



TREASURER WORKSHOP

2021

Broomfield, Colorado

INTERNATIONAL TREASURER 2020

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STATE or PROVINCIAL TREASURER

JOB DESCRIPTION

The State or Provincial Treasurer shall be responsible for all financial transactions resulting from State or Provincial functions and shall be an ex-officio member of the Budget Committee. The Treasurer shall balance and close the books for Annual Review [audit or compilation] at the close of the fiscal year May 31st.

STATE or PROVINCIAL TREASURER DUTIES:

1. Make certain that both the President and Treasurer are signers on checking/savings accounts. Treasurer shall “maintain all State or Provincial bank accounts in the name of the State or Provincial organization and under such organization’s EIN – Employer’s Identification Number.” (Policies of *State/Provincial Organization of THE QUESTERS, Section 3*)
 2. Record all financial transactions in General Ledger accurately and balance it monthly. Keep separate accounting of General Funds, Preservation & Restoration funds and education funds.
 3. Deposit all checks/cash monthly. Mail all received members’ dues to Headquarters monthly.
 4. [advance dues for the next fiscal year] “If collecting member’s International dues from Chapter Treasurers, retain the allocated State or Provincial portion and send remainder by one check to Headquarters by May 1.” (*Policies of State/Provincial Organization of THE QUESTERS, Section 7*).
 5. Itemize expenses and attach receipts when reimbursing expenses. A receipt or expense sheet must back up all checks written. Get verbal approval from the president before paying any bills over \$25.00. (*Policies of State/Provincial Organization of THE QUESTERS, Section 3*)
 6. Retain copies of all correspondence during tenure in office.
 7. Attend Council Meetings, State or Provincial Convention and meetings as requested by the State or Provincial President.
 8. Prepare a “Treasurer’s Report” in triplicate for the President, Recording Secretary, and Treasurer's files. (When presented at State or Provincial Council Meetings and Conventions.)
 9. Prepare an Annual Financial Statement at the close of the fiscal year: May 31st. Make the needed copies of the Annual Financial Statement and the Proposed Budget for the ensuing fiscal year. It is the State or Provincial Treasurer’s responsibility to send one copy of each to the International Treasurer by June 30th. (*International Bylaws, Art. XV, Sec. 13; Policies of State/Provincial Organization of THE QUESTERS, Section 3*)
 10. Order Past State or Provincial President pin from Headquarters early in the second year of the President’s term in office.
 11. The financial statement of the State or Provincial organization shall be reviewed by a two (2) member committee or by a Certified Public Accountant after the close of the fiscal year at the end of the Treasurer’s term of office. (*International Bylaws, Art. XV, Sec. 13*)
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INTERNATIONAL DUES:

Be advised that: (Reference International Bylaws as stated)

- “International dues are neither refundable nor prorated.” (*Article VII, Section 1*)
 - “Memberships are neither transferable from one person to another...” (*Article VI, Section 3*).
 - “The Inactive Member is a non-voting, non-office holding member who is required to pay International Dues.” (*Article VI, Section 2B*).
 - An Associate member “does not pay International dues in the chapter in which she/he is an Associate Member.” (*Article VI, Section 2C*)
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- “An Honorary Member’s International dues are paid by the chapter.” (*Article VI, Section 2D*)
 - “An Honorary Life Member is a Past International President...for whom no International dues are required.” (*Article VI, Section 2E*)
 - “Chartered States/Provinces shall... not levy any additional dues or assessments.” (*Article XV, Section 11D*)
1. Notify other State or Provincial board members [State or Provincial First Vice President] in case of potential disbands. (refer to: International Bylaws, Article. XVII, Sec. 7; International Policies 3-C)
 2. As new chapters are chartered, the State or Provincial Treasurer will receive the appropriate rebates (\$5 chartering rebate and \$10 per member) from the International Treasurer.
 3. When submitting an annual financial report and proposed budget, the State or Provincial income from dues should be reported as \$10.00 per member or as follows:

Dues of 1,000 Questers in State	@ \$45.00	\$45,000
Less International Dues	@ \$35.00	\$35,000
State or Provincial per capita income	@ \$10 .00	\$10 ,000

The State or Province is acting as an agent for collecting \$45per member of International dues. \$35 per member of International dues is not to be shown as the State or Provincial income on the IRS990 form.

