

Treasurer Role

09

**Twin Cities Section
Officer & Volunteer
Training 2015**

Ivan Roth

Treasurer Responsibilities

- Account for all financial transactions for the Chapter.
 - Prompt payment of expenses
 - Maintain **all** receipts
 - Keep an accurate account
 - Balance checking account with statements monthly
 - Annual reporting to Section Treasurer – On Time
 - Organized handoff of information at end of term

Chapter Month End Reporting Requirements

- At the beginning of each month, the Chapter Treasurer will be required to submit a report to the Section Treasurer for the previous Month.
- Report will be in the spreadsheet format provided by the Section Treasurer.
 - Data includes detailed information on checks written or credit card transactions
- Section Treasurer will enter monthly data into NetSuite program for reporting.
- Interest only? Send an email anyway!
- Include Chapter abbreviation in subject.

Sample Spreadsheet

Chapter: Reliability
 Chapter CBRS Number: 403701

Transaction		Transaction								
Date	Type	Code	SubGroup	Amount	Balance	Additional Information	Transaction Num	Payee	Reason	Account
1-Jan-13	Interest Paid	REC	Interest Paid	\$ 1.27	\$ 4,531.37					3.40
22-Jan-13	Check Paid	PAY	Checks Paid	\$ (4.48)	\$ 4,526.89	Check# 4037016092		Dan Selness	Meeting Pizza	4.10
22-Jan-13	Check Paid	PAY	Checks Paid	\$ (71.30)	\$ 4,455.59	Check# 4037016091		Jim McLinn	Plates & Napkins	4.10
1-Feb-13	Interest Paid	REC	Interest Paid	\$ 1.03	\$ 4,456.62					3.40
27-Feb-13	Check Paid	PAY	Checks Paid	\$ (109.72)	\$ 4,346.90	Check# 4037016093		Dan Selness	Meeting Pizza	4.10
1-Mar-13	Interest Paid	REC	Interest Paid	\$ 0.89	\$ 4,347.79					3.40
21-Mar-13	Check Paid	PAY	Checks Paid	\$ 23.61	\$ 4,324.18	Check # 4037016095		Jim McLinn	Meeting Beverages	4.10
22-Mar-13	Check Paid	PAY	Checks Paid	\$ 62.03	\$ 4,262.15	Check # 4037016094		Dan Selness	Meeting Pizza	4.10
1-Apr-13	Interest Paid	REC	Interest Paid	\$ 0.99	\$ 4,263.14					3.40
18-Apr-13	Check Paid	PAY	Checks Paid	\$ (176.00)	\$ 4,087.14	Check# 4037016096		Aron Rolnitzky	Gift Certificates	4.10
23-Apr-13	Check Paid	PAY	Checks Paid	\$ (89.62)	\$ 3,997.52	Check# 4037016097		Dan Selness	Meeting Pizza	4.10
1-May-13	Interest Paid	REC	Interest Paid	\$ 0.90	\$ 3,998.42					3.40

Chart of Accounts

4.00 - PROGRAM EXPENSES			
4.10	Meetings & Social Events	Include disbursements incurred in organizing and conducting regularly scheduled meetings or social events (including dinner meetings). A Meeting Report, Form L-31, must be completed for each meeting or event.	Expenses associated with monthly Section or regular Region meetings. Meeting rooms, banquets, agenda material duplication etc. Travel expenses should not be included on this line but on line 5.20
4.20	Publication Expenses	Include disbursements for all forms of publications including newsletters, abstracts, reprints, and conference publications and proceedings. Disbursements for conference agendas or notices should be reported on line 4.50 - "Conference Expenses".	Expenses associated with printing of newsletter and conference publications
4.30	Advertising IEEE	Classify as a disbursement any expense related to advertising by IEEE entities, publications, or conferences (such as a portion of printing and mailing costs allocated on the basis of space devoted to advertising). Because of possible tax implications, an allocation of publication costs between advertising and other disbursements must be made.	
4.40	Advertising - Non IEEE	Classify as a disbursement any expense related to advertising by non-IEEE sources (such as a portion of printing and mailing costs allocated on the basis of space devoted to advertising). Because of possible tax implications, an allocation of publication costs between advertising and other disbursements must be made.	
4.50	Conference Expenses	Include all conference expenditures except those related to conference publications and advertising which should be classified on lines 4.20, 4.30 and 4.40. Do not include loan and advances made to others. Include these on Schedule VI, Page 1 of 2 (Loans/Advance Receivable), and Line 8.30 of Schedule I. It is important that conference receipts and disbursements be fully recorded and not just the net results. For more than one conference, attach a schedule listing each conference and the related receipts and disbursements.	
4.60	Educational Activities	Include disbursements incurred in organizing, promoting, and conducting educational activities sponsored by the Unit. Examples include the instructor's or lecturer's fees, instructional or course materials purchased for the activity and any other related expenses.	

CBRS Account Information

- Available for Chapters with own checking account
- Treasurers should be able to login and review their Chapters Account
- Must be registered as a Chapter Treasurer
- Please see me if you do not have access

2013 Year End Reporting

- Working on entering 2013 data into NetSuites.
- Chapters with accounts have been asked to submit data
- When complete, will submit to Region 4 Treasurer.
- Section gets a bonus if we meet reporting deadline of February 15th.

2014 Financial Reporting

- Help is available.
 - If you need assistance, you can get it from me at tc-treas@ieee.org.