

Chapter Treasurer

Position Description

The chapter treasurer is responsible for recording receipts and disbursements in a timely manner; and is the keeper of the chapter's financial records. (*See sample record sheet, over.*)

Duties

1. Serve as a member of the membership recruitment **TEAM**.
2. Make disbursements by check and only with written authorization showing **payee, amount** and **purpose**, with the signature of the person making the request and approval by an officer.
 - a. Large disbursements over a dollar amount set by the chapter, should be pre-approved by the members in attendance.
 - b. When the check is written, record the date of the check and check number on the authorization and file.
4. Prepare a periodic written report of expenditures and income.
5. File the annual 990-N ePostcard. (*See attached instructions.*)
6. Serve on the committee which establishes an annual budget.
7. If the chapter insists on a business account, contact the MARSP bookkeeper.

Characteristics of a Chapter Treasurer

1. Must be detail-oriented.
2. Preferably computer literate.
3. Maintain a good working relationship with the chapter membership chairman.

Chapter Treasurer

Attachment to Position Description

Instructions: 990-N ePostcard

The Pension Protection Act (PPA) of 2006 mandates that ALL small tax-exempt organizations, such as MARSP and its chapters, are required to file an annual electronic notice to improve the transparency within the non-profit sector.

Chapters that have an annual gross income of over \$25,000 will continue to file IRS Forms 990 or 990-T. Chapters that have an annual gross income of \$25,000 or less will file IRS Form 990-N, also known as e-Postcard. **The PPA requires the IRS to revoke the tax-exempt status of any organization that fails to meet the annual filing requirement. If the tax-exempt status is revoked for this reason, it can only be reinstated if the organization proves that it had reasonable cause for not filing.**

The e-Postcard is available at <http://epostcard.form990.org> and is **due no later than November 15th EVERY YEAR.**

- Log In
 - The User ID is the Chapter's EIN followed by a two digit number dependent on the number of users established under the EIN (i.e., 01, 02, and so on).
 - The password is the choice of the Treasurer. **The User ID and password needs to be recorded and this information must be passed along to the next Treasurer.**

- Check the user profile to ensure your information is current
- Click on *Create the form 990-N*
- Verify the Fiscal Tax Year (July 1 – June 30)

- Enter Organization's (chapter's) name and address
- Enter the Organization's (chapter's) name as DBA
- Enter Organization's (chapter's) website address (if applicable)

- Enter the name and address of the organization's (chapter's) principal officer
- Answer YES or NO to a statement that the organization's (chapter's) annual gross receipts are still normally \$25,000 or less

- Submit, Save and Send to the IRS
- Print a copy for your records

If you do not own a computer you can use a computer at the library or use a friend or family member's computer. If you do not have an email address, you can set up a free email account, such as Gmail or Yahoo. In addition, a family member or friend may assist you with this task.