



1st Trimester
State Information Packet (SIP)

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Hello Treasurers,

My name is Dawn Nissen. I have been a member of the Spencer, Iowa chapter since 2016. I have served as treasurer on both local and state level. I come with over 20 years of experience in the accounting field. I am excited to be serving as your National Treasurer again this year.

GOALS:

- A. Manage the budget and provide financial reports each trimester.
- B. Hold fundraisers at each convention along with the national store sales to raise \$2,000.
- C. Promote ways and means donations from chapters/states to raise \$1,000.
- D. Maintain communication with the USWT Board and State contacts each trimester or as needed.

FUNDRAISERS:

I have a new idea that will be coming out around Mid-Year once the Board has discussed it. I will hold ways and means at Mid-Year and Year-End and other fundraisers throughout the year.

REMINDERS:

990N is due by October 15th!

See Treasurer's Manual on uswomenoftoday.org and click on member resources, then scroll down to Treasurer Forms

CHECKLIST TO START THE NEW YEAR

- _____ Sign bank signature card
- _____ Set new year budget (done with the assistance of the board)
- _____ Have chapter approve 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 slips 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 on 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 them 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 14, 2026

Send an email to treasurer@uswomenoftoday.org with the following information:

- Introduce yourself.
- Share one of your goals for the year.
- What are your fundraising ideas for the year.