

LOCAL LEAGUE TREASURERS TRAINING WORKSHOP

Jerry Kidder, Treasurer, LWV Alachua County

&

Sandra Colyer, Treasurer, LWVF & LWVFE

Objectives

- Assure that all local League (LL) treasurers know the fundamental responsibilities of their position
- Present overview of basic procedures, resources, and usual modes of operation
- Answer questions and help LL treasurers do their job well

State and Federal Reports to File

1. IRS form 990-N

- Easy to do on-line at
–<http://epostcard.form990.org/>
- You may find that your LL is DBA
(doing business as)
League of Women Voters of Florida
- Due 4 months 15 days after end of your
fiscal year

State and Federal Reports to File (con'd)

2. FL Dept of State, Division of Corporations

- Necessary if LL is incorporated
- File on-line at sunbiz.com
- Easiest to pay w/ credit card and get reimbursed
- Due before 30 April each year or \$400 fine

State and Federal Reports to File (con'd)

3. FL Dept of Ag & Consumer Services

- “Renewal Registration Statement for Charitable Organizations and Sponsors”
- Generally \$10 fee for most LLs (i.e., no paid officers or solicitors/consultants)
- **12-page form** mailed to LL
- You have to supply addresses of officers and financial info for your fiscal year; format usually will require recalculation of categories; not a pleasant task

State and Federal Reports to File (con'd)

4. FL Dept of Revenue Sales and Use Tax Return

- Necessary if you sell items at a profit
- Check rules, forms, etc at www.myflorida.com\dor
- If LL has “certificate number” and no longer sells stuff, have it suspended (not cancelled) to avoid annual reminders to file reports
- May reactivate the certificate number if your LL begins to retail items again

What is PMP (Per Member Payment)?

- Practically speaking PMP is state and national **dues**
- Assessment of PMP is based on number of members in LWVUS national database on February 1st of each year
- National database is easy to use and keep updated
- Can download your membership roster as an Excel spreadsheet; very useful

PMP con'd

- Current **LWVF** PMP
 - \$15 / regular member
 - \$7.50 / student member or second member of a household
- Current **LWVUS** PMP
 - \$31 / regular member
 - \$15.50 / student member or second member of a household

PMP con'd

- LL may pay annual assessment quarterly or in entirety
- 25% of state PMP and 50% of national PMP may be paid from LL's [Accrual Account](#) w/ LWVF Ed Fund

The Ledger

(Using LWV Alachua County as Example)

- We use a simple, straightforward approach
- Our checkbook is the day-to-day record of income and expenses
- Our ledger is an Excel spreadsheet which parallels the checkbook, detailing & categorizing the entries
- Ledger includes a column for our Accrual Account since that is part of our liquid assets
- At end of our fiscal year the ledger is printed and filed in paper form

Treasurer's Reports

(Using LWV Alachua County as Example)

- A Treasurer's report is presented at each board meeting
- It includes an estimate of in-kind contributions
- An annual report is prepared for the fiscal year
- This report is very helpful when filing the report w/ the FDACS each year
- Sample available upon request to Jerry Kidder
email: gkidder@cox.net

Budget

(Using LWV Alachua County as Example)

- Our budget fits easily on one 8.5 x 11" page
- We have a fiscally conservative board so it's not difficult to operate on a small budget
- Sample available upon request to
 - Jerry Kidder email: gkidder@cox.net

Local League Accounts with LWVF Education Fund

- Why have an Accrual Account
 - Donations are tax deductible for the donor
 - This can be an incentive for some donors
- Purposes for which Education Fund monies can be used
 - Education forums
 - Voter service activities
 - Satisfy PMP obligations (25% state and 50% national)
- Your account balance is included in quarterly state PMP statement

Local League Accounts with LWVF Education Fund (con'd)

- Procedure for accessing the funds
 - Send electronic request to Accrual Grant Committee, executive director, and state office
 - forms and instructions available at <http://www.thefloridavoter.org/for-members/tools-for-leaders/>
- Purpose of Grant Committee is to assure use of funds meet tax law criteria

Dues Collection

- Dues collection may be treasurer's responsibility
- A Dues Treasurer is a good idea in larger leagues
- Dues Treasurer works closely w/ treasurer
 - Sends out dues notices
 - Records expiration date on LWVUS database
 - Advises treasurer of bank deposits
 - Updates contact info as needed (address, phone, email)

Resources available

- State
 - www.thefloridavoter.org/for-members/tools-for-leaders/
- National
 - www.lwv.org/content/abcs-streamlined-league

Other Assistance

- Jerry will be happy to provide MS Word and Excel electronic templates upon request
 - Ledger
 - Treasurer's report
 - Budget
- Sandra will be happy to provide current accrual account balances and emailed copies of the Accrual Account Forms

Jerry Kidder, LWV Alachua County

gkidder@cox.net

352-378-0562

Sandra Colyer, LWVF Treasurer

sbcolyer@mac.com

305-496-9794