



APWA

New Treasurer 101—Financial FAQs for Chapters and Branches

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❖ **Treasurer Roles:**

- Maintain accurate financials, files, and recordkeeping per APWA policy.
- Act as the main financial contact for the Chapter and Branches.
- Establish a support connection with your Branch treasurers.
- Attend all meetings of the Executive Committee, Chapter's Annual Meeting and Chapter Board Meetings.
- Maintain and keep custody of all Chapter banking and investment records, if applicable.
- Maintain Chapter bookkeeping (monthly or quarterly, at a minimum).
- Prepare periodic financial reports for your Executive Committee, varies for individual Chapters.
- Maintain and accurately record your Chapter's vendor records and bill payments on a timely basis.
- Process and submit **ALL** required Fiscal Year-End Financial Reporting to the Controller by the deadline (currently July 31 of each year).
- Submit the completed Policy and Procedure (Audit) checklist to the Controller by the deadline (currently September 30 of each year).
- Maintain accurate records and submit 1099 information to the Controller by the deadline (currently January 15 of each year).

❖ **Banking:**

- The Corporate Banking Resolution is a great document to provide your bank for any updates, including signature card updates on the account.
- The Corporate Banking Resolution may also be needed to open new accounts.
- The Corporate Banking Resolution document includes the following and applies to all Chapters/Branches.
 - Corporate Resolution
 - Articles of Incorporation
 - IRS Tax Exempt Letter identifying Federal EIN
 - Sample Bank Signature Cards
 - Bylaws
- Contact the Controller if you need any or all of the documents noted above.
- Scott D. Grayson, APWA Chief Executive Officer needs to be added to all accounts, as stated in the Corporate Banking Resolution, on Page 3.

- Rules Governing Chapters: Financial Management, Section 11, h:
 - Chapter/Branch bank accounts must have at least the following:
 - Chapter accounts must have the signatures of three current Chapter officers and include the signature of the APWA Chief Executive Officer.
 - Branch accounts must have the signatures of two current Branch officers, a current Chapter officer, and the APWA Chief Executive Officer.
- APWA W-9: All the Chapter/Branches fall under the National APWA organization, and we all share the same EIN. A separate W-9 for the chapter or branch, with their remittance address, can be issued if requested.
 - Scott Grayson is also the only officer able to verify our EIN and sign the W-9 form as American Public Works Association. Please do not complete your own W-9.

❖ **Contracts:**

- Submit contracts to National for review prior to execution. Please allow at least 10 business days for review.
 - If the contract is **\$10K or greater**, the appropriate director at APWA must review.
 - If the contract is between \$5K–\$10K, please provide a copy to APWA for our records. A review of the contract is not required, but offered.

***Please note: APWA will review any contract, regardless of dollar amount, to help ensure the contract is protecting and benefiting your Chapter or Branch.**

❖ **Insurance:**

- APWA has a General Liability Policy which covers most Chapter activities.
- Review the contract to determine if a Certificate of Insurance (COI) is required.
 - The Chapter and Branch Events—Insurance Related Requests and Reporting Form and Insurance FAQs can be found on the CLR Website.
 - Fill out the Chapter and Branch Events—Insurance Related Requests and Reporting Form and submit via email to finance@apwa.org to process. Submit 10 business days before the event or prior to the contract requirements to give our broker enough time to process.
 - Our insurance policy period runs 7/1–7/1 each year. We can't issue COIs for future policies. Please keep this in mind to determine when you should submit your request.

❖ **Chapter Credit Card Payments:**

- Payments are processed twice a month, approximately the first and third weeks of the month.
- Checks are sent to the most recent address provided.
 - Send address updates to the accountant (finance@apwa.org) on a timely basis to ensure checks are being sent to the correct address.