IRS FORM 990:

Please ensure that each chapter has provided their Summary for IRS 990 Form to be included in the Treasurer’s mailing of dues and Membership Reports to Headquarters by June 1st. **IRS regulations require every chapter and state or provincial organization to file a 990 Form.** They are filed electronically at Headquarters for all Chapters and State or Provincial organizations having less than \$50,000 in annual gross revenue and providing a completed Questers’ Summary for the IRS Form 990. Once the gross revenue received from all sources (general operating and P&R funds) reaches \$50,000 in a fiscal year, a long form of the IRS Form 990 must be filed. The use of an accountant is recommended. If filing a long Form 990, retain a copy for your records and mail a copy to International Headquarters.

EMPLOYEE IDENTIFICATION NUMBER (EIN):

The EIN is an identification number assigned by the IRS and used by Chapters and State or Provincial organizations to open checking/savings accounts under THE QUESTERS, Inc. non-profit status. Each chapter and State or Provincial organization has its own EIN which is also used when filing the annual information return, IRS Form 990.

TAXES:

THE QUESTERS Inc., its subordinate State or Provincial organizations and local Chapters are exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954. This does not exempt Chapters, State or Provincial organizations from paying state and local sales taxes. Also, “No organizational unit formed under the direction or approval of THE QUESTERS shall “apply for a sales tax exemption number in the name of such organizational unit of THE QUESTERS.” (*International Bylaws Article III*)

Please Note: Once gross revenue received from all sources (both general operating and P&R funds) reaches \$50,000 in a fiscal year, you must file a Form 990 with the Internal Revenue. To avoid jeopardizing our tax-exempt status, do not accumulate large amounts of cash.

It has been suggested by our Accountant that each State President familiarize himself or herself with the state requirement for filing non-profit taxes. If you are required to fill out a 990 make certain that prior to mailing the information to the IRS that you make a copy for your records and a copy must be mailed to the International Treasurer.

Important: The Employee Identification Number (EIN) does not exempt Chapters or States from sales taxes. The EIN allows each state and chapter to open a Bank Account under THE QUESTERS, Inc. non-profit status. Your chapter or state is placed under the umbrella of THE QUESTERS, Inc. as a non-profit organization.

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OTHER ACCOUNTS:

There should be a separate accounting procedure for other funds from your general operating funds. This does not mean that two separate bank accounts are needed but to show a separate income and expense sheet for all other funds.

1. Record donations by chapter name and number in General Ledger.
2. Prepare a record of donations and send it to the appropriate chair who will send acknowledgments to the donors.
3. Disburse funds according to the chair directives with State or Provincial Executive Board approval.
4. P&R Funds should be disbursed as often as possible to State Grants, local P&R projects or International's P&R or Grants Funds. If P&R funds are distributed only once every two years, make a note of that on your annual report and on the Summary for IRS Form 990.

BUDGET:

1. The Treasurer serves on the Budget Committee as an ex-officio member.
2. Provide the Budget Committee with data in preparation of the budget such as past Approved Budgets, Past Annual Financial Reports, current administrative and individual Officers' expenses.
3. The Budget Committee Chair presents the Proposed Annual Budget to the State or Provincial Executive Board before the board presents the Proposed Budget to Council for approval.
4. "Each State or Provincial organization shall submit to the International Treasurer an annual financial statement and proposed budget by June 30th." (*Article XV, Section 13*)

FUNDRAISING:

1. See Article III of the International Bylaws
2. Chartered States or Provinces may: "Fundraise with the public for their State or Provincial Preservation and Restoration project(s), International Scholarship and/or Fellowship Funds as well as what is provided in Article II" [International Bylaws].

