

# TREASURER

#

##



Treasurer of ANY organization is a very responsible position and needs to be accurate in all transactions and records.

Throughout this section, there are all kinds of categories; special tax forms, samples of reports, insurance processing, request for check vouchers, and more.

Please be sure to look it over and read it thoroughly as it will be a great guide for you.

It is very important to emphasize that under NO circumstances, should any of our tax numbers be given to ANYONE outside of our circle of vendors, schools, grantors and other suppliers.

As always, please be sure to contact me with any problems, and I will do my best to help you.

**Wendy Gamba**

**wgamba@yahoo.com**

## DUTIES OF THE CLUB TREASURER

The club treasurer is the authorized custodian, elected by the members, to have charge of the funds of the club. She receives and disburses all moneys as prescribed in the local by-laws. The treasurer sees that all authorized bills are promptly paid and gives a financial accounting at regular intervals.

It is imperative that the treasurer maintains accurate records. Without good records, members involved with collecting and handling club funds will not be protected should any questions arise. Generally Accepted Accounting Principles should be used for record-keeping so that proper audits can be conducted.

**UPON TAKING OFFICE**

1. Be sure that the books have been audited, or that the necessary records involved have been turned over for auditing, before accepting them.
2. Check the files and records received from the retiring treasurer. Ask about missing records at once.
3. Become familiar with your duties as outlined in the club by-laws and job description. If a job description was not provided to you when taking office, now is a good time to start a list of your monthly duties that you can turn over to your successor.
4. Secure the signatures of the new officers authorized to sign checks on new bank signature cards if not already taken care of by the retiring treasurer.
5. Verify tax filing and tax exempt status with the IRS ([www.irs.gov](http://www.irs.gov) – EO Select Check look up)

## RESPONSIBILITIES TO YOUR CLUB

1. Submit a detailed written report at the club’s regular monthly meetings for each account (checking, savings, and special funds) that can be attached as a permanent record to the minutes of the meeting. A summary report may then be given verbally**. The treasurer should always be prepared to answer all questions promptly and to have records available at the meeting**.
2. Keep an accurate and detailed account of all moneys received and paid out.
3. Receive all moneys for all accounts.
4. Perform bank reconciliations monthly on all accounts (These could also be used as the detailed report submitted to club members.
5. Deposit promptly all cash and checks in a bank approved by the club. Night deposits and 24-hour banking should be used as needed. Cash should never be kept at the treasurer’s or other member’s home. Club funds should never be deposited in the personal account of the treasurer. When it is necessary for members other than the treasurer to handle funds, such as dues or ways/means fund-raising projects, two people should always count the money and both should sign a receipt verifying the amount.
6. Pay all bills by club check as authorized. Two signatures should be required on all checks over an amount as specified in the club’s by-laws. All bills should be paid by check never cash. Never sign a blank check.
7. Work with the membership chair in keeping an accurate list of club members.
8. Preserve all check requests, receipts, bank statements and canceled checks. Submit all of these to the auditor in preparation for annual audit.
9. Prepare for your successor all books, papers and correspondence pertaining to the office of treasurer, including audited books, approved and paid bills, canceled checks, plans and procedures.
10. Keep canceled checks, paid bills, etc. for seven years. This will provide CJW and the club with sufficient documents and materials should any questions arise.
11. Prepare an annual club budget for approval by the membership and track expenditures against it.
12. Annually submit the 990 tax filing to the IRS.
13. Annually file and pay annual fee to the State of Connecticut Secretary of State

## RESPONSIBILITIES TO CJW, INC.

1. Forward to CJW: Membership dues (quarterly by June 1, September 1, December 1 and March 1), Bonding and Liability Insurance payments (payable upon receipt), and moneys for State Project, Maureen Borski Scholarship, Paul Magera Fund, Marie Bates Juniorette Scholarship and Juniorette Campership. All remittances should be properly labeled to identify what the payment is for. **All checks should be made payable to CJW, Inc**., never in the name of the CJW Treasurer or the State Project.
2. Send registration fees in on time for members planning to attend CJW meetings and conferences. The call for these meetings are generally sent to the club president six weeks prior to the meetings (President's Dinner/March Executive Board Meetings, Spring and Fall Conferences).
3. Provide financial information required for the filing of the club’s President’s Report to the CJW Director. This includes a list detailing the club’s income and expenses/donations.

