CPOA CHAPTER TREASURER'S TRAINING

OVERVIEW

- CHAPTER TREASURER'S ROLES AND RESPONSIBILITIES
- MANAGEMENT OF CHAPTER FUNDS
- CASH HANDLING
- TAX EXEMPTION
- BI-ANNUAL NATIONAL AUDIT
- BUDGET REQUESTS
- MANAGEMENT OF CCTI FUNDS
- QUICKBOOKS

CHAPTER TREASURES ROLES AND RESPONSIBILITIES

- Ensure records and accounts are in order
- Provide monthly bank statements and receipts to chapter president for monthly reconciliation
- Deposit cash from fundraisers within 24 hours to CPOA account
- Maintain separate accounts for CCTI and and any reserve funds
- Submit Bi-Annual Audit
- Ensure any use of funds are voted on before being used
- Ensures account transparency

MANAGEMENT OF CHAPTER FUNDS

- President Monthly Reconciliation
- Segregation of Duties - Two person integrity
- At lease two people on account
- Ensures all reimbursements and payments are paid by trackable means
- Respond to national office budget requests
- Liaison between CCTI Treasurer and CPOA president (If CPOA account is used for CCTI)
- Keep records for the current year plus the past three years

CASH HANDLING / REIMBURSEMENTS AND PAYMENTS

- Two person system.
- Always use a lockbox and ensure two people have access to it during fund raising events. (To include fund raising for CCTI)
- Deposit within 24 hours
- Maintain deposit slips and receipts for monthly reconciliation
- Ensure Deposits have descriptions
- Cash Reimbursements and Payments: Not Authorized
- Cash withdrawals are not authorized
- All checks for reimbursement or payment need to be signed by CPOA President
- Reimbursements cannot be paid without a receipt and must be paid via trackable means

TAX EXEMPTION

Tax Exemptions

Can Chapters and Branches accept tax exempt donations?

The CPOA is a designated 501(c)(19) veterans' not for profit organization. CPOA Chapters and Branches are authorized to receive tax-deductible donations.

For further information, please refer to the IRS Tax Guide for Veteran's Organizations: **http://www.irs.gov/pub/irs-pdf/p3386.pdf**

If a vendor you're working with requests documentation, please contact the **Executive Director** at: ExecutiveDirector@uscgcpoa.org who can provide what is needed. Many times, all a vendor needs is for you to provide them a **W-9** with your Chapter/Branch Name, physical address, and Employee Identification Number (EIN). Block 3 should be checked "other" and then "501(c)19" in the blank. Sometimes, they may request **National's non-profit designation letter**.

The Executive Director manages all aspects of each Chapter/Branch Tax ID number, or EIN. At the beginning of each year, he or she will reach out to Chapter/Branch leadership through the Regional Advisors, requesting your Gross Receipt Report, stating whether your Chapter/Branch made more or less than $50K in the previous calendar year. If you made more than $50K, your Chapter/Branch will be required to file taxes using your EIN. If not, your EIN will fall under our Group Exemption and the Executive Director will submit your annual 990-N (e-postcard) to the IRS.

If you have any questions concerning your EIN or proper reporting requirements, please don't hesitate to contact the National Office at (703) 941-0395, or send the **Executive Director** an e-mail.

Exemptions from State Tax: Our Federal tax-exempt status does not exempt Chapters and Branches from paying State sales tax on purchases.

BIANNUAL NATIONAL AUDIT

- Specific Guidance coming soon. First Audit planned for last week of November 2022 and last week May 2023
- Six months of bank statements on all CPOA Chapter owned accounts
- Receipts for all owned accounts
- Provide all account numbers balances and personnel who have access accounts
- Electronic form will be provided for audit submission

CPOA 53RD CONVENTION

THE INN AT OPRYLAND NASHVILLE AUGUST 7-11

- $300 Donation to the chapter that brings the most chapter members to convention
- Review 2023 Budget - Published in July 2022 Chief Magazine
- Budget Committee - Help Prepare Committee Report
- Encourage all treasures to attend

BUDGET REQUESTS

1. The 2023 Calendar Year National Operating Budget will be prepared shortly and if you are going to ask for any type of funding, your request must be in the national office (via e-mail to National Treasurer & Executive Director) no later than **14 March 2022**. Once requests are in, the budget will be prepared and upon completion, forwarded to the National BOD for approval. Once approved, it will be disseminated to all Chapters and Branches and will be printed in the July 2022 Edition of "The Chief" so the membership will have a chance to review and comment on the budget before the convention.

2. Requests which cannot be approved, due to lack of funds, will be placed on a list and revisited should funds become available during the year. These requests will be prioritized. Requests received at the convention will be reviewed and if deemed necessary will be added to this list.

3. Requests received after 14 March 2022 will not be considered for the 2023 budget.

MANAGEMENT OF CCTI FUNDS

- Separation of CCTI Funds
- Use of funds for CCTI
- Carry over of funds for CCTI reported to COTM (documented)
- Documented board approval for payments or reimbursements
- Members in good standing

QUICKBOOKS

1. CHAPTER EMAIL
Having a dedicated e-mail address for the chapter is recommended. If you need a chapter e-mail, use this Link

2. REGISTER FOR TECH SOUP
Register the chapter using the chapter e-mail address. You'll also need to enter a Nickname the suggested nick name to use is the Chapter Name. To register for TechSoup use this Link

3. REQUEST SUBSCRIPTION
Request subscription of QBO Plus by using this Link

4. ACTIVATE SUBSCRIPTION
When TechSoup approves your request, they will send a message to your organization email address with instructions for obtaining and activating this product

5. START USING QBO PLUS
Connect Bank Accounts and Set-Up Budgets! Attend a training session or watch provided help videos if needed.

6.Tentative Training February 2022.

QUESTIONS?

CHIEF PETTY OFFICERS ASSOCIATION
UNITED STATES COAST GUARD

RESOURCES

1. https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp - Quickbooks Sign Up

2. https://www.techsoup.org/joining-techsoup/registration - Register for Techsoup
3. https://www.techsoup.org/products/quickbooks-online-plus-g-49616- - Techsoup Products
4. https://www.uscgcpoa.org/tax-exemptions/
5. https://www.uscgcpoa.org/wp-content/uploads/2022/02/Chiefs-Call-to-Initiation-CCTI-Legal-Guidance.pdf
6. https://www.uscgcpoa.org/wp-content/uploads/2022/02/MCPOCG-Standing-Order-One.pdf