***Please note: Deposit checks as received (within a month of receipt, at a minimum).**

❖ **Financial Reporting:**

- Review **ALL** spreadsheets and documents required prior to Fiscal Year-End deadline of 7/31.
 - [Chapter Financial Reports Checklist](#)
 - [Fiscal Year-End Budget](#) (Entered in QBO)
 - [Statement of Financial Position \(SOFP\)](#) (Generated from QBO)
 - [Statement of Activities \(SOA\)](#) (Generated from QBO)
 - [Chapter Tax Information Worksheet](#) (DO NOT submit in a PDF format)
 - [Schedule 91 Worksheet \(Canadian Chapters only\)](#) (DO NOT submit in a PDF format)
 - [Canada Revenue Agency Schedule 91 \(Canadian Chapters only\)](#)
- Have the Policy and Procedure (Audit) Checklist completed, signed, and submitted by 9/30.
- Submit **ALL** requested data by the above deadlines.
 - A follow-up email will be sent by the Controller requesting documentation or clarification still needed. Please timely respond.
- Meet with the prior Treasurer to help better understand what you need to keep track of.
- Create a monthly tracking system to track all your financial activity (i.e., bank and investment reconciliations, coding bank transactions, etc.).
- Use the Standardized Chart of Accounts established by APWA for coding.
- Maintain standard forms for the committees to use for payments, reimbursements, or deposits.

❖ **Chapter Financial Reports Checklist:**

- Submit the Checklist with your financials.
 - Please sign, date, and checkmark the items being submitted.
- Submit all forms in the same format as sent to you.

***Excel worksheets should NOT be converted to PDF before submittal.**

❖ **Upcoming Fiscal Year Budget:**

- Set up goals and a plan to understand where your Chapter and Branches want to go financially.

- Assist the Executive Board in developing the budget that will get them there.
- Keep in mind the account codes used throughout the Fiscal Year to help create a budget for the following Fiscal Year.
- Enter budget in QBO by July 31 of each year.

❖ **Statement of Financial Position (Balance Sheet)—can be run under Reports in QBO.**

- The following should balance and equal:
 - Total Assets should equal Total Liabilities and Equity (Net Assets).
 - Provide explanation if it does not balance and equal zero.
 - There should be no transactions posted to Opening Balance Equity or Retained Earnings.
 - You can't revise prior year information (ex. voiding checks) once a fiscal year-end has been finalized and submitted to APWA. If you have this situation, please reach out to the Controller for assistance.

***Please note: Use checks and credit cards for payment (NOT CASH) for Chapter/Branch activities.**

❖ **Statement of Activities (Profit and Loss)—can be run under Reports in QBO.**

- Get proper information (address, contact name, proper company name, etc.) at time of registration for any sponsors and keep in one location.
- Request completed W-9 from ALL vendors and attach to vendor profile in QBO.
- Record and reconcile receipts from ticket sales, registrations, exhibit space sales, etc.
- Work with the local committees to establish reporting processes for event receipts and expenses.
- Ensure amounts recorded in the SOA match the amounts reported in the Chapter Tax Information Worksheets.

***Excel worksheets should NOT be converted to PDF before submittal.**

○ **Statement of Activities—Revenue:**

- Revenue Accounts that need additional information:
 - Account 405: Registration Fees-Fundraising = Reported on the Schedule G-1 tab of the Chapter Tax Information Worksheet
 - Account 431/433: Advertising = Reported on the Taxable Income tab of the Chapter Tax Information Worksheet
 - Account 465: Miscellaneous Income = Detailed Breakdown provided on the General Info tab of the Chapter Tax Information Worksheet if >\$2,500
 - Account 490/491/495: Sponsorships and Cash Donations = Reported on the Schedule B tab of the Chapter Tax Information Worksheet
 - Account 496: Non-Cash Contributions (In-Kind) = Detailed information provided on the General Info tab of the Chapter Tax Information Worksheet

