

MCLA
Treasurer
Tips
for
Success

A work in progress ...

TIPS FOR THE SUCCESSFUL TREASURER

This is a guide created to help treasurers in MCLA units and departments across the United States. Contact MCLA National Headquarters if you would like to help with the process of updating this document or would like to add a brief statement that would be helpful to others, contact the National President.

TREASURER – UNIT AND DEPARTMENT:

A. Handling Money and Keeping Financial Records

1. **Apply for EIN#**(Employer Identification Number) - you can do this online
 - a. By filing for the EIN# you are following the law and enabling the Marine Corps League to maintain the group exemption non-profit status.
 - b. Each Marine Corps League Auxiliary Unit and Department is required by federal IRS law to have their own tax identification number also called the EIN#. This is not the same as the state non-profit incorporation.
 - c. The EIN# must be used on all financial/legal documents and accounts (i.e. checking/ savings account, certificate of deposit, incorporation, charter, installation reports, and official documents) for your Unit/Dept.
 - d. If you have an existing unit or department, check with your bank to see if they have an EIN# on file. Do not file for a new number unless you absolutely have to. Also check with MCLA Headquarters to see if they have an EIN# on file for your unit. If it has not been used for some time, contact the IRS to activate it.
 - e. There is an SS-4 form to fill out.
 - Look at the SS-4 form in your starter kit (check the dates), You can obtain a current copy online at [://www.irs.gov/pub/irs-pdf/fss4](http://www.irs.gov/pub/irs-pdf/fss4). **Instructions** for the SS-4 EIN application are found on-line at [://www.irs.gov/pub/irs-pdf/iss4](http://www.irs.gov/pub/irs-pdf/iss4). They are lengthy. There is also a sample in the starter kit showing how to fill out the form.
 - To fill out the SS-4 form on-line go to this address: [://www.irs.gov/businesses/small/article/0,,id=102767,00](http://www.irs.gov/businesses/small/article/0,,id=102767,00). on the title, “Employer ID Numbers”.
 - If the SS-4 form is filled out manually it can be faxed to the IRS – see the fax numbers on page 2 of the instructions mentioned above. The fax numbers are listed according to states. You can also call this number to obtain and EIN#: 1-800-829-4933 – have the form filled out so you can answer quickly
 - f. Once you receive the EIN # you will need to take it to the bank to aid in opening an account. Remember to send the EIN number to MCLA National Headquarters.
 - g. Add this EIN number to the second line of your installation report every year when you install officers. It may be helpful to fill it in ahead of time on several blank copies.
2. **990 Tax Reporting – all tax-exempt organizations must file a report every year of your tax status.** The goal is to do this every year by Nov. . Starting in 2008 small tax exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice 990N E-postcard. For units who make more than \$25,000 or more a year, see the 990 information sheet on the MCLA Web site for more information. To electronically file the 990N “post card” enter this address into your Internet address space: [://epostcard.form990](http://epostcard.form990). When you access the system, you will leave the IRS site and file the E-Postcard with the IRS through their trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.
3. **Apply for incorporation with your state** – Secretary of state’s office – non-profit corporation
 - a. On-line – Google search “Secretary of State office” and your state will appear. On the state Web site, enter “non-profit corporation” in the search window. The form will appear for you to print, fill out, copy, and mail.
 - b. There is a filing fee. The amount is different in each state. The initial fee may be higher than the annual renewal fee. Every year upon the anniversary of the filing date a renewal fee must be sent in. The state will send the treasurer advance notice of the date due.
 - c. This is a requirement by state law for operating as a non-profit organization.
 - d. By having both state and federal non-profit status, donations may be claimed by taxpayers
 - e. Add this incorporation number to the second line of your installation report every year when you install officers. It may be helpful to fill it in ahead of time on several blank copies.
 - f. Units need to incorporate in order to hold non-profit status and to protect the unit from being held liable in the event of someone being hurt at a fundraiser or something happening to the money or prizes. Incorporation protects the officers from being held individually liable. Our bonding insurance does not protect them

individually.

4. Bank Accounts – Setting up a bank account and getting an EIN# for a new Unit.

- a. Take with you:
 - i. your minutes showing the officers elected
 - ii. your EIN number
 - iii. your state non-profit corporation registration and number
- b. The Treasurer and President need to have signatures on file. They may need to be physically present at a branch of the bank to sign the signature card and show picture ID.

