributions and grants including ONREF, OSAF special projects grants, and donations for the OSAF Foundation.

1b Foresters' Fund Grants: from National Grants for projects.

2 Program Service Revenue: Revenue that is mission related. Examples are revenue from a conference, workshop or annual meeting. It includes contributions from sponsors to the annual meeting. It does not include Foresters' Fund receipts or donations. It does include car washes, firewood cuts, Christmas tree sales, and money collected for meals at chapter meetings.

3 Membership Dues and Assessments: Chapter dues is an example.

4 Investment Income: Interest and dividends.

6b Gross Revenue from Special Events: Gross revenue from the Annual Meeting Foresters' Fund Receipts, and the Golf Tournament only.

6c: Direct expense of special events: Expenses directly associated with 6b events.

8 Other Revenue: Revenue not included in previous entries. Rarely used by chapters.

Expenses

10 Grants and similar amounts paid: Examples include student scholarships (document names, amounts, and schools at bottom of page), donations to organizations like Arbor Day, ONREF, OSAF Foundation and memorial donations to charities.

13 Professional fees and other payments to independent contractors: Probably none except the Northwest Office.

14 Occupancy, rent, utilities, and maintenance: An example is room rental (ie. World Forestry Center by the Portland Chapter)

15 Printing, publications, postage and shipping: Includes cost of direct mailing to chapter members for newsletters. Does not include annual meeting expenses; these go on line 16h.

16 Other expenses: List separately

16a Summer forest camp student registrations

16b Purchase of items for Foresters' Fund

Active Treasurer Activities

- Prepare annual chapter budget for executive committee discussion and approval based on goals and plans. Excom. Approves budget by vote
- Develop a financial plan to fulfill chapter objectives including need for fund raising
- Point out additional opportunities related to financial matters such as fund raising opportunities, matching opportunities, appropriate use of funds, better financial institutions for checking and savings and use of the Foresters' Fund
- Identify trends and needed management action steps

Budget Categories

- Revenue- Income and pass through categories
- Expenditures- Committed, pass through and variable business items
- Pass through items- OSAF Foundation donations, Foresters' Fund raffle proceeds etc.
- Committed items-budget items that are less subject to control-memberships, contracts
- Variable items are items that must be decided on each year-business items, donations, scholarships, awards, student support, public education

Treasurer-Big Picture

- Understand the interrelationship of finances between the chapter, state and Northwest Office
- What are their funding sources and alternatives
- Impact of membership on finances
- Impact of member category on finances
- Major expenses in each budget



Major expenses by budget

- OSAF budget-71% goes to support the NWO and about 9% goes for student support-78% of the budget is committed for 2012
- NWO- about 1/3 of the budget goes to the Western Forester
- Chapter budgets-biggest expense varies
 - Meeting expenses, workshops, annual meeting, grants, scholarships, donations, awards etc.

Major Revenue Sources by Budget

- OSAF Budget-44% dues, 42% annual meeting
- NW Office-51% Assessments, 29% advertising
- Chapters
 - Dues-2 chapters in Oregon
 - Workshops
 - Foresters' Fund
 - Fund raisers
 - other



OSAF 2012 Budget Income

Oregon Society of American Foresters 2012 Budget						
Last updated 1/13/2012						
		2009 Actual	2010 Actual	2011 Plan	2011 Actual	2012 Budget
Income						
	State Dues	\$14,150.50	13,402.00	\$12,500	\$11,627.84	\$10,500
	Annual Meeting	\$8,537.51	12,301.39	\$10,000	\$10,000.00	\$10,000
	Interest	\$1,173.41	130.16	\$200	\$205.53	\$225
	OSAF/WSAF Leadership	\$8,705.46	200.00	\$15,800	\$9,336.43	\$0
	Workshop franchise fee		500.00	\$1,000	\$485.00	\$500
	Donations for operations	\$344.00	2,406.00	\$1,000	\$2,769.00	\$2,500
	Fund Raising					
	Miscellaneous	\$40.00				
	Subtotal	\$32,950.88	28,939.55	\$40,500	\$34,423.80	\$23,725
Pass through						
	Chapter Dues	\$823.00	740.00	\$700	\$615.00	\$600
	Foresters' Funds	\$8,713.00	5,689.46	\$6,000	\$7,356.55	\$6,000
	Donations-OSAF Foundation	\$725.00	1,274.00	\$1,000	\$1,615.00	\$1,000
	ONREF	\$130.00		\$500		
	Annual meeting seed		1,000.00	\$1,000	\$1,000.00	
	Other	\$208.25	5.00		\$390.00	
	To be distributed	\$285.00				
	OSAF Special Proj FD		1,000.00	\$500	\$900.00	\$1,100
	Subtotal	\$10,884.25	9,708.46	\$9,700	\$11,876.55	\$8,700
	Total	\$43,835.13	38,648.01	\$50,200	\$46,300.35	\$32,425
Current Funds		end 2009 act	2010 act	end 2011 plan	2011 YR end est.	2012 Plan
	Premier West	\$3,212.37	\$0.00	\$0	\$0	0
	Merrill Lynch	\$32,624.99	\$102.28	\$0	\$0	0
	US Bank-checking	-\$823.54	\$8,100.50	\$7,555	\$5,241.77	2000
	NWCU		\$25.00	\$25	\$25.00	
	NWCU money market		\$18,000.00	\$8,000	\$16,083.00	10531
	NWCU-CD		\$10,007.89	\$20,128	\$20,130.18	20240
	US Bank-spec proj	\$100.00	\$1,100.00	\$1,100	\$1,500.00	1100
	Total	\$35,113.82	\$37,335.67	\$36,808	\$42,979.95	33871
	uncashed checks	\$2,882.00			\$2,202.00	
		\$37,995.82			\$40,777.95	
			ending down			
			\$660.15	\$528.00		