## MEMBERSHIP DUES

1. CJW membership dues are $6 for each Junior member and $3.00 for each Juniorette member.
2. The general rule of thumb is that if a name appears on your “list of club members”, regardless of her club status (active, associate, honorary, social, prospective, lifetime, etc); dues should be submitted to CJW for her. Basically, it is when a member has been added to your “list of members” and her dues are paid to CJW that she falls under the CJW insurance policy.
3. Dues should be paid to CJW quarterly, by June 1 for all returning members and by September 1, December 1 and March 1 for all new members.
4. Clubs that have not paid dues by the Fall Conference meeting shall not have voting privileges until their dues are paid. Clubs will be assessed $5.00 per month late fee as of October 1 until dues are paid.
5. An individual who pays dues to the local club automatically becomes a member of CJW.

## CONTENTS FOR THE CLUB’S TREASURER’S FILE

1. A copy of your club’s annual budget. (**sample Section 25 J-1**)
2. Up-to-date membership list.
3. Receipt book to acknowledge money received from club members (particularly important when cash, not check, is received).
4. Solicitation letter (**sample Section 25 J-3**)
5. Checkbook to disburse funds as authorized.
6. A copy of the club’s by-laws and standing rules with sections authorizing disbursements highlighted for easy reference.
7. A copy of the CJW by-laws.
8. CT Sales Tax Exemption Form (CERT-119 Rev.7/96) and CJW Tax Exemption Permit E-7838 (dated Jan 23, 1980). (**Section 25 H**)
9. Federal IRS tax information including: IRS 501(c)(3) group tax-exempt determination letter; Employer Identification Number; when required, copies of annual Form 990N or Form 990.
10. (Incorporation papers) A copy of Annual Report filed with CT Secretary of the State listing club’s officers.
11. A copy of Form CPC-60 (Annual Report Face Sheet) or Form CPC-54 (Claim for Exemption from Registration) filed with CT Dept. of Consumer Protection’s Public Charities Unit.
12. Seven years of cash receipts, bank deposits, invoices and statements.
13. Three years of budgets.
14. Record retention schedule. (**Section 25 G**)
15. Receipt forms to substantiate charitable donations of goods, services or cash received from members, businesses, etc. **(sample Section 25 J-4)**

## TREASURER’S MONTHLY WRITTEN REPORT

A written report should be submitted regularly to the club for each of the club’s accounts. **(sample Section 25 J-2)** This may be done via the club’s newsletter or simply made available to the general membership at the monthly meeting.

1. Start with the balance on hand at the beginning of the month.
2. List all receipts individually and total. Itemize all disbursements individually and total.
3. End with the balance on hand.

At the meeting and following your report, the presiding officer should say, “You have heard the report of the treasurer. Are there any questions on the report? If there are no questions, the report will be filed.”

## DEPOSITING FUNDS

When the club is holding a fund-raising event that will involve large amounts of money, the treasurer should arrange to deposit the money in the bank as soon as possible. The chair of the event should be responsible for seeing that the treasurer receives all revenue immediately after completion of the event.

Night deposits and 24-hour banking can and should be used as needed. The treasurer should contact the bank beforehand for a lock bag to be dropped in the night deposit box. By contacting the bank beforehand about the deposit, the treasurer may be given a lock bag to be dropped in the night deposit.  **Club money should never be left in the home of officers and/or members**.

All checks that are deposited should be marked “For Deposit Only” with the club’s name and account number. If a large number of checks are received, a stamp with this information may be a big time-saver for the treasurer.

## CHECK REQUEST VOUCHER (sample Section 25 E)

A check request form, with receipts attached, should be prepared for each check to be written. The form should include:

1. Who check should be made payable to and mailing address when necessary
2. Amount to be paid
3. Brief description of expenses
4. Line item on budget to charge
5. Signature of check requester
6. Date

It is recommended that clubs use a check request form. The CJW check request form is provided and should be used when requesting payment from CJW. Please submit the form to the CJW Treasurer with receipts attached.