5. Bookkeeping system –

- a. Use of a ledger – 8 column book or computer Excel or software
 - i. Column titles: Month, Day, Expenditures, Bank Account running total, Amount of check-expenditure (in red), General Fund, OLA Fund, Veterans Project Fund, Memorial Fund.
 - ii. Monthly: At the end of each month, draw a single ruled horizontal line, record the balance under the single line for each column, in the next row record the totals for each column. Then draw a ruled double line. Skip a row and record for the next month. See example below. (Fake numbers for example purposes)

Year			Bank Account		General Fund		Chaplain Fund	
Month	Day	Expenditure Description	Running Balance	Debit Amount	Running Balance	Debit Amount	Running Balance	Debit Amount
		Balance Forward (7-17-07)	\$3,209.73		1173.02		\$280.29	
July	17	Deposit	261.00		228.00		33.00	
		- 50/50 raffle \$33						
		- Ritual book \$3						
		- Dues 9 people – CR Unit \$225 (Unit-state names & check numbers)						
July	20	Chaplain – stamps chk #1760		25.00				25.00
		(Month end)	\$3445.75		1401.02		288.28	
Aug	7	Deposit						

- b. Note: There is 1 more fund in 2 columns to the right, an OLA Fund totaling 1756.44.
 - c. Note: horizontally across the row, the totals of each of the funds at month's end, equals the total in the bank account.
 - d. Bank Statements - When bank statement arrives, first reconcile and check off each check recorded on your running records (ledger or Excel) with the statement. Then staple cleared checks the bank statement. Also attach receipts of expenditures that match the cleared checks.
 - e. Deposit money monthly. Make a copy of the deposit receipt from the bank. Staple the original receipt of deposit to the bank statement. Expenditure receipts can be stapled to the copy of the deposit.
- 6. Recording checks (dues and others) -** Record the date, check#, name, date received, date deposited, and amount for each dues check received.
- 7. Depositing checks –** Deposit checks within a month of receiving them. A good process is to have a stamp made as stated below. Stamp each check on the back as you record it. Put a small number at the top right above the stamp. Use that same number as you record the check. Copy or print your list of checks. The bank will accept this numbered and totaled list with the deposit slip.

FOR DEPOSIT ONLY
 Marine Corps League Auxiliary
 (Name of Unit or Department)

- 8. Fundraising –** Ask members during the meeting for clarity and agreement regarding which fund the proceeds will be going to. Will the fundraiser proceeds be for the general fund, OLA, a memorial fund, a Veterans' program etc? If cash/change is needed, request permission to have cash ready before the event begins. Arrange for helpers to collect the funds. Always have a witness when counting the money. Secure the funds several times during the event. Deposit the money quickly after the event.

9. **Separating Funds** – Once gathered and deposited, record the proceeds in the intended column of the ledger or spreadsheet.
10. **Treasurer's Report** – Prepare a brief treasurer's report for each monthly meeting with copies to be passed out or possibly E-mailed to the members. The copy is helpful to each member when expenditure decisions need to be made. Make it simple with only the totals for each column and upcoming expenditures. See Example Treasurer's Report in this packet. The report shows column headings across the top with "Total" on the far right. The months are listed in a column on the left. The totals for each column are noted horizontally across the bottom. The reports should be a summary of the income and expenses. Showing upcoming expenditures is also helpful.
11. **Meetings** – Take to the meeting: Treasurer's report copies, check book, Ledger, Roster, Application Forms, Membership pins, Membership cards. Pay extra attention to any money matters discussed. Note during the meeting the approved expenditures and checks that will need to be written after the meeting. Record the checks you wrote at the meeting then or within a day or two.
12. **Bonding** – Include the bonding amount in your check submitted with the dues. Mark it on the transmittal. Also include the bonding form. It is on the Web site.
13. **Ordering supplies from MCLA Headquarters** – Encourage someone other than the Treasurer to help with the responsibility of ordering supplies from headquarters or guide those who want to order as to how they can personally place orders. A President's pin needs to be ordered and given as a gift to the President upon completion of her term and presented at the installation ceremony. It may be given at the end of the first or second term. This should be considered a Unit expense.
14. **Audit:** a member committee once a year and whenever records are passed from one treasurer to another perform an audit of the financial records. A good time to audit is when the officers are elected each year. Advantages of an audit are 1) that many eyes see the books to make sure they balance and are in order 2) the records are correct when a new year begins or when a new person takes on the responsibility, and 3) this process protects all parties from any financial concerns. The Treasurer should be present to answer questions, but is not a member of the audit committee. Bring a calculator. See the suggested example audit form that can be kept with the Treasurer's records. It follows in this packet. Auditors look for:

Bookkeeping of finances

- a. Review ledger – 8 column, some may use a copy of computer Excel or software files for each month glued onto ledger pages
- b. Review bank statements with attached
 - i. Expenditure receipts
 - ii. Deposit receipts
- c. Match expenditures with receipts – 1 person look at the bank statement and attached receipts while another person compares those numbers with the ledger
- d. Verify that all deposits are entered and match the ledger
- e. Audit committee when finished, in the ledger book under the last entry write "Books are in good standing". Then on the next two rows, each auditor sign and date in ink. Then draw 2 parallel lines in ink. **Membership records**
- f. Transmittals kept by year
- g. Copies of applications kept with transmittals

B. Membership and Records of Membership

15. **Dues collection** - Dues expire annually on the **31st day of August** of each year. A member is delinquent when dues are not paid and transmitted within ninety (90) days after the membership expiration date. (Bylaws Section 620) Inform your members of the due date for membership dues and fees. They are paid at the Unit level. The unit dues include the amount determined by the unit that they need in addition to the amounts required by and sent to the Department and to National. See the example dues reminder letter in this packet. The unit treasurer can adjust it with specific unit information to send to the unit membership every July. Ask that all dues be given/sent to the treasurer by Aug. 1, then the treasurer can be compiling the transmittals in early August and get them sent to the department treasurer by August 31. The initiation fee is added for new members. See the helpful document titled, "Membership dues unit-dept info" following in this packet. If someone did not pay dues for the previous year/s see Enclosure #19 on Instructions For Transmittal. It is item number 2.
16. **Transmittals** – As mentioned in the Instructions For Transmittals document, Enclosure #19, familiarize yourself completely with the mentioned By-Laws and Administrative Procedures. The MCLA National Web site has a transmittal form where you can type the information, add the numbers, print, and save to your computer. Or of course, they can be prepared by hand writing the information. Prepare and submit your transmittals as soon as you can after receiving dues checks. Set a deadline for yourself like August to send in the transmittals. If there are

stragglers after you have sent transmittals for the bulk of your members, send them separately and quickly. (See the separate section for transmittal instructions)

17. **Membership Cards, Pins, and Applications** – Have some membership cards and pins on hand. Ask your unit for permission to purchase a few extra pins to have ready to give a new member as soon as she is initiated. Ask MCLA National Headquarters to send some extra membership cards so you can make them out as soon as a new member pays her dues. DO NOT wait for the cards and pins to come in the mail after submitting the transmittal. When the pins and cards are sent, they will replace what you have already given the new member/s. Keep the member's original application and send two copies with the transmittal.
18. **Roster** – It is so helpful for the treasurer to create a membership roster, keep it current, and distribute to the membership several times a year if it changes. The treasurer has the best access to the member contact information. This would be an excellent task where another member could help the treasurer.
19. **Filing System** – Set up an easy filing system. Suggested dividers and folders (in parenthesis): Financial Records (Treasurer Reports, Bank Statements), Internal Bonding (forms), National Delegate Forms (Blanks, Completed), Membership Applications (Regular-blanks, Associate-blanks), Transfer Forms (Blank, Completed), Completed Transmittals (folder dated by year), Blank Transmittals, Rosters (Current, Past (good to keep)), Miscellaneous Forms (Oath of Obligation), Certificate of Insurance (from National), Fund Raiser Records, Incorporation. Archives at the back. Inside large mailing envelopes for each year put: Year's Bank Statements, Treasure's Reports, Audit Form (completed). On the outside of the envelope, write Unit name, Financial Records, Date of enclosed information Beginning – End (Month of Audit), and Date Audited.

UNIT TREASURER – TRANSMITTAL SPECIFICS: Administrative Procedures Enclosure # 19 (in revision process). These instructions are on the national MCLA Web site listed as "Transmittal Instructions".

DEPARTMENT TREASURER – GENERAL INFORMATION:

NUMBERS 1-12 under Unit Treasurer in the "Instructions for Transmittals" also applies to the Department Treasurer. It is the same document mentioned above.

DEPARTMENT TREASURER – TRANSMITTAL SPECIFICS:

20. Thoroughly check transmittals received from each unit. Any omissions or errors are to be corrected before sending transmittals to National Headquarters.
21. Rather than filling out the transmittals you as the Department Treasurer will be filling out the transmittal cover sheet to send to the MCLA National Executive Secretary all your Units' membership information. Send two (2) Cover Sheets, properly filled out by the Department Treasurer with the transmittals. One (1) copy will be receipted by the National Executive Secretary and returned with a copy of each transmittal to the Department Treasurer for the Department files. Two (2) blank cover sheets for your next transmittal will be returned with the receipted cover sheet and copies of the transmittals.
22. Forward four (4) receipted and signed copies of unit transmittals to:
 - a. MCLA National Headquarters, 8626 Lee Highway, Suite 207, Fairfax VA 22031-2135
 - b. Only 1 membership application is forwarded to National Headquarters for each new member on the transmittal.

