



*Shine a
Light on
Finances*

State Information Packet (SIP)

June 2024

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Howdy Treasurers,

My name is Bonnie Waller. I have been a member of the Anoka, Minnesota chapter for over 30 years. I have served several times as treasurer on local, state and USWT levels. I retired a few years ago, after a 33-year career in accounting/finance.

GOALS:

I have many goals and ideas that I would like your assistance with. The goals on my Plan of Action are:

1. Manage a balanced budget and provide financial reports on a trimester and as-requested basis.
2. Promote ways and means donations from chapters/states to raise \$1,000.
3. Hold fund raisers at each convention and on-line to raise \$1,500.
4. Maintain trimester communication with USWT Board and State contacts.



FAST START: Please see the next page for my First Trimester Fast Start Challenge. I hope that all of you will take a moment to complete this challenge and email me.

REMINDER: 990N is due by October 15th!

Treasurer Manual

You can find the Treasurer Manual at:

<https://drive.google.com/file/d/1dNLaxx47UaYLk3qpeiFCoK8lw3c0Ppyz/edit>

Or you can go to the US Women of Today website and click on Awards and Resources, then click on Forms and Manuals.



UPCOMING FUNDRAISERS: There will be fundraisers both at conventions and throughout the year. Watch my Today's Leader articles for more info!

Below is a summary checklist of what you need to complete, this is not a comprehensive description of duties. It is meant to help you get started and to use as a reminder throughout the year.

Treasurer's Checklist

CHECKLIST OF ITEMS THAT SHOULD BE DONE TO START THE NEW YEAR

- _____ Sign bank signature card (All authorized signers)
- _____ Set new year budget (done with the assistance of the board)
- _____ Have chapter approve the budget.
- _____ Review records with new treasurer
- _____ Train new treasurer



Monthly

- Pay bills - verify voucher; make out check (2 signatures recommended); record in checkbook ledger; record expense to budget line item.
- Make deposits - fill out deposit slip and endorse checks; record in checkbook ledger; record income to budget line item.
- Reconcile checking and/or savings accounts with the bank statement.
- Prepare report of checking and savings activity and balances.
- Present report at meetings; provide copies for any interested members.
- Keep blank vouchers on hand for those that may need them.
- Assist with collecting dues from new members and renewing members; fill out Add/Change form and send with check to your state contact.

Annually

- Oversee or assist with preparing annual budget and have it approved by the membership.
- Prepare state sales tax report according to your state guidelines.
- Provide final report of budget to actual revenues and expenditures.
- Switch bank account signatures to new signers at the start of the year – your bank can help you with this.

Other

- Keep an eye on your budget; alert membership if budgets are getting low.
- Ensure that all projects have a budget – should not spend money unless a budget is in place.

Treasurer Fast Start – For State and Chapter Treasurers

Due to me by **August 15, 2024**

All you need to do is:

- Send a separate email to me introducing yourself. Share your name, position, and contact info (address, email, phone and if I can text you)
- Share one of your goals for the year.
- Promote at least one of the National Treasurer goals/promotions for 1st trimester to your chapter or state.

I am hoping that I will receive Fast Starts from every state!

Email: treasurer@uswomenoftoday.org