OSAF 2012 Budget Expenditures

Oregon Society of American Foresters 2012 Budget					
			<i>last updated 1/13/12</i>		
	2009 actual	2010 Actual	2011 Plan	2011 Actual	2012 Budget
Expenditures			appr 1/21/2011		
Committed					
NW Office	\$22,638.00	\$21,384.00	\$ 20,328	\$20,328.00	\$18,942
HSD	\$549.84	\$546.15	\$ 550		\$1,020
World Forestry Center	\$100.00	\$200.00	\$ 100	\$100.00	\$100
Web Maint	\$537.35		\$ 250	\$250.00	
Election Fee from National					\$280
Tax Prep	\$2,000.00	\$1,500.00	\$ 500	\$554.00	\$600
Subtotal	\$25,825.19	\$23,630.15	\$ 21,728	\$21,232.00	\$20,942
Pass Through					
Chapter Dues	\$823.00	\$2,022.00	\$ 700	\$615.00	\$600
Foresters Funds	\$8,713.00	\$7,289.46	\$ 6,000	\$4,356.55	\$9,000
OSAF Foundation	\$725.00	\$1,324.00	\$ 1,000	\$1,615.00	\$1,000
ONREF	\$130.00	\$35.00	\$ 500		
Annual Meeting Seed	\$1,080.00	\$1,000.00	\$ 1,000		\$1,000
OSAF Special Projects			\$ 500	\$500.00	\$1,000
Other		\$100.00		\$390.00	
Subtotal	\$11,471.00	\$11,770.46	\$ 9,700	\$7,476.55	\$12,600
OSAF Business					
Strategic Plan Implementation	\$2,250.00	\$0.00	\$ -		\$0
Policy Devel and Implementation		\$0.00	\$ 200	\$100.00	\$200
Western Forester to Web	\$235.49	\$250.00	\$ -		\$0
Student Support	\$3,094.00	\$1,727.15	\$ 2,500	\$2,500.00	\$2,500
OSAF-WSAF Leadership Conf	\$5,919.99		\$ 12,250	\$6,859.14	\$0
Public affairs-Communications	\$450.00		\$ 300		\$100
Awards, Guests, Exp Etc	\$309.67	\$164.95	\$ 500	\$1,030.04	\$700
Office Supplies-Postage		\$177.32	\$ 200	\$99.44	\$200
Membership				\$0	\$0
Education	\$253.58	\$14.92	\$ 250	\$0	\$100
National Conv Exp		\$1,494.90	\$ 1,500	\$1,500.00	\$1,500
National Leadership Training Acad				\$0	\$0
Web site development			\$ 1,800	\$1,925.00	\$250
Miscellaneous	\$292.20	\$73.00		\$136.35	\$240
Subtotal	\$12,804.93	\$3,902.24	\$ 19,500	\$14,149.97	\$5,790
Total	\$50,101.12	\$39,302.85	\$50,928	\$42,858.52	\$39,332

National Budget (2010)

- Income

– Membership	47%
– Publications	15%
– Advertising	6%
– Contributions	4%
– Accreditation	5%
– Grants	3%
– Convention	18%
– Other	2%
– Total	\$2,842,477

- Expenses

– Personnel	36%
– Payroll/Benefits	9%
– Outside services	9%
– Editorial etc.	18%
– Convention	9%
– FF Grants	1%
– Travel	5%
– Administration	9%
– Other	4%
– Total	\$3,199,415

State	Members	Student	Golden	Other	Dues Payers
Washington	543	?	92	5	??
Oregon	855	70	149	15	525 (61%)

Treasurer Continuity

- Treasurers remain in job for years
- Multi year planning
- Source of knowledge on history of funding and expenditures
- Define trends, suggest action steps that may take several years to achieve
- Provide counsel to new officers on financial matters



Summary

- Standard Treasurer Duties
- Audit Requirements
- Taxes
- Active versus passive treasurer
- Understanding the SAF financial big picture
- Treasurer continuity functions