3. Chartered States or Provinces may: “Engage in fundraising activities within their membership to supplement their treasury or to raise funds to host an International Convention.” (*International Bylaws, Art. XV, Sec. 12.B*)
4. Neither THE QUESTERS nor any organizational units shall engage in any fundraising activities in which the profits are shared with individual members. (*International Bylaws, Article III, Section 4*)

AUDIT/COMPILATION:

A **COMPILATION** is limited to a review of financial statements and supplementary information. An **AUDIT** is a formal examination and verification of financial records.

1. “Provide the organization’s financial statements for annual review by a two (2) member committee or a Certified Public Accountant.” (*Policies of State/Provincial Organization of THE QUESTERS, Section 3*)
2. In general, a compilation rather than a formal audit is satisfactory for Quester Chapters and State or Provincial organizations at the end of the fiscal year, May 31st.
3. **To perform a compilation:** All income and expenses must have receipts and be in balance with the bank statement. The officer’s expense sheet or paid invoice should agree with the check register. **There should be no check written without an invoice or expense sheet with receipts attached where needed.** The monthly bank statements should be examined to see that they balance with the check register.
4. Upon completion of the Audit/Compilation, Chapters and States/Provinces can use a simple form letter. (see example stating the date, Chapter name, and number signed by the two individuals verifying the records and findings)
5. Maintain a State or Provincial Audit File in which past reports of Auditors and Audit committees are filed.

RETENTION OF RECORDS

The following records shall be kept on file for the period indicated:

1. Numbered receipt book stubs **(Retain seven years)**
2. *Canceled checks, stubs and bank statements **(Retain seven years)**
3. *Savings account deposit and withdrawal slips and statements **(Retain seven years)**.
4. *Interest statements and records **(Retain seven years)**.
5. Annual Chapter Dues and Membership Forms. **(Retain five years)**
6. *Treasurer's Reports of State or Provincial Convention and Council Meeting. **(Retain five years)**
7. General Ledger/Register with Annual Financial Reports shall be kept on file indefinitely. *Shall be available for Audit purposes.

Keep files current and be prepared to forward files promptly to the successor.

SCAMS AND PAYMENT REIMBURSEMENTS

Please be aware of scams requesting payments. Do **NOT** click on any links from an unknown or suspicious email. All state and chapter treasurers should request an expense form and attached receipts for any payment. Call your chapter/state/province president if you do not recognize the name. It is better to question any request and be safe.

Contact information

International President: president@questers1944.org
First Vice President: 1vp@questers1944.org
Second Vice President: 2vp@questers1944.org
Third Vice President: 3vp@questers1944.org
Treasurer: treasurer@questers1944.org

HQ Administrator: questers210@questers1944.org
Phone: 215-923-5183
210 S Quince Street
Philadelphia, PA 19107

CHAPTER TREASURERS

The Treasurer shall keep accounts of all receipts and expenditures and shall pay bills as authorized by the board and shall send the International dues for the chapter to the State or Provincial Treasurer and immediately shall notify the State or Provincial Treasurer of new members, address changes, resignations, and deaths. Chapter Treasurers in unchartered States send International dues and changes in membership information directly to Headquarters. The Treasurer shall present a report at each meeting where applicable.

DUTIES - THE CHAPTER TREASURER:

1. Keeps fundraising money and chapter operating money separate in a ledger report.
2. Balances the chapter's checkbook and ledger monthly.
3. Within 30 days of occurrence shall notify the State or Provincial Treasurer of new members, address changes, resignations, and deaths (Int'l Headquarters if in Unchartered State or Province).
4. Updates Annual Dues and Membership Report from Int'l Headquarters by checking each member's information for accuracy, making additions and changes as needed.

