

**S T E A M**  
**SEMINAR TO EDUCATE AND MOTIVATE**

**TREASURER**

**MANUAL**

**ABATE OF WASHINGTON**

ABATE of Washington  
PO Box 8369  
Tacoma, WA 98419-0369

Phone 253-475-4944

*Updated October 2006*

## Chapter Treasurer Overview

As a Chapter Treasurer, you have volunteered your time to help your chapter with their finances; the key is to keep it simple and easy.

**ABATE of Washington operates on a Fiscal Year format.** The year starts on October 1<sup>st</sup> of each year and ends on September 30<sup>th</sup> of the following year. This is the guideline to use for financial reporting to the state office.

1<sup>st</sup> Quarter – October, November, December

2<sup>nd</sup> Quarter – January, February, March

3<sup>rd</sup> Quarter – April, May, June

4<sup>th</sup> Quarter – July, August, September

(Example FY 2005 = Oct, Nov, Dec 2005 and Jan through Sept 2006)

**ABATE of WA is incorporated in the State of Washington as a non-profit corporation.** ABATE's IRS status is IRC501(c)4, which means contributions and/or donations to ABATE are NOT tax deductible as a charitable donation.

### Your responsibilities as a Treasurer:

**Record Keeping** is the most important job of the Chapter Treasurer. You are accountable to your chapter and it's members for the Chapter's monies. Document all monies collected in a receipt book and keep documentation (invoices, cash receipts, chapter minutes, etc.) on all money disbursements. If your chapter approves a cash disbursement, make sure that the minutes that are approved at the next meeting show the chapter's approval for the disbursement. Maintain balanced bank statements, cancelled checks and an accurate bank ledger.

**Pay Chapter's Bills and Reimbursements** per directions of your chapter and chapter coordinator, in accordance with your Chapter's By Laws and Standing Policies. All monies disbursed need chapter approval. Check registers should include: payee, date, amount, and reason for the disbursement.

**Collect and Deposit Chapter Monies** in a timely manner. Use a Receipt Book and record all cash/checks given to you for deposit. In the Chapter's Ledger record the receipt numbers for each deposit. Be as complete as possible when recording in the Receipt Book.

**Financial Reporting to the State** in accordance to the State By Laws and Standing Policies.

- Quarterly Financial Reports should be submitted on an approved ABATE of WA Chapter Quarterly Financial Report form – paper or electronic. The report and bank statements for the quarter are due 30 days after the close the quarter and should be sent to the State Treasurer.
- Event Reports and Levy (10%) should be submitted for all profit generating events. If your chapter makes money for charity and doesn't retain any of the proceeds, there is no need to submit an Event Report or Levy. The Event Report should report the event's income, expenses, and net income. The 10% Levy is based on the net income. The Event Report and Levy check should be sent to the State Treasurer 30 days after the event clears its accounts.

**Chapter Meetings** are where you play an important role. This is where you report to the chapter members the financial condition of the chapter. Report total income and expenses since the last reporting, and the current bank balance. Be prepared to answer any questions or take the questions back to your records to obtain an answer for the member. If you cannot attend a meeting, you can give your report to another Officer. Remember it's the Chapter's money and they deserve a timely accounting of their funds.

### **Chapter Bank Account**

Two to four signatories on your bank account is a good number for convenience. In addition, the State Coordinator or State Treasure should be one of the signatories on the Chapter's bank account (see By Law 4.5.2. - pg.3). Checks should be signed by two of the designated signers. Even though the bank does not require two signatures, it's a good safeguard to protect you and the chapter.

**Chapter's Legal Name: ABATE of Washington “*Chapter Name*”**

**If you have any questions or need assistance, don't be afraid to ask.**  
The State Treasurer is always available to help.

**ABATE of WASHINGTON**  
**By Laws and State & Local Standing Policies**  
**CHAPTER TREASURER**

**4.2.1.4 Chapter Treasurer**

The Chapter Treasurer shall keep all financial records and transactions of the Chapter retain originals and or copies of financial reports, which include bank statements, canceled checks, report the financial condition of the Chapter to the State Organization, and shall submit quarterly financial reports to the State Organization.

**4.5.1 Quarterly Financial Reports**

Upon a form approved by the State Board of Directors, each Chapter shall be responsible to formulate and submit a financial statement to the State Treasurer and such is due on or before each State Board of Directors meeting and/or upon request by the State Coordinator. A copy of said form must be retained in the Chapter files.

**4.5.2 Chapter Bank Accounts**

Each Chapter shall establish and maintain a checking account. Two-signature authorization shall be required on all bank accounts. All moneys sent or received by the State Treasurer shall be in the form of a check or money order made payable to ABATE of Washington. All account numbers and bank branches shall be reported to the State Treasurer. The State Coordinator and /or State Treasurer shall be on the signature authorization of each account.

