

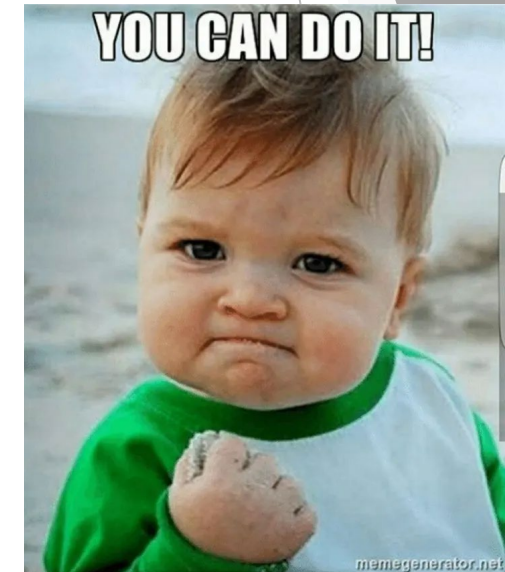
Chapter Treasurer

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Can Anyone Be a Treasurer?

Absolutely!!!

- You don't need an accounting background, but it helps
- Should be organized and detail oriented
- Keep it simple
- If you can balance your checkbook, you can be a treasurer
- It's nothing to be afraid of....really



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What are the Qualifications?

- Doesn't need to be a CPA
- Have some knowledge of bookkeeping
- Be able to produce monthly reports of expenses and revenue
- Work with Finance committee on the budget for the chapter



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Why would you want to be Treasurer

- You don't have to be done at board meetings
- You get to see how the chapter is run
- You get a better understanding of bookkeeping and budgets
- You don't have to rush to get items done.

Budget

- Be Realistic
- Living Document
- Base on Historical Information from Prior Years
- Allow for Fall Conference/Spring Forum/Annual Convention
- Membership promotion
- Committees
 - PD & E - Speakers
 - WIC Week
 - Marketing
- Strategic Planning
- Scholarship
- Installation

Chapter Income/Expenses

- Dues
 - New and Renewals
- General Operating expenses
- Sponsorships
- Fund Raising for Scholarships - Income/Expense
- Chapter Sales
- Meetings - Lunch, Speakers, Facility/Charging for meeting
- WIC Week - Sponsors and Expenses
- Region Fall/Spring/Convention - Reimbursement
- Insurance

	YTD Actual	Budget	Rationale
REVENUE			
Member Support Revenue			
Dues			
Chapter Dues - Active Renewals	\$0.00	\$0.00	XX Renewals @ \$\$
Chapter Dues - Corporate Renewals	\$0.00	\$0.00	X Renewals @ \$\$\$
Chapter Dues - Associate Renewals	\$0.00	\$0.00	X Renewals @ \$\$\$
Chapter Dues - Student Renewals	\$0.00	\$0.00	X Renewals @ \$\$\$
Chapter Dues - Retired Renewals	\$0.00	\$0.00	X Renewals @ \$\$\$
Chapter Dues - Active New	\$0.00	\$0.00	X Renewals @ \$65
Chapter Dues - Corporate New	\$0.00	\$0.00	X Renewals @ \$140
Chapter Dues - Associate New	\$0.00	\$0.00	X Renewals @ \$65
Chapter Dues - Student New	\$0.00	\$0.00	X Renewals @ \$10
Chapter Dues - Retired New	\$0.00	\$0.00	X Renewals @ \$0
Member Meetings			
Chapter Meeting Revenue (NAWIC or No Speaker)	\$0.00	\$0.00	10 Months @ \$\$ * X number of average member
Meetings - Industry Appreciation (only member companies)	\$0.00	\$0.00	
Chapter Fundraisers			
Contributions - Corporate Sponsorships (member company)	\$0.00	\$0.00	
Contributions - Member Support	\$0.00	\$0.00	
Sold to Members	\$0.00	\$0.00	
NAWIC Table Sales (sold to members)	\$0.00	\$0.00	
Construction Related	\$0.00	\$0.00	
Advertising - Website/Newsletter (member Company)	\$0.00	\$0.00	
Total Member Revenue	\$0.00	\$0.00	
Program Services Revenue			
Corporate Sponsor - Non Member Company	\$0.00	\$0.00	
Meetings - Membership (Construction related speakers)	\$0.00	\$0.00	
Meetings - Industry Appreciation (non-member)	\$0.00	\$0.00	
Meetings - Non-Member	\$0.00	\$0.00	
NEF - Block Kids	\$0.00	\$0.00	
NEF - CAD Drafting	\$0.00	\$0.00	
NFSF - Scholarship	\$0.00	\$0.00	
Construction Industry Project	\$0.00	\$0.00	
Advertising - Website/Newsletter (non-member construction Company)	\$0.00	\$0.00	
Total Program Services Revenue	\$0.00	\$0.00	
Unrelated Business Revenue			
Fundraiser - Other Fundraiser/Raffles	\$0.00	\$0.00	
Other - Bank Interest	\$0.00	\$0.00	
Total Unrelated Business Revenue	\$0.00	\$0.00	
TOTAL REVENUE	\$0.00	\$0.00	



