

# Chapter Treasurer's Guide

## Congratulations!

You have been elected as the treasurer for your chapter! Now you might be wondering what you've gotten yourself into, but don't worry – the National Office is here to help! If yours is not a new chapter, the previous chapter treasurer will also be able to offer great advice.

We greatly appreciate the time and effort you will put into the position of chapter treasurer! CUPA-HR is a great organization, thanks in large part to the dedication of our chapter officers.

## What are the treasurer's responsibilities?

- a. Obtain all chapter financial records from the previous chapter treasurer.
- b. Maintain the chapter's bank account.
- c. Keep records of the chapter's financial expenditures and revenue (see Treasurers Report Sample in the Chapter Leader Toolkit). Supporting documentation of deposits and checks written should be kept. Present a summary of these records at your chapter board meetings.
- d. Submit an accounting of the chapter's financial records for the previous fiscal year ended June 30 by August 31 each year.
- e. Respond quickly to any requests from the national office regarding financial matters.
- f. Assist with a smooth transition to the next elected treasurer by maintaining all chapter financial records in a timely and organized manner.

## How will the National Office help me?

By helping you find the answer to any question you may have.

By filing or notifying you to file your state's annual report (if applicable). If CUPA-HR national office files your report, the fees will be paid by them.

By filing the 990N epostcard to maintain your 501(c)(3) federal tax exemption if your chapter is listed on the CUPA-HR group exemption roster.

By posting blank forms and samples in the Chapter Leader Toolkit under the heading Accounting Resources.

By providing liability insurance at no charge to the chapter.

By providing a resident agent in your state to assist with legal notifications (CUPA-HR national office will pay these fees).