

Ibizan Hound Club of the United States

Office of the Treasurer Handbook



2011 Edition

(updated 9/24/2013)

Introduction

This is the 2011 edition of the Office of the Treasurer Handbook. The information contained in this handbook is based on the IHCUS Constitution and Bylaws and actual experience. It is intended to assist both new and experienced Treasurers.

The first task of a new Treasurer should be to review and understand the IHCUS Constitution and Bylaws. The basic requirements and expectations of this office are stated in that document. The second task should be to read and become familiar with this handbook.

The Treasurer Handbook is in three sections. The first describes the major responsibilities of a club treasurer. The second presents a collection of financial best practices. The third section contains appendixes that include sample financial reports, a budget worksheet, a membership renewal form, a checklist of best practices, and a list of discussion questions.

This handbook should be considered a living document and updated as needed. Any approved changes to the IHCUS Constitution and Bylaws affecting the Office of the Treasurer should be reflected in this document.

9/24/2013 Update

This manual was updated to include the membership period used in the online membership system. Membership start and end dates were changed to January 31.

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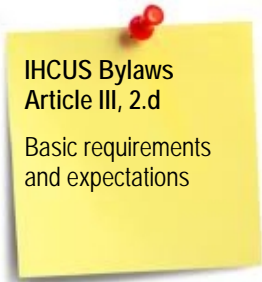
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Roles and Responsibilities

The Treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of the Club's finances.

Responsibilities of the Treasurer

- Maintaining bank accounts
- Managing funds
- Collecting membership dues
- Paying annual AKC/ASFA dues
- Paying insurance premiums
- Paying operating expenses (event fees, rescue bills, etc.)
- Reporting on the state of the club's finances
- Developing a budget
- Conducting an annual audit
- Maintaining and updating this handbook



IHCUS Bylaws
Article III, 2.d

Basic requirements
and expectations

Article III, Section 2.d of the IHCUS Bylaws

This section of the bylaws states the basic requirements and expectations of the Treasurer:

“The Treasurer shall collect and receive all monies due or belonging to the Club. He/she shall deposit the same in a bank in the name of the Club. His/her books shall, at all times, be open to inspection by the Board and he/she shall report quarterly the condition of the Club finances. He/she may pay normal Club operating expenses up to two-hundred fifty (\$250.00) without Board approval. At the Annual Meeting, he/she shall render an account of all monies received and expended during the previous fiscal year. The Treasurer is required to provide the Club with an audit done by a Board approved non-member at the close of each fiscal year. He/she shall be bonded within thirty (30) days of taking office in such amount as the board shall determine.”

Important points:

- Board approval is required for expenses over \$250.
- An annual financial report is to be given at the annual meeting.
- An audit is required at the close of each fiscal year.
- The Treasurer shall be bonded within 30 days of assuming office.

Expense Authority. There may be occasions when a payment in excess \$250 must be made without prior Board approval. Use good judgment and obtain proper backup documentation to support the transaction. Then seek Board approval at the earliest opportunity. The bylaws do not explicitly state “prior” approval is required. However, if the Board does not approve the expense, the Treasurer may be liable for the entire amount.

Maintaining Bank Accounts

Club monies must be deposited in a FDIC secure bank or credit union. The bank institution should be one the Treasurer can easily access.

The Treasurer should always know if bank balances are sufficient funds to cover expenses.

Authorization and Access. No more than two (2) individuals should have authorization to access the bank accounts. Typically, the club treasurer and president are authorized to write checks.



Notifications. All notifications should be sent to the Treasurer's address. For email notifications, use Club email accounts (treasurer@ihcus.org). Never use a personal email account for Club correspondence.

PayPal. IHCUS also maintains a PayPal account for on-line transactions. Access and notifications are done via the ICHUS Treasurer's email address.

The PayPal account is loosely coupled to the bank account. Should a payment exceed the balance in the PayPal account, PayPal is authorized to transfer funds from the Club's bank account to cover the difference.

