

Shine a Light on Finances State Information Packet (SIP)

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Bonnie Waller USWT Treasurer Cell: 612-581-0152 treasurer@uswomenoftoday.org Website:

www.uswomenoftoday.org

Howdy Treasurers,

## Treasurer Fast Start – Alt is not too late!

I have received many Fast Starts, thank you! I would love to get to know more of our treasurers. Please take a few minutes and do the following:

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.

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# 2<sup>nd</sup> Trimester Challenge – File your chapter/state 990N by October 15th!

I will recognize treasurers at midyear convention who filed their 990N. All you need to do is send me a copy of your filed 990N. This can be a screen print that you email to me, or you can take a photo with your phone and text it to me,

Filing 990N is extremely important! Failing to file can result in losing nonprofit status.

Detailed guidelines for filling 990N below on page 3







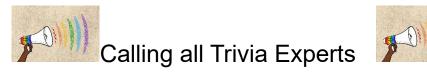
### Did someone say contest?

Who: Everyone at Convention

What: Trivia Contest

Why: To raise \$\$ for ways and means

Where: Omaha, Nebraska
When: Midyear Convention





- Trivia Contest Friday night before Friday night party.
- ❖ Teams of 2 members each sign up for \$20.
- ❖ The top team will receive \$20, bragging rights and will be recognized on FB, in Today's Leader and in Treasurer communications.
- ❖ 2<sup>nd</sup> place team will receive \$10 and will also be recognized on FB, in Today's Leader and in Treasurer communications.

Recruit your team member early! I think the competition may be fierce!



Ways and Means Fundraising

\$ I am continuing the all-year donations from members, chapters, district/regions and states fundraiser. There will be drawings at both mid-year and year end for donations each trimester of at least \$10 or a one-time donation of at least \$25.



#### Mid-Year Budget Review.

As treasurer, one of the most important functions of your position is to monitor and forecast the financial position of your state/chapter.

The purpose of a mid-year financial budget review is to project what funds are needed to finish the year and with enough funds to begin the next year, The review should be conducted with members of your state/chapter finance committee.

In preparation, you should take each item on your budget and compare what you originally budgeted and what the actuals are now. Then consider the following questions:

- How much money is in the checking account?
- What expenses are coming up that will need to be paid and is there enough money to pay them?
- Is any of the budget designated for a specific purpose and not available for general expenses?
- Is the balance in the checking account getting low? If so, bring this up to the state/chapter membership in plenty of time to look at scheduling a fund raiser to bring money back into the account.
- Looking several months ahead, is the state/chapter prepared with the money needed to pay the bills?

Take each item on the budget and compare what was originally budgeted and what the actuals are now. Adjust the budgets accordingly. You can feel good knowing that you have helped your state/chapter run smoothly and efficiently!

#### 990N Guidelines

Below are instructions on how to set up an online account on the IRS site and to complete the 990-N. Here is the link to file: <a href="https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard">https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard</a> Here are a few tips below:

- Whoever is responsible for filing the 990-N can set up their own personal login, you do
  not need to pass this on to another person and I would not suggest that since it includes
  personal information. Multiple people can have a login, they must tie into the
  organization's EIN (Federal ID number).
- Your EIN number looks like XX-XXXXXXX and will be located on your IRS exempt notification letter which should be in your historical records, or it will be on previous 990-Ns which should be saved in historical records. If you still cannot find it, you can check with your bank. You would have been required to put the EIN on the paperwork for the organization's checking account.
- You can look at your organizations status by doing a search at https://apps.irs.gov/app/eos/
- If your status says "Auto-revocation list" you will probably get an error when you try to complete your 990-N which means you will have to follow the instructions for the Form 1024A at <a href="https://www.irs.gov/pub/irs-pdf/i1024a.pdf">https://www.irs.gov/pub/irs-pdf/i1024a.pdf</a> and the form is located at <a href="https://www.pay.gov/public/form/start/850735545">https://www.pay.gov/public/form/start/850735545</a>, but again you will only need this if you are in Revocation status.

Do not miss your opportuning to order "Make a Colorful Difference" shirts to support President Jane and the United States Women of Today. See how to order on page 5.

#### **National store**

New items:

President Jane's glasses

Lip balm

Bookmarks

Grocery bags

You will also find pens, post-it note folders, small notebooks and more.

The store will be at Midyear Convention, a mini store is available at President Jane's official state visits, and you can contact me to have items mailed to you.

For fun and recognition, complete the word scramble below. Take a picture of your completed word scramble and email or text it to me. Make sure you include your name, state and chapter.



**Shine a Light on Finances** 

Unscramble the following words to make USWT Finance words.

OEYNM	
КВОСКОЕНС	
ANKB STNAMETET	
BEUGDT	
ADSOONINT	
SOEPDITS	
NGSVSIA	
IAONTLAN ETSOR	
TRRSURAEE	
ENOMCI	
IINTCCRNIAEOOL	
DISUGIRNANF	
DEGTBU WEIEVR	
ESPNSXEE	
WSYA DAN ENSMA	
HCUEVORS	
TGRERIPON	

## SUPPORT PRESIDENT JANE

Order your Shirt Today



Tie Dye Shirt S-XL \$19 2XL – 4XL \$22



Long Sleeve T-Shirt S-XL \$19 2XL-6XL \$24



Sweatshirt S-XL \$23 2XL-5XL \$30



Hooded Sweatshirt S-XL \$33 2XL-4XL \$40

Here is the link for ordering shirts: <a href="mailto:companycasuals.com/USWOT">companycasuals.com/USWOT</a>
When checking out, it shows to "check out with PayPal" but credit and debit cards can be used.

## \*\*THE NEXT ORDERING WINDOW CLOSES ON SEPT. 10

and those orders will be processed.

Order and pay for your shirts on line with the above link. Shirts will be delivered to MN Fall State or USWT Mid-Year (or delivered by President Jane on a visitation). If you want them shipped to you, additional shipping charges will be added.

This is also a National Fund Raiser; a portion of the profits will benefit Ways and Means.

If you have any questions or issues, please contact President Jane at president@uswomenoftoday.org