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EXPENSES			
Member Support Expenses			
Advertising (Print/Website/New sleter, etc)	\$0.00	\$0.00	
Membership Promotions			
Meetings - Membership (NAWIC or no Speakers)	\$0.00	\$0.00	
Meetings - Industry Appreciation (member company)	\$0.00	\$0.00	
Professional Development & Education (PD&E) for members	\$0.00	\$0.00	
Membership Promotions - Promotional Items	\$0.00	\$0.00	
Membership Promotions - WIC Week	\$0.00	\$0.00	
New Chapter Start Up (seed money)	\$0.00	\$0.00	
Fundraisers			
NAWIC Table Sales - to Members	\$0.00	\$0.00	
Construction Related	\$0.00	\$0.00	
Officer Expenses			
President Expenses	\$0.00	\$0.00	
Past President's Pin	\$0.00	\$0.00	
D & O Insurance			
Regional Expenses			
Region Forum Representative(s)	\$0.00	\$0.00	
Region Fall Conference Representative(s)	\$0.00	\$0.00	
Region/Director Fund	\$0.00	\$0.00	\$\$ per member x ## members
Annual Conference Expenses			
Annual Conference Representative(s)	\$0.00	\$0.00	
General and Administrative Expenses			
Postage	\$0.00	\$0.00	
Office Supplies	\$0.00	\$0.00	
Records Storage	\$0.00	\$0.00	
Treasurer's Bond	\$0.00	\$0.00	
Corporate Filing Fee	\$0.00	\$0.00	
PO Box Fee	\$0.00	\$0.00	
Website Maintenance	\$0.00	\$0.00	
Miscellaneous Expenses	\$0.00	\$0.00	
Total Member Support Expenses			
	\$0.00	\$0.00	
Program Services Expenses			
Meetings - Membership (Construction-related Speakers)	\$0.00	\$0.00	
Meetings - Industry Appreciation (non-member company)	\$0.00	\$0.00	
Meetings - Non-Member	\$0.00	\$0.00	
Professional Development & Education (PD&E) (Paid speaker and had majority of guests)	\$0.00	\$0.00	
Membership Promotions - WIC Week	\$0.00	\$0.00	
NEF - Block Kids	\$0.00	\$0.00	
NEF - CAD Drafting	\$0.00	\$0.00	
NFSF - Scholarship	\$0.00	\$0.00	
Construction Industry Project	\$0.00	\$0.00	
Total Program Services Expenses			
	\$0.00	\$0.00	
Unrelated Business Expense			
Fundraiser - General Fundraiser (flowers, etc)	\$0.00	\$0.00	
Total Unrelated Business Expense			
	\$0.00	\$0.00	
GRAND TOTAL EXPENSES			
	\$0.00	\$0.00	



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Tips to Get the Job Done

- Put enough information on deposit slips that you don't have to rely on memory
- Deposit money as soon as possible
- Have complete information and receipts for check requests
- Double check the information written on checks before distributing
- You can use Quicken or another simple checkbook system
- National has provided a spreadsheet system for chapters
- Know who you can go to with questions
- Download and read the Treasurer's Manual

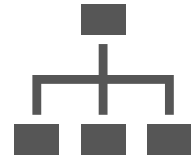
Responsibilities/Important Dates

- First Board Meeting of the new year - have budget ready.
- November 1 - have audit completed for prior year
- Keep up with Income and Expenses
- Monthly Report
- File Annual Report with your State
- 990's IRS Due Feb. 15

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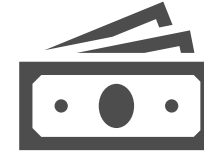
Have an Audit Committee



At least 50.1% of operating/general admin must come from member support and/or programs services

Operating/General Admin - Postage, Website, Subscriptions (Zoom etc.), Storage Unit, etc.

Member Support - Dues, Sponsorships, Meetings, Block Kids etc.



Income from an event not relate to NAWIC Core Purpose can't be the majority of Funding for Chapter Expenses

Just a friendly reminder...

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ONE MISSION

Helping the President

- Always act in best interest of the Chapter
- Review and approve budgets to fulfill the Chapter's purpose and strategic plan
- File all reports on time
- Be available for questions
- Communicate



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