5. Collects annual DUES from each chapter member, including \$45 for International dues. One check from the chapter's account is forwarded with the Annual Membership Reports, the Summary for IRS Form 990, and the change of Officer form. Treasurers in Chartered States send the dues plus forms to their State or Provincial Treasurer by April 1st. Chapter Treasurers in Unchartered States send their dues and forms directly to Headquarters by May 1st.
6. Provides the information requested on the Summary for IRS Form 990 so that a return for each chapter can be filed electronically with the IRS at Headquarters.
7. Each Chapter has been assigned an EIN (Employee Identification Number) by the IRS which identifies the Chapter as being under THE QUESTERS non-profit umbrella. The EIN is needed to open bank accounts. If documentation of THE QUESTERS non-profit status is required, contact the International Treasurer.
8. Keep all financial records of the chapter for seven (7) years. All ledgers are to be kept permanently.

DUES and MEMBERSHIP:

1. Membership dues are **NOT** prorated and are **NOT** refundable. (*International Bylaws, Article VII, Section 1*)
2. New members' dues paid after January 31st are considered dues [advance] for the coming year. However, the International dues of new members should be forwarded to the State/ Provincial Treasurer (to Headquarters in Unchartered State or Province) so a new member receives the *Quester Quarterly* and may attend International Convention as a member.
3. In January, the Headquarter Administrator mails to each chapter their Annual Chapter Dues and Membership Report, Summary for Form 990 and instructions.
4. Memberships are **NOT** transferable (person to person). (*International Bylaws, Article VI, Section 3*)
5. The Associate member may pay the chapter's portion of dues to the chapter in which she/he is an Associate member depending on the chapter policies. International and chapter dues are paid in the Associate member's other chapter.
6. International dues are paid by the Chapter for any Honorary Member. The Chapter's Policies will state if the Honorary Member's Chapter dues are waived.
7. An International Honorary Life Member are Past International Presidents for whom no International Dues are required.
8. Transferring your membership: moving to another State or Province – contact International First Vice President. If moving within State or Province – contact the State or Province First Vice President.

IRS 990 FORM:

The IRS requires that every chapter file an IRS 990 Form. To comply, THE QUESTERS have developed the **Summary for IRS 990 Form** to collect the information necessary for filing each chapter's return electronically at Headquarters. This is done if the revenue shown is less than \$50,000.

In January, Headquarters provides to each Chapter the Summary for IRS 990 form with the Annual Dues and Membership Report. Chapter Treasurers are to complete the form and send it with the Membership Report and the dues check to the State or Provincial Treasurers by April 1st.

Note: The State or Provincial Treasurers, and Chapter Treasurers in unchartered States, send the Summary Form 990s with Membership Reports and the dues check to Headquarters by May 1st. THE QUESTERS 501(c)(3) nonprofit status is maintained by this reporting.

THE QUESTERS' Summary for IRS 990 Form is used to collect information only. The form stays at Headquarters as the filing is done online. Provide the information as requested. It is not a financial statement and is not required to balance.

A chapter's INCOME from dues includes only the part of the dues that remains with the chapter. The States/Province organization reports the \$7 per member allocation as dues income and International reports \$21 per member as income. Other income sources may be from grants, fundraisers, raffles and members donations.

CHARITABLE DISBURSEMENTS include donations to International Funds, State P&R Funds, local Chapter P&R projects, etc. Both the Chapter Treasurer and President are to sign and date the form. KEEP A COPY FOR YOUR RECORDS.

FUNDRAISING: *International Bylaws, ARTICLE XVII Chapters, Section 6.*

“Chapters in the Chartered States or Provinces that solicit support from other chapters or from the public for preservation and/or restoration projects must obtain prior written approval from the State or Provincial Board for each scheduled fundraiser and each specific preservation and restoration project.

Chapters in Unchartered States or Provinces must obtain prior written approval from the IEB for each scheduled fundraiser and each specific preservation and restoration project.

Chapters may engage in fundraising activities exclusively within the chapter membership to supplement their treasuries.”

A chapter may raise funds with the public for the following projects or Funds:

- Chapter Preservation and Restoration project(s)
- State or Provincial Preservation and Restoration(s)
- Historic education project(s) (*International Policies 21-D*)
- International Scholarship and/or Fellowship Funds as well as what is provided in Purposes.

