



# Treasurer's Workshop

Laure Bruner, District Nine Treasurer

Kimberly Kierce, District Nine Second Vice-Governor

# Defying Gravity



- ▶ Financial Duties
  - ▶ Annual budgets, Chair of Finance Committee
  - ▶ Receive, record and deposit funds
  - ▶ Pay bills authorized by the Board
  - ▶ Keep dues and another operating funds separate from Foundation funds and/or funds raised for specific uses (scholarships, service projects, etc.)
  - ▶ Work with the Communications Committee and/or the Foundation Board to conduct all fundraisers. Be sure to distinguish between Foundation fundraisers/fundraisers for specific causes and fundraisers to raise operating funds.
  - ▶ Timely pay Convention Fees
  - ▶ File required IRS 990-N (e-postcard)
- ▶ Dues and Fees
  - ▶ Collect dues
  - ▶ Submit dues to International and District
  - ▶ Work with the Membership Committee to keep membership records updated.
  - ▶ Keep local dues in an Operating Account to cover operating expenses

# Responsibilities

- ▶ Membership Records
  - ▶ Keep accurate records
  - ▶ Notify International and District of changes using proper forms. International and District can now be changed online through Group Tally.
- ▶ Financial Reports and Records
  - ▶ Monthly reports of income and expenses and reconciliations to Board and Club membership at regular meetings
  - ▶ Submit Annual report and Club financial records for audit
- ▶ Miscellaneous
  - ▶ Order Doc Morgan Merchandise
    - ▶ Royalties are now waived / no longer applicable
  - ▶ Pay other bills as approved by the board

# Responsibilities

# Club Treasurer's Calendar

## CLUB TREASURER'S CALENDAR

June 1	Beginning of club's fiscal year
June 15	Deadline for submission of dues to International and District Nine. Dues paid after this date are subject to a \$5 late fee which should be submitted to International and District with dues.
July 10	Unpaid members after this date are dropped from the database of active members. Any payments after this date are subject to a \$10 reinstatement fee which should be submitted to International and District with dues
October 15	Form 990 or Form 990-EZ due to be filed with the IRS
October	Mail any contributions to the International Foundation Grant Program
December 1	Half-year dues (half-price) for International and District Nine go into effect for new members. Note that the new member processing fee is not halved.
January 15	Club's Leadership Training Fee (currently \$35) due to the District Treasurer
January 15	If club has a local Foundation, send Club Foundation Annual Report to International Foundation
April 1	New members paying dues between April 1 and May 31 pay full-year dues and receive full membership for the remainder of the fiscal year <b>AND THE FOLLOWING YEAR</b>
April/May	Send Club contribution for Altrusa International Foundation Endowment Fund
	Notify members of upcoming annual dues payments, and collect annual dues from renewing members
	Work with Finance Committee to plan next year's budget
	Close the books and send books to Board-approved auditor for audit
	Incoming Treasurer attends Treasurer's Workshop at Conference
	Outgoing Treasurer trains incoming year's treasurer

# Dues – International, District, local

- ▶ Send dues and new information for
  - ▶ Renewals
  - ▶ Reinstated members
  - ▶ Transferring members
  - ▶ New members
    - ▶ Full year dues- June 1 to November 30
    - ▶ Half year dues - December 1 to March 31
    - ▶ 14-month dues - April 1 to May 31

## ▶ International Dues and Fees

- ▶ Update and enter changes at [www.altrusa.grouptally.com](http://www.altrusa.grouptally.com)
- ▶ Pay online or send check with printed roster to:
  - ▶ Altrusa International, Inc.
  - ▶ One North LaSalle St., Chicago, IL 60602

## ▶ District Dues

- ▶ Pay online or send check with Group Tally Roster and Recommendation for Membership Form(s) to District Nine Treasurer:
  - ▶ Payable to Altrusa District Nine
  - ▶ C/o Laure Bruner at **106 Drexel Street, Palestine, Texas 75803**