Important. IHCUS has an active PayPal debit card. Access to this card should be as restricted as access to the Club's bank accounts.



Account Reconciliation. Monthly, the Treasurer should balance the checking account and review PayPal transactions and balances.

Maintaining Funds

Ensure that all collected revenues and expenses are accurately documented. Provide members with receipts for their dues and donations, and record any transactions, including club purchases, in a ledger.

An electronic accounting program will automate many of the tasks associated with your position. Consult the outgoing treasurer to find out which software is used, if any. If you're selecting a new program, choose one that you're comfortable with and that meets the club's needs.

Collecting Membership Dues



IHCUS members are required to pay annual dues. Article I, Section 2 of the Bylaws implies that the Treasurer is responsible for the collection of annual membership dues.

Annual Renewal Notice to Membership. A renewal notice should be included in the fall Third Eye. A renewal form should accompany the notice as a separate insert which provides a place for members to update their contact information, which membership dues they are paying, and instructions on how to return the renewal form and submit their payment.



Renewal Period. **November 1 through January 31** is the renewal period. However, members who have not paid their annual dues by the end of the year (December 31) will be considered in arrears. A grace period exists through January 31. This allows members who are late in renewing membership to do so online without being locked out of the system on January 1. Renewal progress can be monitored via reports on the IHCUS website.

Article I, Section 2 of the bylaws states that dues are payable on or before November 1. This date is often unrealistic as it does not provide a reasonable time for members to respond after receipt of the fall Third Eye. As such, the 3-month period stated above is observed.

Reminders. The Treasurer (or the Membership Chair) should send out periodic reminders during the renewal period. See Appendix 1.1 for instructions on sending reminder emails.

Recording Dues Payment. Payment of dues are recorded in the IHCUS membership system. The system is hosted on the Club's website.

All membership dues **MUST** be tracked in the membership system. The membership system is used to generate the official membership roster, mailing labels, and used to email members important club announcements. Therefore it is very important that it be updated and kept current.

Dues received and **NOT** recorded in the membership system will allow those memberships to lapse. Members will not receive club communications and publications.

Electronic payments (via PayPal) automatically update the system and may include pending transactions which can be deleted once the final transaction (confirmation) has been received.

See Appendix 1.2 for instructions on entering dues payments into the membership system.

See Appendix 1.1
Sending Reminders

See Appendix 2.1
Recording Dues



AKC and ASFA Dues

Dues are due to the AKC and ASFA annually. Both organizations will mail a statement to the Treasurer. Pay this promptly.

In 2011, AKC dues were \$25 and ASFA dues were \$75.

Insurance

Annual Premiums

- D&O
- Liability
- Bonding

Three different insurance premiums are paid annually:

<u>Policy</u>	<u>2010-11 Premium</u>
Directors & Officers Liability (aka D+O)	\$ 776
General Liability Coverage	\$ 600
Bonding (covers entire Board and Officers)	\$ 225

*The above amounts may change from year to year.

The current insurance carrier is:

Equisure, Inc.
13790 E Rice Place, Suite 100
Aurora, CO 80015

Insurance policies and premiums are mailed to either the Treasurer or the President. It is important that these premiums are promptly paid to prevent insurance from lapsing and exposing the club to legal risk.

It is recommended that premiums are mailed directly to the Treasurer. Any policy documents received should be scanned and made available to officers and Board members online via the IHCUS website.

Current bonding covers the entire Board. When Board members and officers change, contact the insurance provider with the updated names. The balance of the bonding period should transfer.

IRS Reporting

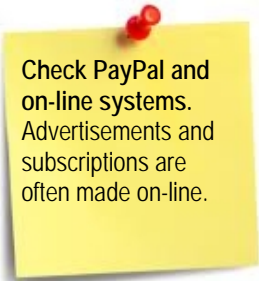
IRS Form **990-N** (aka e-File postcard) must be filed annually by **May 15** and can be done electronically. *Check the IRS website for updates and changes.*

The IRS will issue a receipt with the following information:

Organization: IBIZAN HOUND CLUB OF THE UNITED STATES
EIN: 75-2889204
Submission Type: Form 990-N
Year: 2009
Submission ID: 7800582010202eo66582
e-File Postmark: 7/21/2010 8:03:14 PM



The Third Eye



Check PayPal and on-line systems. Advertisements and subscriptions are often made on-line.

