FES Chapter Treasurer Guide

This presentation:
- **Mouse Click or Scrolling Optional**
- **Automatic Slide Feature - 8+ mins.**
- **Available in PDF Format – 23 pgs**
- **Interactive with FES Website**
- **Slide advances are 10-20 seconds**

Hello, this educational guide is to assist FES Chapter Treasurers, however, it is recommended that all Board Officers review for improved networking with the Treasurer.

Welcome FES Chapter Treasurer

- To help you transition into your new post, you will first need to obtain and review the financial records and banking information from your predecessor.

- Determine the mission of the Chapter's fundraising efforts, (e.g., Scholarships, MATHCOUNTS®, etc.)

Table of Contents

Click Anywhere on Screen to Advance to the Next Slide

Responsibilities of Chapter Treasurer

1. The treasurer is the chapter's chief financial officer (CFO) and is required to become familiar with the accounting practices and the financial responsibilities of the chapter;

2. Bank account and checkbook requirements;

    a. Make sure the bank is notified of a new mailing address *if different from the last treasurers.*
    b. Have the new officers and new treasurer sign the bank authorization form to assure which officers are authorized to sign checks. Some chapters may require (2) signatures on each check. *(Some banking institutions require a copy of the minutes showing the appointment of the newly elected Board prior to allowing a change of signatories).*
    d. It is recommended to record all checks received from *individuals and company sponsorships* in excel to aide tracking revenues for commitments made . *(If scanning please be sure to white out the account numbers for protection of your contributors.)*

3. Keep an itemized account of all receipts and disbursements;

Use mouse scroll feature to advance to next slide or scroll back to previous slide.

Responsibilities of Chapter Treasurer *(continued)*

2. *Bank account and checkbook requirements (continued);*

d. Make deposits "as soon as possible."
e. Pay chapter invoices, scholarships, and other expenses pre-approved by the Board (if any) *(e.g., chapter meetings expenses, vendors for fundraising events and programs, etc.).*
f. Balance /reconcile monthly statements.
g. Make sure books are balanced and audited before transferring to the new treasurer.
h. Two (2) or more chapter representatives should conduct an audit at the end of the year.
i. ***Be aware*** of scams where someone will email you to transfer funds. This has happened to several of our chapters. Never transfer funds anywhere.

Use mouse scroll feature to advance to next slide or scroll back to previous slide.

Responsibilities of Chapter Treasurer (continued)

4. It is recommended to save all sign in sheets for chapter meetings/luncheons to save for attendance record purposes;

5. Present a detailed financial report at each chapter Board meeting;

6. Present a report at chapter business meetings;

7. Carry chapter checkbook to all chapter functions;

8. Be prepared with receipts and appropriate change *in cash* for collection of payments for functions;

9. Serve as chairperson of the finance committee, which presents the proposed budget to the chapter board for approval before presentation to chapter members;

10. Work closely with the chapter membership chairperson and chapter secretary to ensure accurate records;

11. At the *expiration* of your term as Treasurer, as provided to you, it will be your responsibility to turn over the records to the successor;

Use mouse scroll feature to advance to next slide or scroll back to previous slide.

Responsibilities of Chapter Treasurer (continued)

12. The tax fiscal year for FES and its chapters is from July 1 to June 30. Each chapter is required to file the *financial reports* with FES State Headquarters (Tallahassee) by July 31st deadline

FES Headquarters Contact
Karen Franklin
Accounting Manager
FES, P.O. Box 750, Tallahassee, FL 32302
(850) 224-7121
Karen.Franklin@fleng.org

You can either use the FES Chapter Consolidated Financial Statement from the previous treasurer as a guide or go to the FES website to download the excel spreadsheet provided for your convenience in the chapter tools.