## ANNUAL BUDGET (sample Section 25 J-1)

In planning the budget, it is not uncommon for clubs to have a contingency account. As a guide, the reserve should not exceed 1/2 of the club’s budget for an average year. The amount of reserve for your club should be included in the by-laws. A reserve is needed for the following reasons:

1. For efficient management of funds (they earn interest until expended)
2. To use as a reserve to carry on programs while the club is in recess or before the Ways & Means revenue has been earned.
3. To have moneys available to finance unexpected but approved projects or programs.
4. To fund future Scholarship obligations

The adopted budget authorizes the treasurer to pay for routine expenses covered in the budget. Any expenditure not provided for in the budget must have approval from the membership. Budgets cover a one-year period of time. The start of the club’s fiscal year should be defined in the club by-laws.

A finance or budget committee usually has responsibility for developing the annual club budget. Members of the committee are elected or appointed as specified in your club by-laws. The treasurer is generally the committee chair. The committee should study the previous year’s budget and treasurer’s report to determine how well that budget met the club’s needs. Determine the projected financial requirements by contacting the various club officers and committee chair to determine their budget needs. Contact the Ways & Means committee to determine if their anticipated revenue will meet the financial requirements.

After the budget has been drafted, it should be presented at a board meeting for consideration and then to the general membership for their vote of approval. The budget should be presented item by item to allow for discussion and possible changes to each section.

## AMENDING THE BUDGET

Since the budget is only an estimate of planned revenue and expenditures, it may become necessary to amend it from time to time. When non-budgeted expenditures arise, the budget may be amended per club by-laws by a vote of the club at any regular meeting or special meeting called for the purpose.

## ANNUAL AUDIT OF THE BOOKS

What is an audit? Auditing involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures are properly authorized. Books should be audited each year or at such time that a financial officer resigns and before the new officer assumes her duties. The audit may be done by club members who serve on the internal audit committee or by a professional firm (with nonprofit accounting experience) as specified in the club by-laws.

The purpose of an audit is:

1. To certify the accuracy of the books and records of the financial officer.
2. To assure the membership that the club’s funds are being managed in a businesslike manner.

## CONTRACTS

During the course of the year, most clubs enter into a variety of contracts. For example, a club may contract with a band for a dance or purchase supplies for a fund-raising event. The fact that the event is not a financial success or that the club has insufficient funds to meet its obligation has no effect on the responsibility assumed. The club president is responsible for the agreement; therefore, when signing the contract, the signature should read, “\_\_\_\_\_ Junior Woman’s Club, Jane Doe, President”. If specified in the bylaws, two signatures may be required on a contact (the president’s and one other officer).

Before entering into a contract on behalf of the club, the following should be considered:

1. The membership has approved the project.
2. All contracts are received in writing.
3. The terms and conditions are fully understood, and are agreed to by the board/executive committee.
4. The length of the contract must be limited to the term of the current officers, not future boards.

Clubs may NOT execute contracts in the name of Connecticut Junior Women Inc. Clubs may only contract in the name of the local club. If your club is hosting a CJW event (Fall Conference, Spring Conference, President’s Dinner, etc.) all contracting will be handled through the CJW Meeting Planner. Provide the required documentation to the Meeting Planner and she will ensure CJW signatory procedures are followed.

## HOW TO REQUEST A CERTIFICATE OF INSURANCE

1. Contact our insurance agent:

John M. Glover Agency

9 Webster Square Road

Berlin, CT 06037

Contact name: Margaret (Maggie) Hannon

Phone number: (860) 259-1437

Email address: mhannon@johnmglover.com

2. Provide the following information:

* Type of event
* Date of event
* Time frame (include set up and breakdown times)
* Location of event
* Your club name
* Your name, phone number, and address

Two copies of the Certificate will be mailed to you, if you only receive one copy make a copy for your records.

It is your responsibility to send a copy to the person requesting the proof of insurance.

The insurance company will forward a copy of each certificate requested to the CJW Treasurer.

* Name of organization / person requiring proof of insurance

3. If you do not receive the Certificate within one week, follow up with a phone call or email message.

**What does our Insurance Cover?**

CJW purchases annually insurance which covers general liability for all clubs. As of the 2015 – 2016 year, the coverage is:

Liability $2,000,000 with an additional umbrella coverage of $1,000,000.