Notify the Third Eye Editor of all subscriptions and advertising revenue received.

Be sure to frequently check PayPal for subscriptions and advertisements.

Subscriptions. Each Subscriber MUST be entered into the membership system (as a “Subscriber”). Requests may be made electronically. Follow up with the subscriber for missing mailing address information.

Advertisements. Payments received for advertisements should indicate the type of ad being requested. Forward this information to the *Third Eye* Editor.

Best Practices

Recording Transactions



It is important to keep an account of all transactions as they are made. A simple method to use journal (or ledger) containing five (5) columns: date, description, income, expenses, and balance. Log in each transaction when it occurs; specify the date, a simple description. Correctly record amounts under income or expense and calculate and record the balance. A computer spreadsheet program can make this task much easier.

It is recommended that the club purchase some form of a general ledger for the club treasurer (whether it be a bound book or computer software). Which ever method is used, it should be portable enough for transition to future treasurers. Standardization and consistency over time is important in the maintenance of financial records.

Financial Records



Keep the financial records for each year in a separate binder or book. A large 3-ring binder with tab inserts by month is an easy method to organize these records.

Place the bank statements (including printouts of PayPal and other online reports), deposit records, and expense reports and documents in the tab for the month in which they occurred or cleared (if you report on a cash vs. accrual basis).

Deposits

List cash & checks. Prepare lists of cash and checks to be deposited prior to making any deposit. *Total the lists.* Bring the lists with you to the bank. If there are any discrepancies, it will make it much easier to determine the error.

Make any corrections to your lists and reprint. Then attach the deposit slip to the list and file both with the financial records.

Organize Deposits. Break large deposits (such as after the National Specialty), into smaller batches. Group them by some logical means (entries, health clinic, banquet, auction, dues, etc.).

Cross-reference

Note ERN on checks.

Note check numbers on expense reports.

Cross Reference. Use both ERN and check numbers as a cross-reference.

- Note the ERN on all checks.
- Note the ERN on electronic payments where possible.
- Note the check number (or electronic reference number) on expense reports.

Using a cross-reference will make it easier to find supporting documentation and balance accounts against the ledger. Audits will also be easier and take less time with well organized information.

If a check is written prior to completing an expense report, note the expense number on the copy of the check as soon as the report has been completed and an expense number has been assigned.

Expenses may be submitted to the Club by members or from other individuals, organizations, or companies for payment for goods or services rendered to the Club. Expenses may be paid directly to the individual, the organization that provided the goods/services or as reimbursement to a member. Examples include (but are not limited to) meals, postage, printing, shipping, supplies, and veterinary care.

Using the Expense Report

A Microsoft Excel spreadsheet (shown above) has been formatted for use as an expense report and can be downloaded from the IHCUS website. It is also available in a (non-editable) PDF version for those without Excel compatible software.

One (1) Report per Check Rule. It is recommended to use one (1) expense report per check. However, if two checks are used to pay for a single purchase, then a single expense report covering both checks is acceptable. If a payment is made electronically (i.e. on-line), the same rule applies.

Enter the current date at the top, purpose, payee name and address. For payments that cover multiple items, enter the date of the transaction and a description for each item. If a quantity and each price is know, enter those values. Otherwise, enter the amount with a quantity of 1. The total will automatically calculate.

Attach supporting documents to expense reports

Supporting Documentation. Attach (staple) receipts and other supporting documentation to the expense report. Sign (or initial) and date the report when approved for payment. Be sure to note check numbers (or electronic reference numbers) and dates on the form.