End of Year - Treasurer Transition Procedures

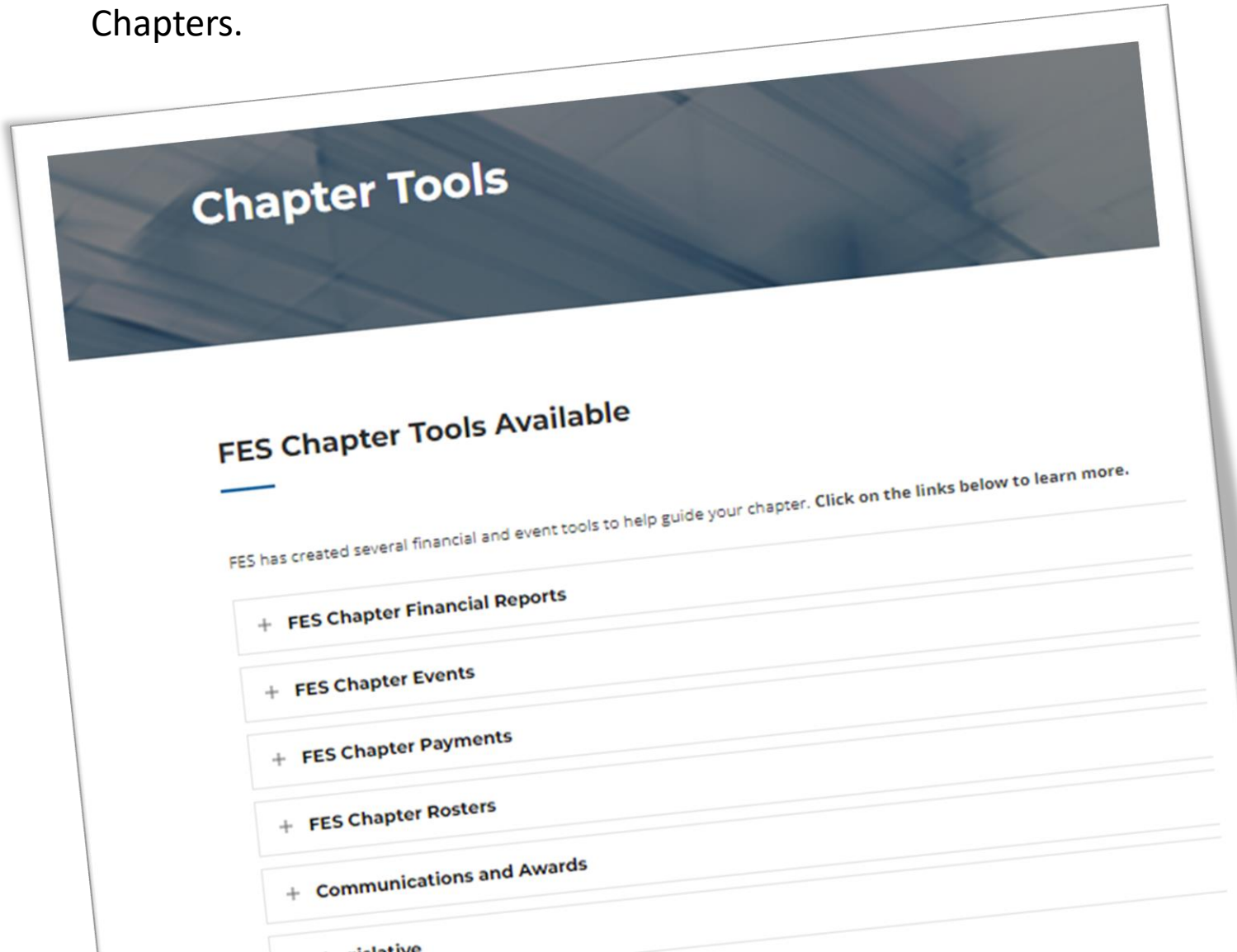
1) Chapter Internal Audit
2) Annual Report to Headquarters
3) File and organize documents to transfer to new treasurer.

These 3 steps are essential to complete by the end of the year and before transition to a new treasurer.

Click Here

Chapter Tools

FES's website provides various online tools to aide our Chapters.



