

This infographic is produced by the CPC Standards & Guidelines Committee to assist the Chapter Treasurer achieve leverage, pave the path to success via collaboration & idea exchange. Use the guidelines here to create your own chapter standard operating procedures, processes & checklists.

01 TREASURER ROLE

Duties & Responsibilities

Must be a chapter member & nominated for the position. Elected by the membership, the Treasurer is an officer of the board and is responsible for ensuring that all appropriate financial records are maintained, report on the financial condition of the Association at all board meetings, oversee the deposit of all funds and payment of all invoices

- Review bank accounts online
- Review and analyze financial statements, present financials to board
- Respond to President, Board and Audit Committee Chair requests
- Review and approve expense reimbursement and check requests and process payments
- Prepare meeting P/L & annual budget
- Advise Board of legal and tax considerations
- Work with CPA on annual tax preparation and filings
- Understand financial accounting issues for nonprofit organizations
- Ongoing review of financial processes and procedures
- Perform other duties as prescribed by the Board

Access & Logins

- Treasurer must be a chapter member
- Give Starchapter access to your treasurer
- Update the e-mail forwarder (via Board Transition in StarChapter)
- Update chapter website with treasurer information
- Write to your CPA to alert them of the change
- Confirm if treasurer is added to admin@chapter.org to respond to communication that pertains to treasurer role
- Get access to gbtacpc.org & all resources
- Do not need GBTA membership to get access to gbtacpc.org. Send request to allaccess@gbta.org. (President +1 Officer must have GBTA All Access Membership)
- Subscribe to receive the STAY INFORMED Newsletter (allaccess@gbta.org can assist)

02 BANK ACCESS

- Grant access to bank account(s), Quickbooks (or whatever is used to manage finances), Tipalti (see page 3 for more details)
- Ensure that the individual on the Deposit of Bank Reconciliation is on the Board
- Apart from the treasurer, a minimum of 2 individuals on the Board should have bank access
- Need to know the Tax ID, have a copy of W-9
- Know the username & password & security questions
- Debit Card Info, Credit Card to be issued
- Auto-Draft (Review list of all items that are scheduled for payments)
- Direct Deposit - Tipalti is the new system via which all of the GBTA All access membership deposits will flow through
- Reconcile bank statements with QuickBooks
- Activate Mobile Banking for check deposits
- Get info & access to virtual terminal for credit card (When people purchase items that have been posted in the StarChapter catalog via our website or email links the charges run through - Example - Square)
- Reconcile any payments via Square that are not coded accurately

03 STARCHAPTER DUES & ORDERS

- **Membership Dues:** Ensure that you have added the Membership Allied & Direct Membership Dues for the New Year by December of previous year! As well as connected the dues to Member Application
- Review **Open orders** to reconcile any payments received or send follow up reminders for payments
- Review **Reports** via StarPay Merchant Portal Tracks
- **Refunds & Cancellations** can be processed via StarChapter



TREASURER PLAYBOOK

FINANCIAL HEALTH OF THE CHAPTER



04 INSURANCE & MORE

- **Merchant Services:** Merchant Services statements show the credit card fees as well as the bulk transactions from StarChapter purchases. These statements are available via the banking dashboard for the checking/savings/credit card
- **Square:** Use for point of sale transactions at events
- **Insurance:** You should have optional Event insurance & mandatory Directors & Officers Liability Coverage



05 YEARLY BINDER & TAX FILING

The Yearly Binder should include:

1. Profit & Loss Statement
2. Budget
3. Balance Sheet
4. Reconciliation Report
5. Bank Statement
6. Invoices & Receipts for Bank Statement transactions
7. Expense Reimbursement Reports & Invoices

- **Tax Filings:** We are a non-profit org (501c6). The 990 is due the following May (Can request an extension till November)

Documents to be submitted to the CPA for tax filing

- December Bank Statements (all bank accounts including Certificate of Deposit, Savings, Checking, etc),
- December and January 2024 Statement
- List of Board of Directors as of last day of the previous year (may request average monthly hours per board member)
- Provide a list of contributions over \$5k including names, addresses, EIN/SSN, and amount
- Provide a list of any donations made
- Number of volunteers
- CPA has access to chapter Quickbooks to review reconciliation
- Understand the parameters for Charitable Solicitation License for your state
- Do you need to issue a 1099 to any paid admin?