Members may use this form to request a reimbursement. However, it is not required. A signed, legible note, or an email is acceptable. Copies of receipts should be include whenever possible. However, receipts are not mandatory. Be sure to attach supporting documents to the expense report

Check the Math. Make sure things add up before you pay. Use the expense form to verify totals for reimbursement and payment requests (even when the request was submitted using a copy of the expense report).

Appendix

1.1 – Sending Membership Renewal Reminders

Send Reminders
On:

- November 1
- December 1
- December 15

Membership renewal reminders can be easily sent using the membership system email feature. A single message can be sent to all members at once.

Instructions

1. Logon to the membership system.
2. Configure the Return Email Address for the Treasurer:
 - a. Click **Setup/Configuration** in the Control Panel options on the left.
 - b. The Configuration page is displayed.
 - c. Click the **E-Mail** option link at the top of the page.
 - d. Change the **E-Mail Sender Name** to “treasurer@ihcus.org”.
 - e. Click [**Save**].
3. Create the reminder email:
 - a. Click **Email Users** in the Control Panel options on the left.
 - b. Select **Active Users of** :
 - Individual Membership
 - Household Memberships
 - Regional Club
 (multiple categories may be selected)
 - c. Change the **Subject** to “IHCUS Membership Renewal”.
 - d. Type the renewal message into the big square (unlabeled) box.
 - e. Optionally, include data tags (first name, etc.) to personalize the email. These are shown below the [**Preview**] button.
4. Send the email.
 - a. Click [**Preview**].
 - b. Click [**Send**] to send the email,
 - c. or click [**Back**] to continue editing the message.

It is a good idea to provide a link to the IHCUS website for members to login and renew on-line. The following is an example message that can be used:

```
IHCUS Members,
It's time to renew your IHCUS membership. The online renewal option is now available.
Your membership can be renewed online through December 31. Go to
http://www.IHCUS.org/ and sign in with your ID and password. Then click "Renew" and
follow the prompts.
Your IHCUS ID: {$user.login}
Your password: {$user.pass}
Thank you for renewing your IHCUS membership,
Kurt Anderson
IHCUS Treasurer
```

Appendix 1.2 – Recording Dues

The IHCUS membership system is subscription-based. The system treats memberships and subscriptions as “products” with expiration dates.

When members renew by check, those payments must be added as new records in the system.

Important:

- Never edit or delete existing payment records to “extend” memberships into the next year. Doing so will comprise the history of payments that have been made by the member.
- Each renewal must be a separate payment entry.
- The only exception would be if a member intentionally pays for 2 or more consecutive years.
- All payment periods should be from January 31 through January 31.
- Substitute January 31 where December 31 is shown in examples below.

Information of a Dues Payment

A (dues) payment consists of the following pieces of information:

- Product (type of membership)
- Period (from January 31 through January 31)
- Payment System (Manual Payment for all checks received)
- Reference # (check # and date – for manual payments)
- Amount (of the check)

Dues paid by check require that the above information is manually entered into the system.

On-line membership renewals (via PayPal) automatically create an entry with the above information.

Instructions

1. Logon to the membership system.
2. Click **Browse Users** in the Control Panel options on the left.
3. The “Users List” page is displayed.
4. Find the member to record the dues payment.
5. Click the member’s Login name (it is the link to their information).
6. The “Edit User” page is displayed.
7. Click **User Payments/Subscriptions** at the top of the page.
8. The User Payments/Subscription page is displayed.
9. Select a **Product** (type of membership) from the drop-down list.
10. Enter annual **Period** for the membership. This should run from December 31 of the expiring year through December 31 of the following (or renewal) year.
11. Select **Manual Payment** from the Payment System drop-down list.
12. Enter the Check # and date as the **Reference #**.
13. Enter **Amount** of the check.
14. Click the **[Add]** button.