○ **Statement of Activities—Expenses:**

- Expense Accounts that need additional information:
 - Account 617: F&B-Fundraising = Reported on the Schedule G-1 tab of the Chapter Tax Information Worksheet
 - Account 681: Entertainment-Fundraising = Reported on the Schedule G-1 tab of the Chapter Tax Information Worksheet
 - Account 732: Postage-Fundraising = Reported on the Schedule G-1 tab of the Chapter Tax Information Worksheet
 - Account 822: Advertising: UBI = Contractors used for Advertising. Reported on the Taxable Income tab of the Chapter Tax Information Worksheet
 - Account 823: Advertising-Fundraising = Reported on the Schedule G-1 tab of the Chapter Tax Information Worksheet
 - Account 839: Printing & Production-Fundraising = Reported on the Schedule G-1 tab of the Chapter Tax Information Worksheet
 - Account 841: Items for Resale = Provide Brochure, Flier, Sales Receipts
 - Account 861/862: Awards/Door Prizes/Drawings and Cash = Reported on the Schedule G-1 tab and/or Schedule I-2 tab of the Chapter Tax Information Worksheet
 - Account 863/864: Stipends and Scholarships = Reported on the Schedule I-2 tab of the Chapter Tax Information Worksheet
 - Account 890: Bank Fees (includes credit card fees)
 - Account 898: Miscellaneous Expense = Detailed Breakdown provided on the General Info tab of the Chapter Tax Information Worksheet if >\$2,500
 - Account 899: Sponsorship/Contributions = Detailed Breakdown provided on the Schedule I-1 of the Chapter Tax Information Worksheet

- Account **903**: In-Kind Services Expenses = **Detailed information provided on the General Info tab of the Chapter Tax Information Worksheet**

❖ **Chapter Tax Information Worksheet—General Info tab:**

- Answer the questions listed under the General Info tab of the Chapter Tax Information Worksheet before completing the other tabs.
 - Provide the total # of volunteers (unpaid and part-time or full-time) during the year.
 - Did the Chapter or Branch conduct any gaming activities during the year? This includes raffles and games of chance (50/50, etc.). Please answer this question honestly and complete Schedule G-2 of the Chapter Tax Information Worksheet noting if the chapter has received a license to conduct gaming activities in your state.

○ **Chapter Tax Information Worksheet, Schedule B tab:**

- Keeping a breakdown of all sponsorships and cash donations received on a monthly basis will help with Fiscal Year-End Reporting.
 - Account **490/491/495**: Sponsorship and Cash Donations
 - This tab must be completed if cash or non-cash contributions or sponsorships received from a single donor during the fiscal year is =>\$5,000.
 - Donor acknowledgements are required to be sent for any contribution received >\$250.
 - Non-cash contributions should be recorded at fair market value.

***Please make sure the amount recorded on the SOA matches the worksheet.**

○ **Chapter Tax Information Worksheet, Schedule G-1:**

- This worksheet is completed if you had fundraising activities during the fiscal year.

Fundraising events include These are special events such as golf/fishing tournaments, galas, auctions, dinners, etc. where the primary intent is to raise funds to support the Chapter or Branch. The ticket price generally covers the cost of the event

plus an additional amount to be a general contribution to help fund the Chapter. Fundraising events do not include events held to further the Organization's purpose such as conferences, seminars, social events, or educational activities.

- If an individual fundraising activity has gross receipts of \$5K or greater, its gross receipts and related expenses need to be separately stated in its own column. Please make sure the name of the event is entered on Row 10.
- If you had fundraising activity but all events had gross receipts that were <\$5,000, they should be reported under Column D, "All Other Events."

***Please make sure the amounts recorded on the SOA match the worksheet.**

- **Chapter Tax Information Worksheet, Schedule I-2 and Schedule G-1:**
 - Account **861/862**: Awards/Door Prizes/Drawings and Cash = **The total of these accounts should be reported on either Schedule I-2 or Schedule G-1 or both schedules.**
 - These forms are required to report all awards, prizes, stipends, scholarships, fellowships, etc.

***Please make sure the amount recorded on the SOA matches the total of the two worksheets.**

- **Chapter Tax Information Worksheet, Schedule I-1:**
 - If you made donations/grants to any organization in excess of \$5,000, provide a copy of the acknowledgement letter/thank you received from the charity.
 - If you don't receive an acknowledgement letter after a donation is made, immediately request the acknowledgement letter from the charity. Do not wait until year-end filing.