**4.5.3 Review or audit of chapter accounts**

The Board of Directors has the right and privilege to demand a review or audit by the State Treasurer or an independent accountant of any account, which said Chapter may establish.

**Policy 8 Required Chapter Monthly Information**

Chapters shall submit copies of their meeting minutes, membership lists, flyers and newsletters to the state office at the first of every month. Financial reports shall be sent in on a quarterly bases.

**Policy 17 Financial Policies**

“State and Chapter Financial Policies” are a part of the standing policies and are included herewith.

# **ABATE of Washington**

## **Chapter Quarterly Financial Report**

### **Instructions**

This reporting can be done either on paper or electronically. For an electronic version of this form, contact the State Treasurer.

1. Entering your Chapter's Name.
2. Enter the period being report. I.E. 1<sup>st</sup> Quarter
3. Enter Previous Quarters Ending Balance. You will find this on your previous Quarterly Financial Report - End of Quarter Balance.
4. Enter the Months of the quarter
5. Enter Beginning Balance – same as Previous Quarters Ending Balance from above.
6. Enter the income and expenses for the first month.
7. Total the income and expenses - electronic version not necessary.
8. Subtract the Expenses from the Income - electronic version not necessary.
9. Balance this to your checkbook for that period.
10. Enter the Ending Balance into the Beginning Balance for the next month - electronic version not necessary.
11. Entering the next month's income and expenses, then follow Steps 7 – 11 until all months are complete.
12. Add across to compile the Quarterly Totals - electronic version not necessary.
13. Subtract the Quarter Expenses from the Income to arrive at the End of Quarter Balance. - Electronic version not necessary. This amount should balance to the last quarter's Ending Balance.

*If your chapter has any unpaid State Levy or Dues or Designated Funds or Petty Cash, please complete the bottom section. Otherwise skip to Step 19.*

14. Enter each month's Account Balances, which should be the same as your Ending Balance per month.
15. Enter any unpaid payable amount due to the State, I.E. Levy, Membership dues.
16. Enter any designated funds, I.E. Down Rider, Legislative.
17. Enter Petty Cash current balance.
18. Subtract Payables, Designated fund, and Petty Cash from the Account Balance to get Available Chapter Funds - electronic version not necessary.
19. Sign the form and mail with Bank Statements to: State Treasurer at ABATE of WA, PO Box 8369, Tacoma, WA 98419-0369. Or scan bank statements and send with electronic Chapter Quarterly Financial Report to State Treasurer.

## ABATE of Washington Chapter Quarterly Financial Report

Chapter Name [ 1 ]	Reporting Period [ 2 ]			
				Qtr Total
<b>Previous Quarter Ending Balance</b>				[ 3 ]
<b>Months</b>	[ 4 ]	[ 4 ]	[ 4 ]	
<b>Beginning Balance</b>	[ 5 ]	[ 10 ]	[ 10 ]	
Membership Dues:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Chapter	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
State	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Events:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Donations:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Other:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
<b>Total Income:</b>	[ 7 ]	[ 11 ]	[ 11 ]	[ 13 ]
<b>EXPENSES:</b>				
State Membership Dues	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Chapter Levies	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Special Accounts	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Profit Events	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Charity Events	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Legislative	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Newsletter	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
War Chest	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Other:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Events:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Overhead - Rent	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Supplies	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Other:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
Bank Charges:	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
	[ 5 ]	[ 11 ]	[ 11 ]	[ 12 ]
<b>Total Expenses</b>	[ 7 ]	[ 11 ]	[ 11 ]	[ 13 ]
<b>Ending Balance</b>	[ 8 ]	[ 11 ]	[ 11 ]	
<b>End Of Quarter Balance</b>				[ 13 ]

<b>Account Balances:</b>	[ 14 ]	[ 14 ]	[ 14 ]
State Account Payable (unpd Levies, Dues, etc.)	[ 15 ]	[ 15 ]	[ 15 ]
Designated Funds:	[ 16 ]	[ 16 ]	[ 16 ]
	[ 16 ]	[ 16 ]	[ 16 ]
Petty Cash On Hand	[ 17 ]	[ 17 ]	[ 17 ]
Available Chapter Funds:	[ 18 ]	[ 18 ]	[ 18 ]

## Sample Event Report

Chapter's Name:

Event Name:

Date:

Income:

Gate	355.00
Vendors	150.00
Total Income	<u>505.00</u>

Expenses:

Trophies	55.00
Rental	100.00
Supplies	25.00
Total Expenses	<u>180.00</u>

Net Income 325.00

Net Income X 10% - \$3.25