[Image: Dues payment \(substitute January 31 for dates shown\)](#)

Product	Period	Payment System	Reference #	Amount \$	Paid	Status	Action
Household Membership for 2	12/31/2010 - 12/31/2011	IHCUS Membership Renewal	7CR58117FS304174V	\$41.00	YES	Active	Edit Del
ADD NEW PAYMENT/SUBSCRIPTION							
<div style="border: 1px solid black; padding: 2px;"> Individual Membership Household Membership for 2 Household Membership for 3 Household Membership for 4 Regional Club Membership Honorary Membership Third Eye Subscription Initiation Fee Electronic Notification Authorization President Secretary Treasurer Vice President Director Awards Awards Chair Bylaws Bylaws Chair Health & Research Health & Research Chair </div>	December 31 2010 thru December 31 2011	Manual Payment	CK # 8797 (01/06/11)	\$ 30.00	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>	

Dues Overpayments

If a member overpays, the payment may either be refunded or entered as a renewal for the following year (as in the case of a duplicate payment). The member should always determine how the overpayment is handled.

Appendix 1.15 – Internet Links (Resources)

The following website addresses or URL (Uniform Resource Locator), lists the locations of resources used by the Treasurer.

PayPal

<http://www.paypal.com>

IHCUS Constitution & Bylaws

* see IHCUS website

Expense Report (Excel format)

* see IHCUS website

Expense Report (PDF)

* see IHCUS website

IHCUS membership renewal reports

* see IHCUS website

IHCUS Membership System

<http://www.ihcus.org/amember/admin/index.php>

IRS – Internal Revenue Service

<http://www.irs.gov/>

Important Dates

Financial Reporting

Jan 31	Submit Annual Report
Feb 28	Schedule annual audit
Mar 31	Complete annual audit
Apr 15	Submit Q1 report
Jun 15	Submit Q2 report
Oct 15	Submit Q3 report

Membership Renewal

Sep 1	Submit membership renewal form to <i>Third Eye</i> editor
Oct 1 – Jan 31	Update payment records and membership status for checks received as often as possible during the renewal period
Nov 1	Send membership renewal reminder
Dec 1	Send membership renewal reminder
Dec 15	Send membership renewal reminder
Feb 1	Verify final membership status in system

Appendix 1.16 – Financial Report Examples

Annual Report

The Annual Report should summarize both account and fund activity. It should list by category, revenues and expenses incurred.

Account and Fund Summaries. Both accounts and funds should be summarized to show total deposits and withdraws. This should give a clear picture of how much each increased or decreased during the year.

Most banks or credit unions will limit the number of accounts an organization may have. This makes it impractical to maintain a separate checking or savings account for each Fund, and requires that revenues and expenses be associated with the appropriate Fund – separately from bank statements.

The example below shows summary activity by account and fund. Beginning balances are listed, followed by total deposits, withdraws, and ending balances (for the entire year).

Notice that the “Account Totals” = “Fund Totals”. If these totals do not balance, then some transaction detail was not properly recorded and must be corrected.

The example below also shows quarterly activity. These totals must equal the summary totals for deposits and withdraws and balance with each other at their total and net lines.

**Ibizan Hound Club of the United States
2010 Annual Financial Report
January 1 through December 31, 2010**

Account Balance Summary				
Account	Start	Deposits	Withdraws	End
Checking	\$ 9,391	\$ 22,248	(\$ 23,361)	\$ 8,278
CD	8,250	114	0	8,364
Savings	25	0	0	25
PayPal	3,293	5,279	(4,050)	4,522
Account Totals	\$ 20,959	\$ 27,641	(\$ 27,411)	\$ 21,189

Quarterly Activity Summary					
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Deposits					
Checking	\$ 5,837	\$ 2,539	\$ 12,237	\$ 1,635	\$ 22,248
CD	38	39	19	19	114
Savings	0	0	0	0	0
PayPal	628	1,010	2,120	1,520	5,279
Fund Transfer (a)	0	0	0	30	30
Total Deposits	\$ 6,503	\$ 3,588	\$ 14,376	\$ 3,203	\$ 27,671
Withdraws					
Checking	\$ 5,227	\$ 3,703	\$ 6,665	\$ 7,765	\$ 23,361
CD	0	0	0	0	0
Savings	0	0	0	0	0
PayPal	350	65	1,711	1,925	4,050
Fund Transfer (a)	0	0	0	30	30
Total Withdraws	\$ 5,577	\$ 3,768	\$ 8,376	\$ 9,720	\$ 27,441
Net	\$ 926	\$ (180)	\$ 6,001	\$ (6,517)	\$ 230