This coverage would be for all your general activities of club operations including your meetings, but not including special events, even if they are annual events. The location where you hold your meeting may request an insurance of certificate (see above for further guidance).

Items that are EXCLUDED from our coverage include ANYTHING where alcohol is served; bounce houses; petting zoos or other events with animals or livestock; anything with guns including parades; carnival rides; sporting events including road races and golf tournaments.

It is recommended that clubs contact the Insurance Agent to discuss the types of activities they are engaged in to ensure that the liability is appropriately covered. Remember, club members could be held PERSONALLY liable if there were to be an occurrence where proper coverage was not obtained. Clubs can purchase special events coverage for their specific event needs should it be determined that the CJW policy does not provide specific coverage.

The CJW Policy does NOT provide bonding coverage for individual clubs. CJW has arranged with the insurance agent to provide for coverage to clubs who determine the coverage is necessary. This is a change as of 2015. As of July 2015, clubs can purchase coverage for up to five executive officers for $187/year for $25,000 in coverage. There is no conviction clause in this coverage.

It is important to note that many clubs have bylaws that require this coverage. Clubs should review their individual requirements. Bonding coverage has changed quite a bit over the last decade especially as it relates to nonprofit organizations. Coverage is no longer an included aspect of an organizations liability policy and must be obtained separately. It is also important to understand, that if a club were to purchase this insurance the requirements to file a claim are very specific. A club would need to be able to specifically identify and document the loss or theft of funds, by one of the named individuals in the policy.

If you have questions about bonding coverage, please contact the CJW Treasurer.

## GUIDELINES FOR OPENING A NEW BANK ACCOUNT

If your club has a need to open a new bank account, please contact the CJW Treasurer.It is important to note that clubs must open bank accounts using their own Federal ID Number. Clubs are not permitted to open an account using the name Connecticut Junior Women or using the Federal ID Number of CJW.

## GUIDELINES FOR CHANGING THE NAME OF A CLUB

Many clubs have found that the inclusion of the words “Junior Women” in the name of the club has presented membership challenges. Other clubs have regionalized and need to change their names to reflect this. The first step is to notify the CJW President of your intent to change you name. Clubs who have changed their names removing the words “Junior Women” should use the words “Community Women”.

Upon approval from the CJW President, the club will need to file the name change with Secretary of State. There is a fee associated with this filing. Then, the clubs bank accounts should also be changed. Most banks accept the filing acceptance paperwork from the Secretary of State in make this change.

Forward the Secretary of State filing confirmation to the CJW Treasurer so that she may update the insurance and IRS records.

|  |
| --- |
| **CONNECTICUT JUNIOR WOMEN, INC.**CHECK REQUEST VOUCHERPlease complete this form and return it, along with copies of your receipts, to the CJW, Inc. Treasurer.MAKE CHECK PAYABLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of Check: $\_\_\_\_\_\_\_IF CHECK IS TO BE MAILED, PROVIDE COMPLETE MAILING ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BRIEF DESCRIPTION OF EXPENSES AND DATE INCURRED: (Use the back of this form to itemize mileage, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EVENT AND/OR POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**For CJW Accounting Use: Check # \_\_\_\_\_\_\_\_\_\_\_ Date Issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acct # \_\_\_\_\_\_\_\_\_\_\_\_** |

## FEDERAL & STATE OF CONNECTICUT REPORTING REQUIREMENTS

## 501(c)(3) FEDERAL TAX EXEMPT STATUS

Connecticut Junior Women, Inc is classified as a 501(c) (3) charitable organization as of Feb 9, 2000. Additionally, all clubs that are members of CJW, except those that have individually applied for their own tax exempt status, are recognized as 501(c)(3) organizations under CJW’s group exemption #9236 (reclassified retroactively to February 1, 2001).

What does a 501(c) (3) tax classification mean to your club? First and foremost, it means that contributions, whether cash, goods or services, are deductible as charitable donations on the donor’s (both business and individuals) federal income tax as outlined in section 170 of the Federal Income Tax Code. This should be considered a **“green light”** for clubs to actively solicit cash and other donations from local and area businesses, similar to the way any other charity does. This opens the door for applying for grant money through foundations or government funding. There is an extensive amount of information on grants and grant writing available on the internet.