CHAPTER DISBANDS (Int'l Bylaws, ARTICLE XVII Chapters, Section 7)

- The chapter must notify the State or Provincial First Vice President and/or International First Vice President and follow his or her instructions.
- In the event a Chapter disbands, its treasury funds shall be transferred to any International or State or Provincial Quester preservation and restoration fund. Chapter shall return the Chapter Charter to Headquarters and advise on the disposition of treasury funds by providing copies of checks and closure of statement.
- The chapter's bank account must be closed.

DATES FOR CHAPTER, STATE or PROVINCIAL TREASURERS

TREASURERS: Please be aware of the following dates/deadlines which are of importance for Treasurers. THE QUESTERS' fiscal year is June 1st through May 31st

FEBRUARY 1st: Dues received at Headquarters February 1st and after will be applied as payment for the following fiscal year unless otherwise instructed. Dues paid by new members between Feb.1 and when the Chapter's dues are collected may be submitted so they may attend conventions as a member and start receiving *The Quester Quarterly*.

JANUARY 20TH: Annual Dues and Membership Reports and the Annual Summary for IRS Form 990 are mailed to all State or Provincial and Chapter Treasurers from Headquarters Treasurers update their Chapter's Annual Dues and Membership Report by noting any changes in name, address, phone number, e-mail address and membership status for each member. New members and their information are added and Questers serving as the Chapter's President and Treasurer for the coming year are identified. Accuracy is important as the rosters are the only source of mailing and/or emailing.

APRIL 1st: This is the deadline for payment of dues from Chapters in **Chartered States/Provinces**. The dues, along with the Annual Dues and Membership Report and Summary for Form 990 should be sent to the State or Provincial Treasurer prior to this date. International Dues are not refundable, so a good practice is to not advance dues for a member who has not paid them. Do not hold your Chapter's dues payment while waiting for a member's dues. Send them in later. During the Quester year, dues paid late or from new members should be forwarded within thirty days or less.

MAY 1st: The dues package from Chartered States/Provinces is to be sent by the Treasurer to Headquarters before May 1st. Member dues received after this date to the Treasurer should be sent to Headquarters at the earliest time possible. The check for dues, the Annual Dues and Membership Report and the Summary for form 990 from Chapters in **Unchartered States/Provinces** are to be sent directly to International Headquarters so they are received before May 1st.

JUNE 30th: State or Provincial Treasurers are to provide copies of their fiscal year-end Financial Statement, Proposed Budget, and Officer's roster to the International Treasurer by June 30th.

Donations to the International Funds: Scholarship, Fellowship, Grants, Preservation & Restoration, 210 Headquarters Maintenance and Educational Resources Fund are gratefully received at Headquarters anytime, although most contributions are made February through May. Make all checks payable to "THE QUESTERS" and mail them to Headquarters. Provide fund name, chapter name and #, contact person and identify if it is a memorial in a letter or by using one of the Donation Forms on THE QUESTERS website. When donations are received at Headquarters, our Headquarter Administrator notifies the appropriate officer and a thank you note is sent for each donation. Donations received by May 31st are listed in the summer issue of *The Qvester Quarterly*.

Mail the check with the donation form to The Qvester Headquarters



210 South Quince Street
Philadelphia, PA 19107-5534

THE QUESTERS

EXPENSE FORM

FOR BOARD/CHAIRPERSON EXPENDITURES

To: Treasurer

Date: _____

FROM

POSITION

ADDRESS

PHONE #

E-MAIL

EXPENSES: (must be accompanied by cash receipt and indicate expense type, i.e. phone, office supplies, postage, mileage (State or Provincial President/1st Vice President only), state or province meetings, etc.

Phone	\$ _____
Office Supplies	\$ _____
Postage	\$ _____
Mileage (State President / 1 st Vice Pres.)	\$ _____
State or Provincial Convention	\$ _____
Fall Council meeting	\$ _____
Other – Describe on reverse	\$ _____
TOTAL AMOUNT	\$ _____

MAIL COMPLETED FORM AND RECEIPTS TO TREASURER

AUDIT/COMPILATION COMPLETED FORM

Date Paid: Check number: Amount Paid: \$
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Date _____

The financial records of Chapter _____ # _____ have been reviewed by a committee of two members of the chapter. All requests for funds have receipts attached. The check register has been reconciled with the monthly bank statements.

