

The Role of the Community Treasurer

Jane Wilson
Treasurer, STC Board of Directors



Agenda

- Basic Responsibilities
- Reporting to STC
- Community Funding
- Q&A
- Resources





Chapter Treasurer Responsibilities

- Working with admin council to develop a yearly budget
- Ensuring that chapter's budget meets chapter goals
- Submitting budget to the STC office by established deadline to receive membership funding
- Managing all funds and financial operations for your chapter
- Safeguarding your chapter's assets
- Completing and submitting financial reports to your admin council and the STC Office by established deadlines (May 15)
- Ensuring taxes for the chapter are submitted each year



SIG Treasurer Responsibilities

- Working with admin council to develop a yearly budget
- Ensuring that SIG's budget meets SIG goals
- Submitting budget to the STC office by established deadline to receive membership funding
- Working with STC office to financial operations for your SIG
- Completing and submitting financial reports to your admin council



Calendar

- Monthly
 - Record/submit cash receipts for the month
 - Record/submit cash disbursements for the month
 - Reconcile accounts
 - Prepare financial reports for admin council

The Big 3!

- May 15: Yearly Financial Report (Chapters)
- May 15: IRS 990 Filing (US Chapters)
- Oct/Nov: Budget (all communities)



Yearly Financial Report (Chapters only)

- Due May 15
- Form available on stc.org
- Similar format to yearly budget
- Beginning 2017, include closing bank statement



IRS 990 Filing (US Chapters only)

- Due May 15
- Create 990-N e-postcard online if...
 - < \$50,000 in receipts
 - < \$1,000 in unrelated business income
- Submit filing confirmation to STC Office

Necessary to maintain 501(c)3 status!



Yearly Budget

- Work with admin council to plan for next year's programs (Sept - Oct)
- Submit to STC
(due date TBD – usually early Nov)
- Form available on stc.org

Considerations:

- Self-sustaining programs (generally)
- Reserves? 6-12 months of expenses
- Provide best value to your members!



STC Community Funding

- Yearly Budget = Funding Request
- Requirements:
 - Current on Yearly Financial Reporting
 - Current on 990 tax filing
 - Must meet deadline for budget filing (or request extension)
- Funding is based on the number of members in your community (as of Aug 31)
 - Chapters: \$15 per member
 - SIGs: \$4 per member



Upcoming

- New Treasurers' ListServ
- Updated Community Treasurer's Handbook



Resources

- Chris Lyons, STC CEO
chris.lyons@stc.org
- Elaine Gilliam, Community Liaison
elaine.gilliam@stc.org
- Jane Wilson, STC Treasurer
jwilson.stc@gmail.com
- Cindy Pao, CAC Chair, STC Board of Directors
cindy@paofamily.com
- Board of Directors
board@stc.org