Balance Sheet

FINANCIAL REPORTS

FLORIDA ENGINEERING SOCIETY
CHAPTER BALANCE SHEET
FOR THE YEAR ENDED JUNE 30, 2023

(NAME) Chapter

ASSETS

CURRENT ASSETS		
Petty Cash	10	
Cash - non-interest bearing	25	
Cash - interest bearing	50	
Accounts Receivable (Amounts due from FES)	0	
Checks Undeposited	0	
Investments (held with FES foundation)	0	
Investments (held outside of foundation)	0	
Other Assets	0	
TOTAL ASSETS		85
CURRENT LIABILITIES		
Accounts Payable (outstanding bills)	35	
Other Liabilities	0	
TOTAL LIABILITIES		35
EQUITY		
Chapter Equity (C39 from prior year)	40	
EXCESS REVENUE OVER (UNDER) EXPENSES	10	
TOTAL EQUITY		50
TOTAL LIABILITIES & CHAPTER EQUITY		85
Total Assets minus Total Liabilities & Chapter Equity		0

This cell (C43) should be zero, if it isn't please confirm your
Income, expense, assets, and liability entries to confirm they are accurate.

Chapter Tools

Statement of Revenue and Expense

FINANCIAL REPORTS

FLORIDA ENGINEERING SOCIETY
CHAPTER STATEMENT OF REVENUE AND EXPENSE
FOR THE YEAR ENDED JUNE 30, 2023

(NAME) Chapter

Estimated # of Volunteers Overall: 0

REVENUES	ACTUAL	*BUDGET*	DIFFERENCE
Chapter Dues receipts from FES Tallahassee (HQ)	15	0	15
Conventions and Meetings			0
Investment Income (Interest, Dividends, capital gains, etc)			0
Contributions	15	0	15
Special Events (please list events and related income below):			0
			0
			0
			0
Chapter Newsletter Sponsorship (business cards, etc.)			0
Chapter MATHCOUNTS revenue received from Foundation			0
Other MATHCOUNTS revenue			0
Miscellaneous Revenue (list below):			0
			0
			0
TOTAL REVENUES	30	0	30

EXPENSES			
Awards & Plaques	10		10
Chapter Meetings	10		10
Contributions			0
Scholarships (please also include number of scholarships)			0
Supplies/Office Expense			0
CPE			0
Special Events (please list events and related income below):			0
			0
			0
			0
MATHCOUNTS Expenses			0
Miscellaneous Expenses (Bank fees, etc; list below):			0
			0
			0
			0
Travel Expenses			0
Publications			0
TOTAL EXPENSES	20	0	20
EXCESS REVENUE OVER (UNDER) EXPENSES	10		10

SUBMITTED BY:

PRESIDENT _____ TREASURER _____

[Chapter Tools]

Explanation of Tax Exemption Status for FES Chapters

A. There have been questions *whether* FES chapters are tax exempt from paying taxes to vendors to purchase supplies, food and other items for programs and events . Unfortunately, FES Chapters are not tax exempt from paying ***Florida sales tax.***