Signature

Signature

Printed Name

Printed Name

Suggestions or comments:

PROPOSED STATE or PROVINCIAL BUDGET (Example)

June 1, 2021, to May 31, 2022

Estimated Income:

Dues – 500 members in the State or Province at \$10.00* each ..	\$5,000
Ways and Means.....	\$1,000
President Travel Fund donations – fundraisers	\$1,000
Interest earned.....	\$ 10
State or Provincial Convention Advance returned.....	\$ 500
TOTAL INCOME	\$7,010

Estimated Disbursements:

President’s administrative expenses.....	\$ 100
President’s Travel Fund.....	\$1,000
1 st Vice President.....	\$ 100
2 nd Vice President	\$ 50
Rec. Secretary.....	\$ 100
Corresponding Secretary.....	\$ 100
Treasurer	\$ 100
Historian	\$ 50
Parliamentarian	\$ 25
Nominating Chairman.....	\$ 50
P&R Chairman.....	\$ 50
Officers and Committee expenses	\$1,725
Newsletter (2 issues).....	\$1,500
State P & R Grants allocation	\$1,500
Donations to International Funds	\$1,500
State or Provincial Convention Advance	\$ 500
Misc.	\$ 285
	\$5,285
TOTAL DISBURSEMENTS	\$6,010

* The \$10 per capita from International Dues is allocated to the State or Provincial organization in Chartered States or Provinces.

Tips: The budget is provided only as a sample.

Keep it simple.

The expense for newsletters and mailings may be minimized if the internet is promoted.

Note: It is the State or Provincial Treasurers responsibility to send a copy of the Financial Statement, the Proposed Budget and the new State or Provincial officers’ roster to the International Treasurer by June 30th. (Ref. International Bylaws, Article XV, Sec. 13.)

STATE or PROVINCIAL FINANCIAL REPORT

General Fund

Balance on hand as of June 1, 2021.....\$ _____

Receipts:

Dues - \$10 per member.....\$ _____

_____\$ _____

Total Receipts.....\$ _____

Disbursements: (list expenses from the General Fund)

_____\$ _____

Total Disbursements.....\$ _____

BALANCE IN GENERAL FUND AS OF May 31, 2022\$ _____

PRESERVATION AND RESTORATION FUND:

Balance on hand as of June 1, 2021.....\$ _____

Receipts:

Donations from Chapters\$ _____

Memorials, misc. donations.....\$ _____

Disbursements:

State or Provincial P&R Grants.....\$ _____

Balance in P&R Fund as of May 31, 2022.....\$ _____

Note: THE QUESTERS purpose is to distribute funds to worthy Preservation and Restoration projects, Scholarship and Fellowship. If accumulating large sums for distribution of State or Provincial Grants every other year, please note: **State or Provincial organizations with \$50,000 or more in assets for the fiscal year will need to file IRS Form 990 independently**



The Questers

Preservation - Restoration - Education

DONATION RECEIPT

THE QUESTERS are a non-profit, tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code of 1954.

PURPOSE: The purpose of this corporation is to educate by research and study and to donate funds to the preservation and restoration of memorials and historical buildings.

All proceeds of any fundraiser will be used to support the purpose of THE QUESTERS. All profits realized where financial support is solicited outside the chapter members must be used for preservation and/or restoration projects.

THE QUESTERS gratefully acknowledges a () cash or () non-cash donation from:

Donor Name: _____ Phone: _____

Address: _____

If cash contribution, list amount: \$ _____

If non-cash, please provide a description: _____

The Internal Revenue Service requires that you estimate the market value of items you donate.

No goods or services were provided in exchange for your generous donation. Your contribution is tax-deductible to the extent allowed by law.

Received by: _____ Date: _____

THE QUESTERS
210 South Quince Street
Philadelphia, PA 19107