

# Treasurer Guidelines

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### 1. Duties of California Creativity Association Treasurer:

The California Creativity Association Treasurer shall have such duties as are set forth in the Bylaws of the corporation.

### 2. Regional Treasurers:

Each Regional Operating Committee shall elect a Treasurer to perform all duties incident to the office of Regional Treasurer, and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by the California Creativity Association Bylaws, or duties which may be assigned to their said position from time to time by the governing California Creativity Association.

### 3. Regional Bank Accounts:

Regional bank accounts shall be under the name of California Creativity Association, and tax identification number 33-0860160.

Each Region is required to remit to the California Creativity Association Treasurer, proof of bank account(s) name, and account(s) identification number on an annual basis, and must be on file with the California Creativity Association Treasurer on or before February 15 of the current calendar year.

In the event of changed banking institution, the Regional Treasurer, must notify the California Creativity Association Treasurer of said transition, and must remit to the California Creativity Association Treasurer in writing the new name, address, phone number of financial institution, and account number(s) within 15 days of change.

The Regional Treasurer, an additional regional signer, and the California Creativity Association Treasurer shall be listed as signers on any and all regional bank accounts. The Regional Treasurer, additional regional signer, and California Creativity Association Treasurer will have authority to endorse checks, drafts, other evidences of indebtedness made payable to the order of the Region but only for the purpose of deposits, and any Regional Treasurer, additional regional signer, and the California Creativity Association Treasurer shall be authorized to endorse all checks, drafts, and other instruments obligating the Region to any money and shall be signed on behalf of the Region by any one of the named Regional Officers or California Creativity Association Treasurer.

Each Region is required to remit to the California Creativity Association Treasurer the Bank Account Information Form listing any and all bank accounts, and attach a copy of any and all signature cards on or before February 15 of the current calendar year.

In the event of a retiring officer, new signature cards must be completed, and filed at the financial institution upon notification of the retiring officer. Updated signature cards must be remitted to the State Treasurer within 15 day of change in authorized signatures.

#### 4. Record Requirements:

Each Region shall maintain financial books and records in accordance with General Accepted Accounting Principles (GAAP).

- Each Region shall keep adequate records for financial reporting in accordance with Federal and California State Laws.
- Method of accounting is cash basis.
- Method of record keeping, manual or computerized, is at the discretion of the Region. Financial transactions, including cash receipts and cash disbursement should be recorded in chronological order.
- Cash receipts should be documented, and should be used to back up information that appears on the regular bank deposit statement(s). A receipt should be issued for each bank transaction. Bank deposits should be made regularly and frequently. Deposit slips should be made in duplicate, with a copy kept to assist in reconciling the bank account at the end of each month.
- Cash receipts should be entered under the appropriate income account category.
- Documentation of why each check was written must be kept.
- All checks written from the operating account should be under the appropriate expense category.

#### 5. Reimbursement of operating expenses paid by others:

1. A signed request for reimbursement form must be given to the treasurer before a check can be issued.
2. The form should state the purpose of the expense, and the amount requested.
3. All receipts, backup or supporting documents of the incurred expense must be attached to the reimbursement form.
4. In the case of items with no receipt, such as mileage, it must be documented on the signed request form.

## 6. Quarterly Reporting:

At the end of each quarter, the Regional Treasurer shall remit to the California Creativity Association Treasurer, an accounting of the Region's financial information 30 days after the end of the quarter.

1. First quarter (September, October, November) filing due December 31 of the calendar year.
2. Second quarter filing (December, January, February) due March 31 of the calendar year.
3. Third quarter (March, April, May) filing due June 30 of the calendar year.
4. Fourth quarter filing not required.
5. Final year end filing (September 1 – August 31) due September 30 of the calendar year.

Methodology of filing quarterly Regional financial reports with the Treasurer is at the discretion of the Regional Treasurer. The regional accounting to the California Creativity Association Treasurer should include:

- a. A listing of cash receipts and cash disbursements (e.g., a check register)
- b. A basic income and expenses statement (profit and loss statement, e.g., a statement of activities) reflecting the check register activity. The Regional Treasurer should use an income and expenses statement format provided by the Treasurer.
- c. A statement of beginning cash in the bank for that quarter, plus deposits, less expenses, and ending with an ending cash balance. If there are any outstanding checks, they should be listed at the bottom of the form in order to reconcile to the latest bank statement.
- d. A copy of the region's latest bank statement and reconciliation to validate the ending cash balance.

## 7. Fiscal Year Reporting:

Final financial reporting for fiscal year ending August 31, must be remitted via paper filing, and must be signed by the preparer.

Final Regional Financial Report is due on or before September 30 of the calendar year.

## 8. Vacancy of a Regional Treasurer:

In the event the Regional Treasurer is not able to continue or has failed to perform the duties of the Regional Treasurer, and there is not an incoming treasurer, bank accounts, checkbook, and any and all financial books of record will be turned over to the Regional Director within 15 days of termination of post.

In the absence of a Regional Director, the resigning Regional Treasurer will forward bank account, checkbook, and any and all financial books of record to the State Treasurer within 15 days of said termination.

## 9. Record Retention:

All records of reported financial information, cash receipts, cash disbursements, invoices and all financial records will be kept in the possession of the Regional Treasurer for a minimum of Seven (7) years.

In the event of an incoming treasurer, the past treasurer must give any and all financial records to the new Regional Treasurer within 30 days of former treasurer's termination of post.

## Revision History

Version	Approved by California Creativity Board	Changes
Original	January 15, 2000	Initial release
Amendment	July 22, 2007	Policy (Section) 7 amended to remove "who is currently attending college".
Amendment	July 17, 2011	Change name of organization to California Creativity Association everywhere; change "Policy" to "Sections" for parts of the document (all one policy); change to DI terminology as appropriate; change "state" to "affiliate" as appropriate; fix lists (Word lists), capitalization, section line spacing; make Sections format Heading 3, fix formatting, and insert/replace with Table of Contents (Word); make revision history a table; correct misspellings; remove Sections 4-8 to new policy document on volunteer

		positions. (Changes completed 4/20/2011.)
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