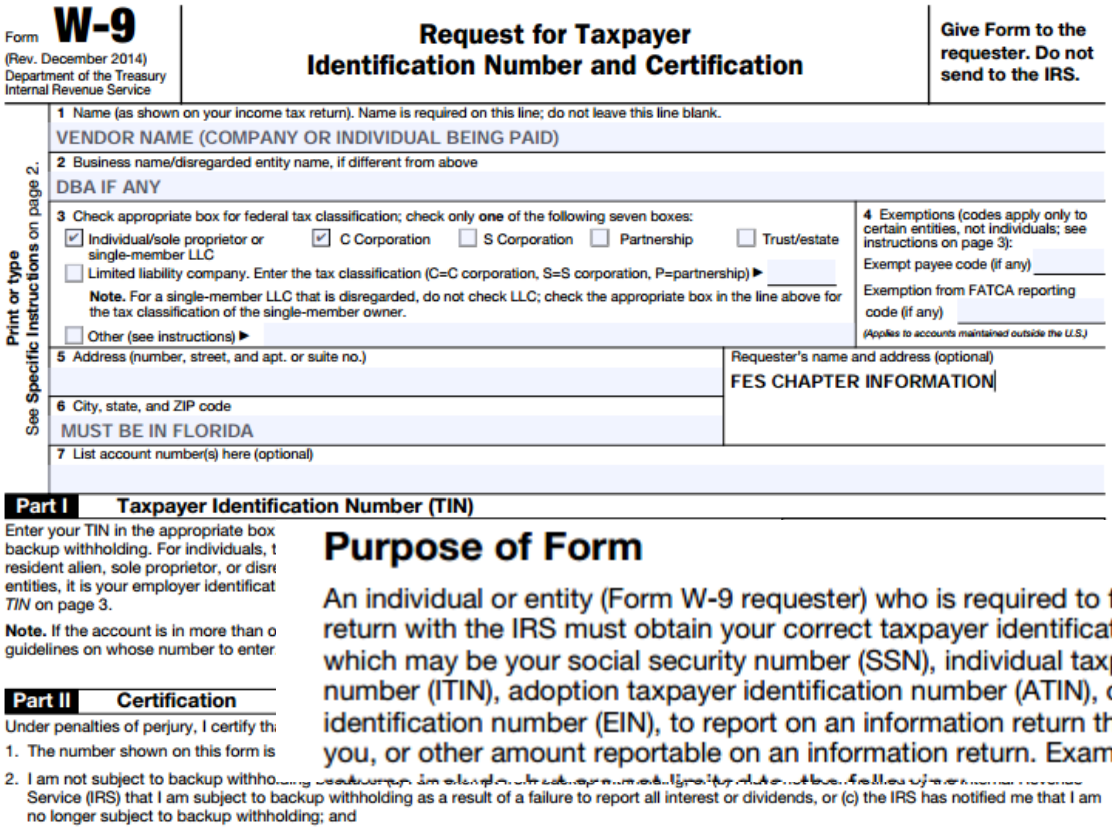
B. EXPLANATION: FES Chapters fall under the arm of the *Society's 501(c*)6 status which is federally tax exempt from certain revenues in the eyes of the IRS. However, Florida grants its own sales tax exemption, but not to 501(c)6 organizations. The Florida sales tax exemption is only granted to religious, charitable, scientific, educational, and veteran organizations that qualify as IRC 501(c)3 organizations. *NOTE: Even though the Foundation is a 501(c)3 organization, purchases are not to be made using the Foundation's tax ID as they are not processed through the Foundation's accounting system.* In the past we have been asked for a Consumer's Certificate of Exemption, the Society ***does not possess*** a Consumer's Certificate of Exemption which is reserved for 501(c)3's.

Sample of W-9

Click Here

www.irs.gov/pub/irs-pdf/fw9.pdf

The purpose of a "W-9" is to obtain the vendors tax information and should be requested by the FES Chapter from vendors prior to paying. A student's scholarship also requires a W-9. *It is a requirement by the IRS that the payers (FES Chapters) request and retain a W-9 from all recipients of payments for goods or services especially when the value is $600.00 collectively or greater within a standard calendar year. A vendor is any individual or company that you pay for products or services including t-shirts, meeting rooms, or food and beverages, etc. NOTE: THE SOCIETY IS NOT TAX EXEMPT IN THE STATE OF FLORIDA!* ***SEE "HOW CAN OUR CHAPTER QUALIFY FOR TAX EXEMPTION."***



Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
VENDOR NAME (COMPANY OR INDIVIDUAL BEING PAID)

2 Business name/disregarded entity name, if different from above
DBA IF ANY

Print or type See Specific Instructions on page 2.

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☑ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)
FES CHAPTER INFORMATION

6 City, state, and ZIP code
MUST BE IN FLORIDA

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box backup withholding. For individuals, t resident alien, sole proprietor, or disr entities, it is your employer identificat *TIN* on page 3.