As a 501(c) (3) charitable organization, each club should have a form available to give to donors of goods and/or services that confirms that the club has received them. If the list of items is lengthy (as in tag sale donations), ask the individual making the donation to prepare the list ahead of time, indicating item, quantity and fair market value. The form should be signed by an officer or chairman of the event since this form will be used by the individual for their income tax deduction. Important note: It is not the role of the recipient of a non monetary donation to determine the fair market value. This is a responsibility of the donor.

Income Tax Deduction for Club Members - A 501(c)(3) tax status means that, in addition to the fair market value of any donations of goods that your make to the club, you may also deduct annual club dues, non-reimbursed volunteer mileage directly related to getting to and from the place where you volunteered, and other related volunteer costs. Please note: The contributions must be made to a qualified organization and not set aside for use by a specific person or family. For a more detailed understanding of volunteer costs, see IRS Publication 526 - Charitable Contributions (downloadable from http://www.irs.gov/pub/irs-pdf/p526.pdf) or consult with your personal accountant.

## **IRS FORM 990, 990EZ & 990N**

Local clubs are required to file an annual information return of their income and expenses on Form 990 or 990N. The IRS no longer sends such forms to tax-exempt organizations. The 990N is an online filing (http://www.irs.gov/Charities-%26-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-%28e-Postcard%29). The responsibility of filing lies with the club treasurer. If filings are not done for three consecutive years, the club will lose its non profit status. To be reinstated is an expensive and time consuming activity that could take up to two years to get back in good standing with the IRS. Please be mindful of this filing requirement.

* Form 990 - When a club has either gross receipts greater than or equal to $200,000 or total assets greater than or equal to $500,000 at the end of the tax year.
1. Form 990EZ – When a club has gross receipts less than $200,000 and total assets at the end of the year less than $500,000.
2. Form 990N – When a club normally has annual gross receipts of $50,000 or less.
3. Forms 990 are due to the IRS by the 15th day of the fifth month after the close of the club’s fiscal year. For example, the CJW year closes May 31, so the form is due October 15.
4. If the return is late, a penalty of $20 per day may be charged. A penalty may also be charged if the return is filed incorrectly or incompletely.
5. If forms are not filed timely, the club is subject to having its tax exempt status revoked.

**WHAT DO I DO IF MY CLUBS TAX EXEMPT STATUS IS REVOKED?**

If your clubs tax exempt status has been revoked you will need to apply for the status. IRS Form 1120 is required. Please look up that form on the IRS website (irs.gov). Please also look at the fee schedule. It is expensive and should be discussed by the club, If you need further assistance, contact the CJW Treasurer.

**“ANNUAL REPORT” OF OFFICERS FILED WITH CT SECRETARY OF THE STATE**

This form **must be filed annually by each club** in order to limit the amount of personal liability that could be held against club officers. Once a club has been incorporated, the incorporation remains in effect forever unless the club files to dissolve or if it neglects to submit annual reports listing the club officers with the CT Secretary of the State (annual filing fee is payable by credit card only).

Status can be checked online (<http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>). Please note the search mechanism is not terrific. Search first using your full official name, and if it doesn’t come up use the various types of wildcard search options.

## **CT DEPT. OF CONSUMER PROTECTION - CHARITIES REGISTRATION**

The CT Solicitation of Charitable Funds Act requires that since your club solicits contributions for charitable purposes, it must be registered with the DCP Public Charities Unit unless it can claim exemption from registration.

To Claim Exemption: Your club can claim exemption from filing if it has received less than $25,000 in contributions for two out of the last three consecutive years. Contributions means the **gross fundraising amount raised** by mail, telephone, in-person contact, posters, raffles and the sale of goods and services. It does not include member dues collected. If your club meets these criteria, you need to complete Form CPC-54 (Claim for Exemption from Registration). There is no filing fee.

If Exemption Cannot Be Claimed: If your club does not qualify for an exemption from filing, you should verify that your club is registered by calling (860) 808-5030.