Send dues to

## International Dues Policy

- ▶ New member processing fee \$10
- ▶ Late fee \$5 (renewing members June 16 to July 10)
- ▶ Late fee \$10 (renewing members after July 10)
- ▶ Transfer fee \$10 (when transferring to a different club)
- ▶ Reinstatement fee \$10 (members that become active again)
- ▶ Convention fee \$30 annually (Due June 1<sup>st</sup>)

**\*\* REMINDER\*\***

Update GROUP TALLY before sending payment

# Fees - International

## District Dues Policy

- ▶ Late fee \$5 (renewing members June 16 to July 10)
- ▶ Late fee \$10 (renewing members after July 10)
- ▶ No transfer fees
- ▶ No reinstatement fees

**\*\* REMINDER\*\***

**(1) Update Group Tally**

**(2) Send Member Application / Form  
with any check payment to District!**

**(3) Email Member Application / Form to District  
Treasurer ([bruner01@live.com](mailto:bruner01@live.com)) when dues are paid in  
Group Tally**

## Fees - District



Group Tally Manuals & Video Tutorials available online at:  
<https://login.altrusa.org/grouptally-toolkit/>

Summary Group Information Members Payments Reports Settings

### Payment Step 1: Select Payment Items

Select Time Period: 2019-2020

Select Payment To Group: Altrusa

Payment Details	
Items Selected	0
Total	\$0.00

Summary Group Information Members Payments Reports Settings

### Payment Step 1: Select Payment Items

Select Time Period: 2019-2020

Select Payment To Group: District Nine

Payment Date: 2/3/20 [Edit Payment Date](#)

Payment Details	
Items Selected	0
Total	\$0.00

Pay

- International and District dues are paid separately in Group Tally.
- Change the Payment Group from Altrusa to District Nine to pay District dues.
- More payment instructions are available in the Group Tally Payment Manual

# Group Tally



Altrusa International of \_\_\_\_\_

**Recommendation for Membership**

Name \_\_\_\_\_

Home address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Would you prefer to be contacted at: Home Work Cell (please check one)

E-mail address \_\_\_\_\_

Other club/organization affiliations:

Why do you want to join Altrusa?

Birthday \_\_\_\_\_

Month Day Year

Profession/Occupation \_\_\_\_\_

How do you want to receive your publications Hard Copy Electronically

Sponsor Name \_\_\_\_\_

Sponsor's ID# \_\_\_\_\_

Co-Sponsor \_\_\_\_\_

Co-Sponsor's ID# \_\_\_\_\_

Date Initiated \_\_\_\_\_

**Membership Committee Area:**

**Altrusa Board**

Approved

Not approved

Date \_\_\_\_\_

Initial \_\_\_\_\_

Approved

Not approved

Date \_\_\_\_\_

Initial \_\_\_\_\_

# Be sure to include the sponsor names

# This is the same form used by the Membership Committee

## Recommendation for Membership Form

## ADDITIONAL DUES REMITTANCE FORM

This form must accompany any dues payment to International that is not with either a Membership Information Form or your Club's annual dues invoice. This form may be used to pay District dues as well. Please send District dues to your District Treasurer.

Club Name \_\_\_\_\_ ID \_\_\_\_\_ District \_\_\_\_\_

ID#	Name	Address	Sponsor Name	Amount

Total: \_\_\_\_\_

Submitted By: \_\_\_\_\_  
(please print)

Daytime Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

US and Puerto Rico Residents \$55.00  
 Canada and New Zealand Residents \$55.00  
 Clubs-At-Large Residents \$27.50

**Remember!**

Annual Dues - See Chart  
 Late Fee - \$5.00 (Postmarked between June 16th and July 10th)  
 Late Fee - \$10.00 (Postmarked after July 10th)  
 Reinstatement Fee - See Chart +  
 Processing Fee - \$10.00  
 Transfer Fee - \$10.00  
 Subscription Fee - \$10.00

Best practice is to include Club Membership Form(s) with payment

## Request for Approval of Emeritus Membership Status Districts One through Fifteen

Emeritus membership is an honor that may be conferred on Active members who have been Altrusans for at least ten (10) years and who are deserving of recognition because of their history of service to Altrusa and their devotion to its principles.