Note. If the account is in more than o guidelines on whose number to enter

Part II **Certification**

Under penalties of perjury, I certify th

1. The number shown on this form is
2. I am not subject to backup withho... Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information

Explanation of Taxation Re: Charitable Contributions

A. Contributions/sponsorships/donations (in the form of a check or money order) **are considered tax exempt** ***when "passed through"*** *the Florida Engineering Foundation* (*the "Foundation") a* 501(c)3. If your donor has a question regarding the tax benefit of making a contribution, please direct them to https://www.irs.gov/pub/irs-pdf/p526.pdf or suggest that they contact their tax accountant for a better explanation. ***However, most corporations are set up for allowance of deductions under US Code 170(c).***

IRS Charitable Contributions

Many charitable organizations described in section 501(c)3, are eligible to receive tax-deductible contributions in accordance with section 170 from Corporations.

A *donor* claiming a deduction of $250 or more is also required to obtain and keep a contemporaneous written acknowledgment for a charitable contribution. To be contemporaneous the written acknowledgment must generally be obtained by the donor no later than the date the donor files the return for the year the contribution is made. The *acknowledgment* must state whether the donee provides any goods or services in consideration for the contribution. The donor is responsible for requesting and obtaining the written acknowledgement from the donee.

"DOES OUR CHAPTER EVENT - QUALIFY FOR TAX EXEMPTION?"

https://info.fleng.org/page/Chapter_Event

Our Mission *To promote and enhance engineering education in Florida in order to position our state as a technological leader in the global economy.*

Complete the form on the Society's website to qualify for tax exemption. We will need a formal write-up that we can submit to the Foundation for review and approval. Make sure to include the percentage of the proceeds that will be used towards scholarships and student-related stem sponsorships, event links, and anything additional that could help define who the event is for and how proceeds will be utilized. The sooner we have the write-up the sooner we can reach out to Florida Engineering Foundation (FEF) for consideration. The tax-exempt purpose of the FEF is to promote engineering education in Florida. This is accomplished by providing scholarships to students pursuing engineering degrees and supporting programs that incorporate STEM in their activities and competitions. Federal 501(c)3 Tax Exempt ID #59-2741883.

Providing *receipts* or a *thank you letter* to contributors: Using the online process of contributions will automatically email a receipt to the donor at the time the donation is made. (See below) On Page 18 of this presentation is a sample letter if preferred.

Thank you for your generous donation to the Florida Engineering Foundation.
You have received no goods or services in return for your contribution. You should keep this receipt with your tax records.
The tax-exempt purpose of the Florida Engineering Foundation is to promote engineering education in Florida. This is accomplished by providing scholarships to students pursing engineering degrees and supporting programs that incorporate STEM in their activities and competitions. Federal 501(c)3 Tax Exempt ID #59-2741883.

SAMPLE LETTER

FLORIDA ENGINEERING
Foundation
Committed to engineering education.

P.O. Box 750
125 South Gadsden Street
Tallahassee, Florida 32302
Phone: (850)224-7121

_____
_____
_____

Thank you for your generous donation of $ 500 made in 2016 (year) to the Florida Engineering Foundation via FES Chapter _____. You have received no goods or services in return for your contribution. You should keep this receipt with your tax records.

The primary tax-exempt purpose of the Florida Engineering Foundation is to promote the engineering profession by providing scholarships to Florida students pursuing engineering degrees and supporting mathematic competitions for middle school students at the state and local levels.

Please feel free to contact us at 1-850-224-7121 or by emailing us at allen@fleng.org with any questions.