1. If already registered, you will automatically receive Form CPC-60 (Annual Report Face Sheet) during the month following the close of your club’s fiscal year. It must be returned, along with a copy of your club’s IRS Form 990, 990EZ, or 990N within five months after the close of each fiscal year. There is annual filing fee of $25 (plus a $25 late filing fee if not postmarked by the due date).
2. If you find that your club is not registered, you must file Form CPC-63 (Charitable Organization Registration Statement), with a one-time $20 filing fee. You will receive a Certificate of Registration from the DCP and instructions for annual filing.

## **CT SALES TAX EXEMPTION - PURCHASES OF GOODS AND SERVICES**

Junior clubs are exempt from paying sales tax on the purchase of items and services that are to be used exclusively for the purpose that CJW was established. That is, if they were purchased to benefit community service projects that fall within the broad categories of: Arts, Conservation, Current Affairs, Education, Health, Homelife, and State Project. ***Sales tax must be paid for items purchased for in-club projects that solely benefit our membership*.** For example, sales tax should not be paid if you purchase books to donate to the library (Education), however, if you purchase books to give as a thank you to members (Membership), sales tax must be paid.

Procedure for making sales tax exempt purchases:

1. The retailer must be presented with completed form CERT-119 (Rev. 7/96) (Certificate for Purchases of Tangible Personal Property and Services by Qualifying Exempt Organizations) and a copy of the CJW Tax Exemption Permit (Permit # E-7838, issued Jan 23, 1980). Copies of these documents can be found in the Blue Book.
2. If your club makes several purchases from a retailer during the year, you should check the box marked “Blanket Certificate” on CERT-119. A blanket certificate will cover all purchases made to that retailer for one year from the date of issuance.
3. Before making copies of the form to distribute to club members, treasurer should (1) enter club’s address in “Address” box since CJW does not have an official mailing address, (2) enter official club name followed by the words “Member of CJW, Inc.” under “Name of Purchaser” and (3) have either treasurer or club president sign bottom line as “Authorized Person”. The seller is responsible for filling out all remaining information.
4. We recommend that you make additional copies and distribute them to all your members who will be making purchases for the club.
5. All exempt purchases must be paid for with a club check or a credit card issued in the club’s name (not in the name of a club member). Exemption can also be claimed for cash purchases under $10 when accompanied by form CERT-119 and the exemption permit.

If your club is hosting a CJW statewide event (Fall Conference, Spring Conference, President’s Dinner, etc) and need a tax exempt form for the venue or other contracted service, please coordinate your need through the CJW Meeting Planner to ensure all CJW policies are followed.

## WHEN MUST A CLUB COLLECT CT SALES TAX

Clubs do not need to collect sales tax on items sold at bazaars, fairs, picnics, tag sales or similar events to the extent of five (5) such events of a day’s duration held during any calendar year.

If your club plans to hold more than five such events or if an event is scheduled over a two day period, a Sales and Use Tax Permit is required. To apply for a permit, contact the Dept. of Revenue Services for a copy of form REG-1 (Application for Tax Registration Number).

## WHAT IS NECESSARY TO DISSOLVE MY CLUB?

#

# Unfortunately, there are situations which require a club to dissolve. This could be for any number of reasons but primarily due to insufficient membership or due to a merger of town clubs into a regional club. Following is the instructions on what steps are necessary, but if you are reading this section and have not had a conversation with the CJW President about these circumstances that should be the first step.

A vote by the membership to close is required. The meeting minutes should be forwarded to the CJW President. The membership would also need to determine how the balance is the Treasury (club bank account would be disbursed). There should be specific guidance in the clubs bylaws on how the individual club needs to proceed. However, if that information is lacking, it is important to know that there is a fee due to the Secretary of State ($20 as of 2014) and that the balance of club funds are required to be donated to another tax exempt organization. This could be CJW or any other 501(c)(3) organization that the membership selects. This motion must also be in the meeting minutes provided to CJW.

A letter stating that the club is dissolving must be forwarded to the CJW President. The meeting minutes should be attached. The letter should state who the responsibility individual will be to file the necessary paperwork with the Secretary of State and upon receipt of the acceptance of said filing who will be responsible for forwarded that confirmation to CJW. It should state who will be responsible for handing the closing of the Treasury as per the membership vote.

Once all financial obligations of the club are satisfied, the club bank account should be closed.

