

## **TREASURER**

**The Treasurer** oversees the financial operations, and bank accounts of The Weeders Garden Club. This is done with the oversight of the Club President, the Executive Committee and the Finance Committee. She is Chair of the Finance Committee.

She is a signatory on all bank accounts. The General Operating Account should have three (3) signatories, usually the President, the Vice-President and the Treasurer. The Bank Signature Card must be updated when officers and selected signers change, and a new Corporate Resolution put on file at the bank.

She collects dues, fundraising monies, and pays all bills and reimbursements. She prepares or provides for preparation of all required financial filings.

- Required filings include a federal 990 – usually the 990 Postcard.
- Each time we have a change of officers PA Dept. of State, Bureau of Corporations and Charitable Form # DSCB: 15-5110 must be filed to update officer information. (Refer to Treasurer’s Manual for additional information).

As Administrator for GCA she is responsible for maintaining an updated membership list with GCA. The Club President forwards new member information, or member changes, and the Treasurer ensures that the info is correctly recorded on the GCA website.

It is important to maintain files on a financial accounting system. We are currently using QuickBooks. Dues payments should also be recorded on an Excel Spreadsheet.

Maintain all reports, files records including submitted receipts for expenses. Ideally this would be put on an external flash drive in order to be handed over to an incoming Treasurer.

For new members, the Treasurer logs them into the GCA Website. She prorates the appropriate dues owed based on date they joined The Weeders. She sends this to the Club President who forwards the dues request to the new member. A new member should not get a dues bill before getting a welcome letter!

### **Treasurer Timeline:**

- March/April prepare the budget with feedback/input from the Finance and Executive Committees, and from the committee chairs. This will mean requesting their full expenses or intended expenses for the year and their estimate for the oncoming year. Set a deadline to receive budget numbers from each committee chair.
- Each month prepare checks as required. These may be for program space/speakers, request for awards approved by the Executive Committee or President, and

approved expenses by the Club President which are submitted to the Treasurer, by members, on an ad hoc basis, and paid by the Treasurer in a timely fashion.

- The Treasurer prepares a report for each of four Business Meetings with a copy for the Recording Secretary; this report includes the reconciled bank balance, restricted fund balances, savings account balances and income/expenses. She may be asked to prepare reports for Executive Committee Meetings. Detailed reports are needed for Business Meetings. Summary reports should suffice for other meetings.
- When the Treasurer's position turns over, the new Treasurer has to go to the bank IN PERSON with the old Treasurer or one of the other signatories to be added to the account and to the Corporate Resolution, plus any changes of address, phone numbers, and email. The new Treasurer must bring with her copies of the Minutes from the Annual Meeting including the Slate of Officers, which work as a Corporate Resolution designating her in her new position.
- Vanguard: The new Treasurer must also contact Vanguard to make changes so that she can 'speak with them' about the account, and to get her name put on the account as a signatory.
- Pay Pal: For the Pay Pal account, changes must be made to allow for the new Treasurer to have access and permission to speak with Customer Service about the Weeders account.
- Bills for Membership Dues go out at the end of April with a due date of June 1st. Print and Publications generates the list of those to receive a dues bill and sends out the mailing. Included with the dues bill is the Ballot and Morton Award form. Coordinate with Weeders responsible for these tasks.
- Payment received after June 30 is subject to the late fee. (\$50 in 2019)
- Between May 1 and June 30, collect member dues, record submission, and deposit. Dues checks must be deposited within two (2) weeks' time. Provide the President regularly with payment status in Google Sheets format.
- Between July 1 and Sept 1, follow up with members who have not paid their dues. It is important to assess the non-payment issue as to whether it is financial, lack of organization or interest. Convey to the Club President.
- Committee Chairs should be notified of their budget prior to the September meeting.
- Dues bills should not provide an opportunity for a contribution to the PCGCA Fertilizer Fund to be made along with a Member's dues payment. Those contributions are made by separate check directly to PCGCA.
- GCA Member Fee - The GCA member fee is due Sept 1st. It is paid to GCA based on the number of active members on our roster as of July 1<sup>st</sup> UNLESS we notify headquarters by July 31 of any change. (No retroactive changes.) Any members added or dropped after that get rolled over to the following year FOR GCA PURPOSES. For Weeders' dues, new members added during the year pay a prorated amount, including the GCA fee. Dues are not refunded if someone resigns or is dropped for any reason during the year. If someone resigns or is dropped after June 30 and we don't report it by July 31, we must pay the GCA Head Tax for that member.

The dues invoice received from GCA includes the GCA dues at \$60 per club member, and general liability coverage at \$2 per member, for a total of \$62 per member. Make the club's check payable to The Garden Club of America, and mail it to the following address, **no later than September 1st**:

The Garden Club of America  
Attention: Accounting  
14 East 60th Street, 3rd Floor  
New York, NY 10022

The GCA invoice is based on the number of club members who receive full GCA benefits including insurance coverage, a subscription to the *Bulletin*, as well as a wide array of grants, workshops, and conference opportunities. Dues are not charged for secondary or tertiary members in the club. If a Weeder is a member of more than one GCA Club, she must choose which club is the Primary Club. Only the Primary Club pays the GCA Head Tax for her. Dues are adjusted accordingly.

If the number of members upon which the invoice has been computed differs from our records, please take the following actions as soon as possible:

1. Contact the GCA's controller in the Accounting Department at GCA Headquarters, informing her of the discrepancy. She may be reached at 212-753-8287 ext. 215, Monday through Friday, 8:30 am to 4:30 pm, Eastern Time, or by email, [accounting@gcamerica.org](mailto:accounting@gcamerica.org).
  2. Inform the Club President and Club Administrator of the importance of correcting the club's roster in the GCA database no later than **July 30th**.
  3. Once the roster is corrected, please email [accounting@gcamerica.org](mailto:accounting@gcamerica.org) with a request for a corrected invoice. Payment on the invoice is due **no later than September 1st**.
- After the annual meeting in June, file the PA Dept. of State, Bureau of Corporations and Charitable Form # DSCB: 15-5110 to reflect the change of officers.
  - Between July 1 and Nov 1, after the end of the club fiscal year, which is June 30, she will provide year-end financials including a Profit and Loss statement and a Balance Sheet to the Finance Committee for approval. (QuickBooks is used for this).
  - She shall prepare the club financial records for audit. There should be an annual internal audit of club finances performed by the Finance Committee. An external audit should be performed at least every 3 years, and when the office changes hands. She prepares and files a Federal 990 (usually a postcard) due November 1<sup>st</sup>. Unless circumstances change, at this time, no money has ever been owed but it is critical to submit the form on time. The club could lose its accreditation as a 501 (C) (3).
  - December Christmas sale: The Treasurer is responsible for working with the Christmas Sale Chair regarding handling of money/checks, and collecting the total for deposit, including any IOU's outstanding.