Treasurer Processes and Procedures

Four Creeks Unincorporated Area Council Treasurer

# Treasurer’s Calendar

## Monthly

Reconcile checking; print/file statement; update books/reports

## Annual

Renew WA State Business License

## Annual, by February 15th

Print/mail 1099 form to any recipient of over $600 during previous year

## Annual, by May 15th, but at least once in 3 years

eFile Federal Tax Return

## On demand

Write reimbursements

Receive funds

# Reporting Requirements

## Federal

* As a 501(c)(3) charitable organization, FCUAC is required to annually satisfy federal income reporting requirements
* Income reporting is due to the IRS by the 15th of the fifth (5) month past the end of the organization’s fiscal year
* FCUAC ends is fiscal year on December 31st
* Therefore, the due date for IRS reporting is May 15th
* Federal income reporting for FCUAC is done using Form 990
* If the income of FCUAC is below $50,000, FCUAC uses an electronic postcard method to report.
* If income is below $100,000, FCUAC uses IRS Form 990-EZ.
* If income is above $100,000, FCUAC uses IRS Form 990.

## WA State

* Business license renewal required annually

# Bookkeeping

## Books

* FCUAC maintains financial transaction data in an Excel spreadsheet.
* Instructions on its use are in a separate document

# Checking Account and Debit Cards

## Checking Account

### Signature Authority/Card

* Meeting minutes are valid authorization for making changes to signature authority

## Debit Cards

* Debit cards associated with the checking account are used when opportunities allow.
* Web Site Hosting and Domain Name Registry (goDaddy)
* eMail Service (MailChimp)
* Updates to the debit card information, where used, are required when:
* The card number changes
* The card expires
* The name on the card is changed (i.e. when a new treasurer is elected)