Best Regards,

Chapter Treasurer 6/6/16

Chapter Tools

Volunteer Time Commitment

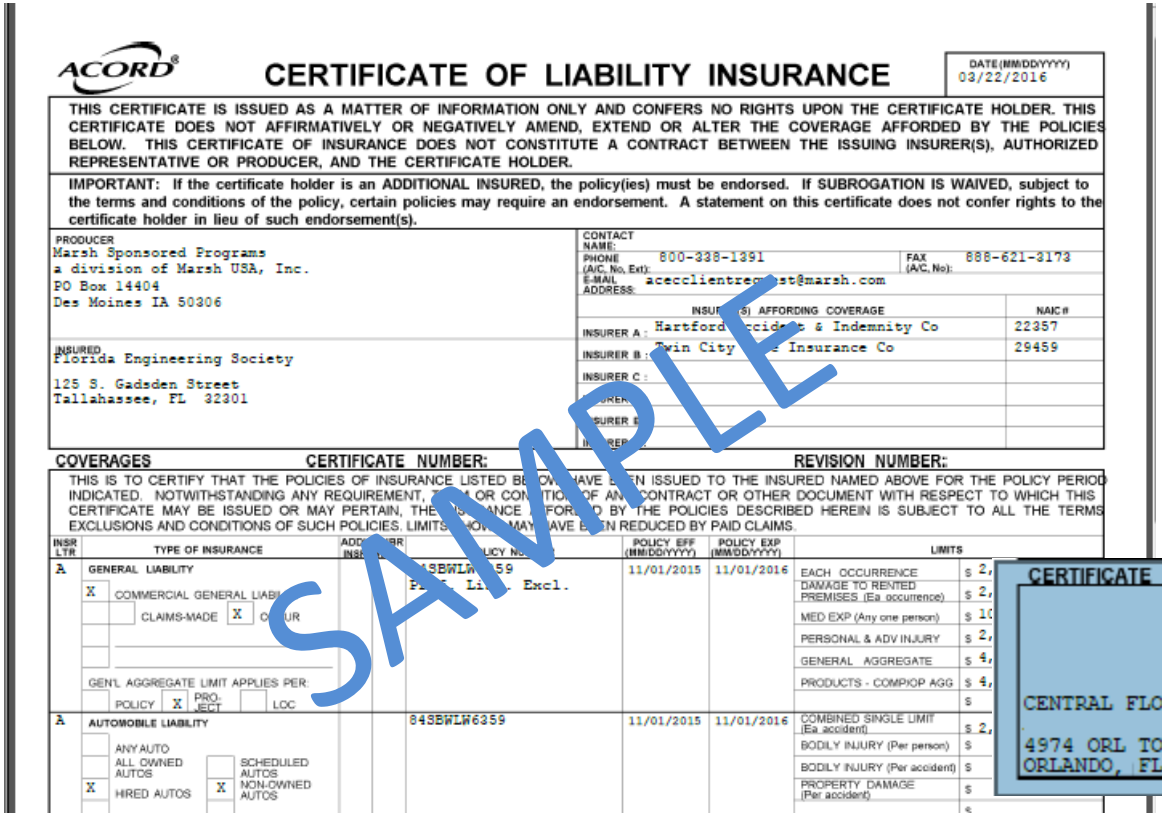
Time commitment will vary with each chapter. An average of (2) to (4) hours a month is requested to attend meetings and take care of chapter business.

Meetings

Make a concerted effort to attend all chapter meetings, board meetings, and activities, and *find* a replacement proxy *(another Board member)* to collect money at the meeting(s) if unable to attend.

How to request a Certificate of Liability Insurance

Send your request for the COI to karen.franklin@fleng.org.
Include the Company name, contact name, address and phone number. If you would like for us to send it directly to the holder via email provide us the appropriate information. These can be automatically provided annually upon request.



ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/22/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh Sponsored Programs
a division of Marsh USA, Inc.
PO Box 14404
Des Moines IA 50306

CONTACT NAME:
PHONE (A/C, No, Ext): 800-338-1391 FAX (A/C, No): 888-621-3173
E-MAIL ADDRESS: acecclientreq...st@marsh.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Hartford ...cident & Indemnity Co	22357
INSURER B : Twin City ...e Insurance Co	29459
INSURER C :	