06 BEST PRACTICES

- Create a complete SOP on each element
- Save important access codes in a shareable folder
- Use Savings in money multipliers (bonds/money market)
- Ensure the right people have the right bank access
- Complete StarChapter Training
- Create your own chapter weekly, monthly, yearly process to be followed in detail
- Review Chapter processes to stay consistent
- Connect with Treasurers in other chapters
- Leverage resources from gbtacpc.org
- Have a list of all the codes where revenue comes in from
- Have a list of all 3rd party vendors & expense codes
- Review chapter expense report, SOP and update if needed
- Double check categories/chart of accounts in QuickBooks and update if needed
- Look at budget document/template and update if needed



07 LINKS & CONTACT

[CHAPTER PRESIDENTS' COUNCIL](#) (Need CPC Login)

[CHAPTER LIBRARY](#) (Need CPC Login to access)

[CPC PRESIDENTS & COMMITTEE FORUM](#) (Need CPC Login)

[THE GBTA HUB](#) (Engage in Forums - Need GBTA login)

[INSURANCE](#) - The Baldwin Group: Robin J. Eshkenazi
robin.eshkenazi@baldwin.com

[Angela Swoveland - Manager for Volunteer Relations](#)

[Rena Briggs - Treasurer 101 Playbook](#)

CONTACT US:

SAG@gbtacpc.org

Collaborate & connect with treasurers in different chapters to learn best practices


Mail Forwarders for every Chapter

- Arizona - treasurer@azbta.org
- Austin - treasurer@gbta-austinbta.org
- Bay Area - vp-treasury@babta.org
- Central and Northern Florida - treasurer@cnfbta.org
- Chicago - treasurer@chicagobta.org
- Connecticut/Westchester - treasurer@cwbtba.org
- Dallas / Ft. Worth - treasurer@dfw-bta.org
- Georgia - treasurer@georgiabta.org
- Greater DC Metro - treasurer@gbta-greaterdcmetro.org
- Kansas City - treasurer@kcbta.org
- Las Vegas - pamela.witherspoon@umusic.com
- Los Angeles - treasury@labta.org
- Michigan - treasurer@gbtamichigan.org
- Mid South - treasurer@msabta.org
- New England - treasurer@nebta.org
- New Jersey - treasurer@njbta.org
- New York City - treasurer@nycbta.org
- North Carolina - treasurer@ncbta.org
- North Central - treasurer@gbta-northcentral.org
- Ohio Valley - treasurer@ovbta.org
- Oklahoma - treasurer@okgbta.org
- Oregon - treasurer@obta.org
- Philadelphia - treasurer@phillybta.org
- Puget Sound - treasurer@psbta.org
- Rock Mountain - treasurer@rockymountainbta.org
- San Antonio - treasurer@sanantoniobta.org
- San Diego - treasurer@sdbta.org
- Silicon Valley - treasurer@svbta.org
- South Carolina - treasurer@gbtacpc.org
- South Florida - treasurer@gbtasouthflorida.org
- St. Louis - treasurer@stlbta.org
- Tampa Bay - treasurer@gbta-tampabay.org
- Tennessee - treasurer@tennesseebta.org
- Texas (Houston) - treasurer@texasbta.org
- Upstate New York - treasurer@gbta-upstatenewyork.org
- Utah - treasurer@ubta.org
- Virginia - treasurer@vbta.org
- Wisconsin - treasurer@wisconsinbta.org

Tipalti is a Finance Automation solution that GBTA is using for Accounts Payable. As it relates to the Chapters, GBTA is using Tipalti to send the All Access Payments. We are using the **forwarders** because anyone who is paid through GBTA will need to verify through Tipalti. Using the forwarder allows the Treasurers to:

1. Receive separate personal reimbursements while also maintaining the chapter account
2. Change to another Treasurer in the future without disrupting the Tipalti account

IMPORTANT DUES & DATES

Line Item	Mandatory	Due Date	Cost	Payable To
D&O Insurance	✔	Dec, 1st	\$460	The Baldwin Group
General Liability	✔	Aug, 1st	\$460	The Baldwin Group
CPC Dues	✔	Jan31st	\$556	GBTA
Tax Filing	✔	May 15th		IRS & State Forms
Annual Report		June 15th		Form via Angela

Refer to details on Treasurer 101 Presentation at the GBTA Leadership Summit for Insurance, CPC Dues, Federal & Tax Filing & Annual Report


CONTACT US
SAG@gbtacpc.org