## Record Retention Schedule

The retention of business records are often by federal, state of local governments or other related requirements. It is important to know the length of time records should be retained. The following table provides you with minimum requirements for common types of records.

Bank reconciliations 2 years

Bank statements 3 years

Cash Books Permanently

Charts of accounts permanently

Checks (cancelled-see exception below) 7 years

Checks (canceled for important payments, i.e., taxes, purchases of

Property, special contracts, etc. Permanently

(Checks should be filed with the papers pertaining to the transaction)

Contracts, mortgages, notes and leases (expired) 7 years

Contracts, mortgages, notes and leases (still in effect) permanently

Correspondence (general) 3 years

Correspondence (routine) 2 years

Correspondence (legal and important matters only) permanently

Duplicate deposit slips 2 years

Expense analyses/expense distribution schedule 7 years

Financial statements (year end, others optional) permanently

General/private ledgers, year-end trial balance permanently

Insurance policies (expired) 3 years

Insurance records, current accident reports, claims, policies, etc. Permanently

Internal audit report (longer retention periods may be desirable) 3 years

Internal reports (miscellaneous) 3 years

Inventories of products, materials and supplies 7 years

Invoices from vendors 7 years

Journals Permanently

Minutes books of directors, stockholders, by laws and charter permanently

Petty cash vouchers 3 years

Sales records 7 years

Subsidiary ledgers 7 years

Tax returns and worksheets, revenue agent’s reports and other documents

Relating to determination of income tax liability permanently

Voucher registers and schedules 7 years

Voucher for payments to vendors, employees, etc. (include allowances and

Reimbursement of employees, officers, etc. for travel and entertainment

expenses)…………………………………………………………………………………7 years

## SAMPLE MONTHLY BUDGET



## SAMPLE MONTHLY TREASURER REPORT

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Debits** | **Credits** | **Balance** |
| **Balance Forwarded as of 5/20/2007** |  |  | **$3,999.83** |
| **Deposits** |  |  |  |
| United Way Donations |  | $48.62 |  |
| Cookbooks |  | $1,210.00 |  |
| Banquet |  | $325.00 |  |
| Spring Conference |  | $30.00 |  |
| **Total Deposits** |  | **$1,613.62** |  |
|  |  |  | **$5,613.45** |
| **Checks** |  |  |  |
| Baker & Taylor - 2005 Caldecott Books | $34.68 |  |  |
| Police Dept. - Drug Testing kits | $105.00 |  |  |
| Cystic Fibrosis Walkathon  | $50.00 |  |  |
| MS Walkathon | $50.00 |  |  |
| A&E Engraving - President's gift | $36.20 |  |  |
| CJW - Spring Conference | $244.00 |  |  |
| Stop & Shop - Flowers - President's gift | $28.61 |  |  |
| Staples - membership & handbooks | $74.53 |  |  |
| **Total Checks** | **$623.02** |  |  |
|  |  |  |  |
| **Ending Balance as of 6/20/2007** |  |  | **$4,990.43** |
|  |  |  |  |
| **Savings Account: $5327.85** |  |  |  |

## SAMPLE SOLICITATION LETTER USE CLUB LETTERHEAD

Date

NAME

TITLE
ADDRESS
TOWN, CT

Dear NAME,

The *CLUB NAME* is holding an event or fund raiser. (Give details, when, where, why) We are looking for sponsors or donations (monetary donation or material goods). *CLUB* *NAME* is a 501(c) (3) tax –exempt organization under the group exemption number of the Connecticut Junior Women, Inc.

Connecticut Junior Women, Inc. (CJW) is a non-profit organization dedicated to community service and to promoting common interests in education, philanthropy, public health, civics and the arts. Additional information about CJW can be obtained at [www.cjw.org](http://www.cjw.org).

If you would like to make a contribution please send a check made payable to *CLUB NAME at PO BOX ADDRESS*.

If you wish to donate material goods please contact *MEMBER’S NAME* at *CLUB NAME*, *PHONE & EMAIL* to arrange for pickup or drop off.