INSURED
Florida Engineering Society
125 S. Gadsden Street
Tallahassee, FL 32301

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BE...VE ...EN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, ... OR CON...TION OF AN... CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE ...NCE ...FORD... BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS ...HOWN MAY ...AVE ...EN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		...SBWLW...59	11/01/2015	11/01/2016	EACH OCCURRENCE $ 2,...
	X COMMERCIAL GENERAL LIABI...		P... Lia... Excl.			DAMAGE TO RENTED PREMISES (Ea occurrence) $ 2,...
	CLAIMS-MADE X O...UR					MED EXP (Any one person) $ 10...
						PERSONAL & ADV INJURY $ 2,...
						GENERAL AGGREGATE $ 4,...
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG $ 4,...
	POLICY X PRO-JECT LOC					$
A	AUTOMOBILE LIABILITY		84SBWLW6359	11/01/2015	11/01/2016	COMBINED SINGLE LIMIT (Ea accident) $ 2,...
	ANY AUTO					BODILY INJURY (Per person) $
	ALL OWNED AUTOS / SCHEDULED AUTOS					BODILY INJURY (Per accident) $
	X HIRED AUTOS / X NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) $
						$

SAMPLE

CERTIFICATE HOLDER

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
4974 ORL TOWER RD
ORLANDO, FL 32807

Are we Misappropriating our Funds?

There are (2) types of designated funds:

Understand that there are (2) types of designated funds (or donations), solicited and unsolicited.

Solicited designations. A solicitation means that your organization asked for donations for a particular cause. Donations given in response to a direct solicitation are to be permanently dedicated to that purpose. The board cannot move that money around, no matter how dire the circumstances, if those funds are the result of a solicitation. There are ways to avoid this problem. Providing a disclaimer with your solicitation that the organization reserves the right to move money as it sees fit. Or, that any funds received over and above the budget of the solicited purpose will be put into the general fund. In a situation where it's too late for a disclaimer, you can go back to donors and ask permission to re-task their donations. Keep in mind that they have the legal right to say no, though that is unlikely in most legitimate situations of need.

Unsolicited designations. These are donated funds that the donor designates without having been solicited by the charity. In this situation, can the charity legally divert that money to other needs of the chapter? "Yes!"

Handling the finances of a chapter is always a challenge. Knowing how to properly address designations is crucial to staying in compliance.

Reference Information

https://www.fleng.org/page/Chaptertools (Florida Engineering Society)

http://floridarevenue.com/Forms_library/current/dr5.pdf (Consumer's Certificate of Exemption) FEF does have 501(c)3 status, FES has 501(c)6.