AUDIT of Treasurer Records (EXAMPLE)

Officers:

President:
Sr. Vice President:
Jr. Vice President:
Judge Advocate:
Treasurer:

From: Audit Committee

To: President: ...
Secretary/Treasurer: ...

The Audit Committee conducted an audit of the _____ Unit MCLA Financial Records from **(begin date)** to **(end date of records)** and found them to be in (excellent condition) with appropriate entries and receipts with correct balances on **(Date of Audit)**

Printed Name -Treasurer

Treasurer's Signature

Audit Committee:

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

A copy of this audit should be maintained in the Treasurer and President's files for reference.

Note any action to be taken to improve record keeping.

EXAMPLE
COLUMBIA RIVER UNIT
MARINE CORPS LEAGUE AUXILIARY
ANNUAL DUES RENEWAL NOTICE

Dues Expire annually on the day of August of each year. There is a lot work involved for the Treasurer in collecting the money and submitting the Transmittal and dues to the Department Treasurer in a timely manner. It is easier for all concerned if this can be done with one transmittal rather than sending in two, three or more. **Early payments to the Unit would be appreciated.**

Annual Membership Dues August (this year) to August (next year) are _____ (vary by Unit)

Please submit your dues to the Unit Treasurer no later than August 1, (year).

(Treasurer's name) – (Unit name) MCLA
(Treasurer's full address and phone number)

Life Memberships are available and are increasing over the next few years. Be sure to include your birth date if you opt to get a Life Membership.

	<u>2009</u>	<u>2010</u>
Up to age 35:	\$400	\$500
Age 36 to 40	\$350	\$400
Age 41 to 50	\$300	\$350
Age 51 to 60	\$250	\$300
Age 61 and over	\$125	\$150

A Life Member, upon payment of proper sums above, will NEVER have to pay additional dues to any Unit, Department, or National. Such member will enjoy all privileges, rights and benefits of all members.

Make your check payable to (Unit name) MCLA.

Signature _____

Email address _____

(Please notify us of any change of address, telephone number, or E-mail so we can keep our Roster current.)

Thank you.

MARINE CORPS LEAGUE AUXILIARY

Membership Dues Information: Unit / Department / National

UNIT Treasurer:

- ❑ Membership dues are due by August 31. Many units request dues to be paid by August so the treasurer can send them to the department within the month. Dues include:
 - Each unit determines unit dues. The unit dues remain in the unit's treasury. The department and national dues are sent to the department treasurer.
Unit \$--.-- + Dept. \$--.-- + National \$--.-- = Total dues amount
 - Department dues are determined by each department and included in the unit dues
 - National dues are included in the dues total amount that each member pays
 - Membership renewals = \$12.00
 - New memberships = \$12.00 plus \$5.00 initiation fee
- ❑ Membership dues to be paid to Department, where the department exists. If there is no department, send dues directly to MCLA National Headquarters.
- ❑ Bond fee of \$3.50 due August 31 for each **unit** per year is included with the transmittal
 - Record the bond fee on the transmittal, and send to Department.
 - Include the " Internal Bonding Information" form (enclosure #2 in the Bylaws).
- ❑ Life Membership dues are:

	<u>2009</u>	<u>2010</u>
Up to age 35	\$400	\$500
Age 36 to 40	\$350	\$400
Age 41 to 50	\$300	\$350
Age 51 to 60	\$250	\$300
Age 61 and over	\$125	\$150

DEPARTMENT Treasurer:

- ❑ Check each unit transmittal and send membership dues to MCLA National Headquarters.
- ❑ Department bond fee - \$3.50 due August 31, record on the transmittal and send to National
- ❑ Send the Internal Bond form, (enclosure #2)
- ❑ Current year President/Treasurer names and addresses on the transmittal

MEMBERS-AT-LARGE: Dues are to be sent directly to Headquarters

Membership renewals -- \$17.50

New membership - \$17.50 plus \$5.00 Initiation fee

EXAMPLE Treasurer's Report

(Your Unit Name) Unit Marine Corps League Auxiliary Treasure's Report (date)

	Gen. Fund	OLA	Vet Xmas	Memorial Fund	Total
As of (date)	\$699.44	\$1,067.92	\$217.68	\$331.00	\$2,316.04
May Income					
Meeting Raffle			\$28.00		
May Expenses					
Reimburse A. Ries-phone cards (name)-OLA			(\$90.00)		
National MCLA-convention delegate fees	(\$20.00)	(\$25.00)			
AS OF (date)	\$679.44	\$1,042.92	\$155.68	\$331.00	\$2,316.04