- **Taxable Income Worksheet:**
 - Use this form to calculate your actual tax liability. If APWA has to pay UBI tax to the IRS, your Chapter or Branch may be charged a portion of the assessed tax liability.
 - Record documentation of Unrelated Business Income (UBI).
 - Newsletter ads, website ads, sponsorship ads, etc.

***Please make sure the amount recorded on the SOA matches the worksheet.**

❖ **Schedule 91 Worksheet and Canada Revenue Agency Schedule 91: (Canadian Chapters only)**

- The Schedule 91 Worksheet should be filled out if the Chapter/Branch hired consultants/subcontractors or speakers/trainers during the current Fiscal Year.
- The Canada Revenue Agency Schedule 91 should be completed by ALL Canadian Chapters and branches.
- If there were non-resident contractors used during the year, Chapter should receive the contractor's W-9 and a Non-Resident Registration Form should be completed prior to issuing payment.

❖ **Policy and Procedures (Audit) Checklist:**

- To be completed by September 30 of each year.
- The Audit Committee should consist of at least three members appointed by the Chapter/Branch President. Any Chapter/Branch Officer who is authorized to sign checks should not serve on the Audit Committee.
- This checklist should reflect the work of the Audit Committee's review of the Chapter/Branch financials and procedures.

❖ **1099s:**

- Payments made to independent contractors of \$600 or more for services performed during the calendar year should be reported on the 1099 Input Report Form.
 - Request W-9s before paying ANY vendor (no matter the amount of the payment). Attach the completed and signed W-9 to the vendor profile in QBO.
 - A blank W-9 can be found on the CLR website.
 - Examples of services performed (this list is not inclusive of all potential services) include: speakers, paid chapter administrators, performers, hotels, restaurants, golf courses, rentals of space or equipment, meeting planners, engraving, etc.
- Report 1099 information to the Controller by January 15.
 - Submit all W-9s along with the 1099 Input Report Form.

❖ **Chapter Dues:**

- Chapter dues that APWA collects on behalf of the chapter will be sent to the Chapters on a quarterly basis. A detailed list of the dues collected will be included with the payment. These dues should be coded to 435.

- ❖ **Chapter Rebates:**
 - Chapter rebates are sent to the Chapters twice a year. APWA sends a portion of the APWA dues to each chapter based on their Chapter's membership numbers as of December 31 and June 30 of each year. These rebates should be coded to 463.
 - Q1/Q2 = Expect rebates around February or March after 1099s submitted.
 - Q3/Q4 = Expect rebates around October or November after Fiscal Year-End Reporting and PWX.
 - You will receive 100% of your Q1/Q2 rebate if either of the following occur:
 - 1099 Input Report form, accurate and complete, and completed W-9s are submitted on or before January 15.
 - Documents are submitted on time but have errors. Errors are resolved with the Controller by January 30.
 - You will receive 0% of your Q1/Q2 rebate if any of the following occur:
 - You have not been timely with reporting 1099 and W-9 information.
 - No contact from Chapter before or after due date has passed.
 - You have not worked with the Controller to provide accurate and complete 1099 Input Report Forms and W-9s.
 - If Chapter or Branch fails to comply, a detailed Action Plan to address these issues will be required before the rebate will be released.
 - You will receive 100% of your Q3/Q4 bi-annual rebate if either of the following occur:
 - Financial package submitted on or before July 31, accurate and complete.
 - If APWA is contacted by Chapter (Chapter contacts on behalf of Branch also) by July 20, a five-day extension (August 5) will be granted assuming extenuating circumstances.
 - You will receive 0% of your Q3/Q4 rebate if any of the following occur:
 - Documents not received by July 31 or documents received are inaccurate and incomplete.
 - No contact from chapter (before or after due date) to resolve outstanding financial issues.
 - If Chapter or Branch fails to comply, a detailed Action Plan to address these issues will be required before the rebate will be released.

For any questions, please email the Controller.