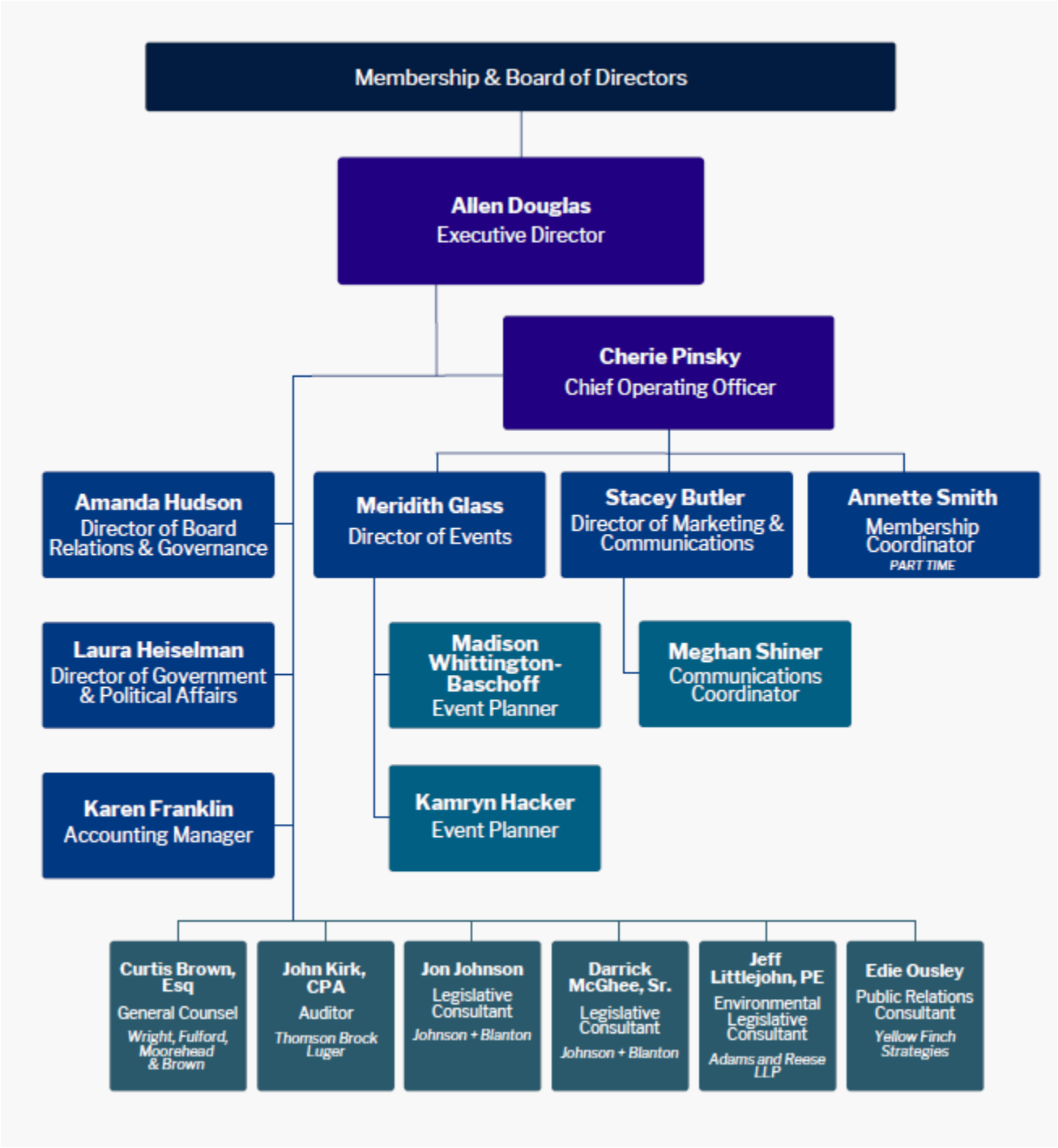
www.irs.gov/pub/irs-pdf/p526.pdf (Contributions)

https://www.irs.gov/pub/irs-drop/rr-03-28.pdf (Section 170.--Charitable, etc., Contributions and Gifts)

https://www.irs.gov/pub/irs-tege/eotopice94.pdf (In-kind Contributions)

https://www.fleng.org/chapter-logos.cfm (Logos)

www.irs.gov/pub/irs-pdf/f990.pdf (Form 990)


Membership & Board of Directors
Allen Douglas
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Cherie Pinsky
Chief Operating Officer
Amanda Hudson
Director of Board Relations & Governance
Meridith Glass
Director of Events
Stacey Butler
Director of Marketing & Communications
Annette Smith
Membership Coordinator
PART TIME
Laura Heiselman
Director of Government & Political Affairs
Madison Whittington-Baschoff
Event Planner
Meghan Shiner
Communications Coordinator
Karen Franklin
Accounting Manager
Kamryn Hacker
Event Planner
Curtis Brown, Esq
General Counsel
Wright, Fulford, Moorehead & Brown
John Kirk, CPA
Auditor
Thomson Brock Luger
Jon Johnson
Legislative Consultant
Johnson + Blanton
Darrick McGhee, Sr.
Legislative Consultant
Johnson + Blanton
Jeff Littlejohn, PE
Environmental Legislative Consultant
Adams and Reese LLP
Edie Ousley
Public Relations Consultant
Yellow Finch Strategies

Thank you
for volunteering your time as a
Florida Engineering Society
Chapter Treasurer!

Karen S. Franklin, FES Accounting Manager
Allen Douglas, FES Executive Director
Rev. August 2024