Eligible Altrusans are those members who are exemplary in their contributions to Altrusa, but who due to age, infirmities, or disabilities cannot continue as active participants in their clubs.

Emeritus membership status must be approved by both the member's local Altrusa club and by the District Board of Directors. The club must forward a request for approval of Emeritus membership status to the District Governor, who will expedite the request at the next District board meeting.

An Emeritus member can be returned to Active status upon notification to the club that she or he is able to participate again as an active member.

*To request Emeritus Membership approval, complete this form and send it to your District Governor.*

Member name \_\_\_\_\_

Mailing address \_\_\_\_\_

Number of years of membership in Altrusa \_\_\_\_\_

Briefly describe the condition which restricts this member's ability to actively participate in Altrusa: \_\_\_\_\_

\_\_\_\_\_

Briefly describe this member's service and contributions to Altrusa and to the community:

\_\_\_\_\_

Submitted by Altrusa International, Inc., of \_\_\_\_\_

Signature of Club President \_\_\_\_\_ Date submitted \_\_\_\_\_

Signature of District Governor \_\_\_\_\_ Date approved \_\_\_\_\_

Distribution of approved Emeritus Membership Requests:  
Original copy to requesting Altrusa club, copy to Altrusa International and copy for District files

Emeritus members pay  
no dues to District or  
International

The member must be  
current on dues when  
application is  
submitted or in prior  
year if application  
submitted at the  
beginning of the club  
year

**\*\*Requires Governor  
Approval**

Emeritus Membership Form

- ▶ File the 990-N electronically annually
  - ▶ If gross receipts are \$50,000 or less
  - ▶ Also known as “e-postcard”
- ▶ Or file 990
  - ▶ If gross receipts are more than \$50,000
- ▶ Tax deadline for Altrusa is October 15
  - ▶ 15<sup>th</sup> day of the 5<sup>th</sup> month after close of tax year
- ▶ [www.irs.gov/eo](http://www.irs.gov/eo) (for Tax Info on Exempt Organizations)

## IRS - Small tax exempt organizations

- ▶ If the membership numbers in the District Service Bulletin (DSB) don't match your figures, contact the District Nine Treasurer
  - ▶ January 1<sup>st</sup> # Delegates to Conference
  - ▶ March 31<sup>st</sup> # Delegates to Convention
  - ▶ May 31<sup>st</sup> District Membership Awards

# Membership Numbers

- ▶ Be cautious of emails asking for money or any financial transaction
- ▶ There is NEVER a rush or emergency via email!
- ▶ Verify the email address of sender - it may look like someone you know - but it is NOT!
- ▶ NEVER reply to one of these emails
- ▶ If necessary FORWARD the email to the email address in your address book asking for verification
- ▶ Nothing can substitute a PERSONAL PHONE CALL!
- ▶ Be sure to follow all fiscal protocols for your club
- ▶ Insurance / Treasurer Bond is recommended

Cyber-Fraud – Stay alert!

Club Treasurer's Guide:

<https://login.altrusa.org/files/2018/07/2017-2019-Club-Treasurers-Guide.pdf>

Group Tally Manuals & Video Tutorials:

<https://login.altrusa.org/grouptally-toolkit/>

Recommendation for Membership Form, Affiliate Membership Form, Emeritus Membership Form (All forms available in English & Spanish):

<https://login.altrusa.org/membership/>

# Resources



2019-2021 Treasurer

Laure Bruner

District Nine Treasurer

106 Drexel Street

Palestine, Texas 75803

Daytime (wk): 903-723-8097

Cell: 903-388-9940

Email: [bruner01@live.com](mailto:bruner01@live.com)

Questions?



**ALTRUSA** | *Leading to a Better Community*<sup>®</sup>  
International **District Nine**