**Thank you for being supportive of *CLUB NAME and EVENT*.**

Sincerely,

MEMBER’S NAME

TITLE

## SAMPLE THANK YOU LETTER FOR DONATIONS

**USE CLUB LETTERHEAD**

Date

Donor’s Name

Street Address

Town CT Zip code

Dear Sir or Madam: (Use name if possible)

Sample A: cash donation (required for donations over $250)

Thank you for your donation of $ \_\_\_\_\_\_ to *club name* \_\_\_\_\_\_\_\_\_ a 501(c) (3) tax –exempt organization under group exemption number of the Connecticut Junior Women, Inc. No goods or services were provided by *club name* or Connecticut Junior Women, Inc. in return for this contribution.

Sample B: donation of goods or services (required for donations valued at over $250)

Thank you for your donation of description of goods or services, no dollar amount needed to *club name \_\_\_\_\_\_,* a 501 ( c ) (3) tax-exempt organization under Connecticut Junior Women, Inc. group exemption number. No goods or services were provided by *club name* or Connecticut Junior Women, Inc.

Sample C: (donor received goods or services in exchange for a single payment in excess of $75.00)

Thank you for your donation of $ \_\_\_\_\_\_\_\_\_\_\_\_ . For your contribution the *club name* \_\_\_\_\_\_\_\_\_\_gave you description (ex. Advertising in program) with an estimated fair market value of $ \_\_\_\_\_\_\_\_\_\_. *Club name* is a 501 (c) (3) organization under group exemption number of the Connecticut Junior Women, Inc.

Sample D: Unreimbursed Expenses

Thank you for description of services provided by donor donated to *club name \_\_\_\_\_\_,* a 501 (c)(3) organization under group exemption number of the Connecticut Junior Women, Inc. No goods or services were provided in return for your contribution. *Club name \_\_\_\_\_* will be using your donation toward name project or event, if applicable.

*Club name* is a member of Connecticut Junior Women, Inc. dedicated to the promotion of a common interest in education, philanthropy, public health and welfare, moral values, civics and the arts.

Sincerely,

MEMBER’S NAME

TITLE

## CJW TREASURER JOB DESCRIPTION

**GOAL**: To keep accurate records of all income and expenses for CJW and to provide guidance to club Treasurers.

# Job Responsibilities

1. Handle all matters related to CJW Insurance including:
	1. Annually review the insurance coverages with the broker and work with the broker to annually solicit and bind insurance coverage
	2. Compute the per person cost to clubs and present costs to the membership at Spring Conference
	3. Invoice all clubs and track receipt of funds; report any instances of nonpayment to the Board of Directors for further action.
	4. Complete the annual insurance audit in a timely fashion.
2. Convene a budget meeting of the Board of Directors to and lead the creation of the annual CJW budget. Present and recommend the annual budget at Spring Conference for vote by the membership.
3. Complete all annual filing with the IRS including:
	1. CJW 990
	2. Subordinate Listing
4. Invoice all clubs, including Juniorette clubs, annually for dues (generally in July)
5. To collect and deposit funds in a timely fashion.
6. To generate payment of expenditures as permitted within the limits of the budget.
7. To pay other bills not specifically designated in the budget as approved by the Executive Committee.
8. To maintain and reconcile all CJW bank accounts.
9. Review all budget submissions for Statewide events and report on the actual results to the Board of Directors at the meeting following the event.
10. To submit a written report of all financial transactions at every Executive Committee, Board of Directors and Executive Board meeting, and Conference.
11. Track scholarship and LTA account balances and provide the necessary information to the Committee Chair(s).
12. To have all records reviewed as directed by CJW Bylaws.
13. To hire a certified public accountant to compile annual tax returns (if necessary)
14. To assist CJW club treasurers with any financial questions.
15. To be available at all conference and Executive Board meetings to assist at the registration table - to accept checks, hand out bills and answer questions from incoming clubs.
16. Submit monthly newsletter articles for the CJW Junior Bulletin.
17. Stay abreast of matters impacting the financial or organizational status of CJW and or clubs. Provide this information to the Board of Directors and/or membership as appropriate.
18. Update the Blue Book section annually as appropriate, including updates to links and forms.
19. Organize a workshops at the request of the Board of Directors at any Statewide meeting and/or prepare handouts as necessary.
20. Maintain records in accordance with the Document Retention Policy.

Refer to **General Information Section 10-H & I** for other responsibilities of CJW Board of Director members.