**Ibizan Hound Club of the United States
2010 Annual Financial Report
January 1 through December 31, 2010**

Fund Balance Summary				
Fund	Start	Deposits	Withdraws	End
General	\$ 12,764	\$ 8,918	(\$ 11,041)	\$ 10,641
Health	2,626	213	(70)	2,769
Rescue	5,835	3,708	(3,101)	6,442
Specialty	(266)	14,832	(13,229)	1,337
Fund Totals	\$ 20,959	\$ 27,671	(\$ 27,441)	\$ 21,189

Quarterly Activity Summary					
	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Deposits					
General	\$ 5,265	\$ 315	\$ 760	\$ 2,579	\$ 8,918
Health	0	0	0	213	213
Rescue	1,238	1,650	796	24	3,708
Specialty	0	1,624	12,821	388	14,832
Total Deposits	\$ 6,503	\$ 3,588	\$ 14,376	\$ 3,203	\$ 27,671
Withdraws					
General	\$ 4,447	\$ 2,592	\$ 1,053	\$ 2,948	\$ 11,041
Health	0	0	0	70	70
Rescue	680	649	928	843	3,101
Specialty	450	527	6,394	5,858	13,229
Total Withdraws	\$ 5,577	\$ 3,768	\$ 8,376	\$ 9,720	\$ 27,441
Net	\$ 926	(\$ 180)	\$ 6,001	(\$ 6,517)	\$ 230

Appendix 1.17 – Membership Renewal Form (2011 example)

The example below was created by Jon Little for distribution in the 2010 Winter *Third Eye*.



**IBIZAN HOUND CLUB OF THE UNITED STATES
2011 IHCUS Membership Renewal Form**

2011 membership renewal is due November 1 and will be considered past due after December 31. You may pay online (after Nov 1) at IHCUS.org to renew your membership or complete steps 1 through 4 and mail this form and payment to:

Kurt Anderson
IHCUS Treasurer
4475 376th Avenue
Burlington, WI 53105

1 Please update your membership information

Name: _____
 Address: _____
 City: _____
 State/Province: _____
 Postal Code: _____
 Country: _____
 Home Phone: _____
 Cell Phone: _____
 Fax: _____
 Email: _____
 Kennel Name: _____
 Website: _____

2 Please answer

Can you foster a rescue Ibizan Hound?

Yes (permanently)
 Yes (temporarily)
 No

3 Please calculate your membership dues

Type Of Membership	Dues (ea)	Quantity	Amount
<input type="checkbox"/> Individual	\$ 30.00		
<input type="checkbox"/> Each additional member from the same household	\$ 20.00		
<input type="checkbox"/> Local and Regional Clubs	\$ 25.00		
Total ▶			

ELECTRONIC NOTIFICATION AUTHORIZATION FORM

From Your Secretary,

There are many of you who have not signed a release electing to receive IHCUS correspondence via electronic means. Electing to do this does not include communications which our Bylaws require to be sent by hard copy, such as election ballots or our newsletter "Third Eye".

Please do your club a service and sign, date, and return the release with your membership renewal. It saves the club time and money. Thanks, Teddy Burke

4 Please authorize electronic communication

I/we hereby authorize issuance of future communications from IHCUS by electronic communication over the Internet. This includes any business not specified to be in hard copy via the USPS by our Bylaws. Examples are requests for input, results of ballots, and other items that need to be communicated to the membership in a timely manner.

This authorization will remain in effect until formally withdrawn or modified by me/us via electronic communication or by written correspondence sent to the IHCUS Secretary and confirmed as received by the IHCUS Secretary.

Email: _____
 Print Name(s): _____
 Signature(s): _____ Date: _____