Chapter Officer Training for Treasurers

Mary Baldecchi, Emeritus PP, PLS, CLA
marybaldecchi@aol.com
Treasurer of Douglas-Carson (NV) Legal Professionals

OMG! You’re the Treasurer!
OMG! You're the Treasurer!

1. Elected or pushed? A choice?
2. How did I get here?
3. Should I be honored or frightened?
What should I do first?

1. Make sure the Chapter Roster is submitted to NALS.

2. Find out who will be signers on the checking account.
What should I do first?

1. Make sure the Chapter Roster is submitted to NALS.

2. Find out who will be signers on the checking account.

3. Research whether the bank will require a resolution or minutes of the Board naming the signers on the account.

4. Go to the bank to change signature cards.
What should I do next?

1. Go through the records and materials given to you by your predecessor.

2. Get organized. Set a schedule for yourself.
What should I do next?

1. Go through the records and materials given to you by your predecessor.

2. Get organized. Set a schedule for yourself.

3. Bring the records current.

What do I need to know?
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1. Any accounting software?

   MoneyMinder
   Aplos
   Bookkeeper by Avanquest
What do I need to know?

1. Any accounting software?
2. How are expenses paid?
3. How are deposits made?
4. Does the chapter have a credit card? A debit card? How are they used?
What is expected of me?

What is expected of me?

   Simple and understandable.
   Confidential, but not secret.

2. Form 990N (E-Postcard)
What is expected of me?

2. Form 990N (E-Postcard)
   [Link](http://nals.org/page/leaders?&hhsearchterms="990n")
   Under Chapter Admin Tools/Instructions
   Click on 990N Filing Instructions

3. Prepare a budget.
What is a budget?

1. Anticipated income
2. Anticipated expenses
3. Net profit

Does anyone have a template or sample budget that you could share?

You are a Watchdog!
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- 1. Help the Board monitor upcoming expenses.
- 2. Remind the Board to guard against inurement.
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You are a Watchdog!

1. Help the Board monitor upcoming expenses.
2. Remind the Board to guard against inurement.
3. Be sure the Form 990N is filed annually.
You are a Watchdog!

- 1. Help the Board monitor upcoming expenses.
- 2. Remind the Board to guard against inurement.
- 3. File the Form 990N with the IRS annually.
- 4. Discuss with the Board getting a fidelity bond for the officers who sign on the checking account.

You are a Watchdog!

- 1. Help the Board monitor upcoming expenses.
- 2. Remind the Board to guard against inurement.
- 3. File the Form 990N with the IRS annually.
- 4. Discuss with the Board getting a surety bond for the officers who sign on the checking account.
- 5. Cooperate fully with an audit of the chapter’s books.
Questions?