Company Treasurer Responsibilities

Introduction
Being the treasurer of the DUP company is an honor and a great responsibility. The job may sound daunting, but it requires just a basic understanding of utilizing a checking account and using common sense. Typically there are not too many transactions in the company checking account in an annual year, but the job does require a few basics about money coming in, money going out, reporting to the company board and preparing reports due to ISDUP reports to ISDUP. Another part of your role as the company treasurer is to train and assist the treasurers in the camps. Below are more details about your role and responsibilities.

Summary of ISDUP Constitution and Bylaws
- Collects the annual dues from camps by October 15 of each year and forwards the international dues with the required membership report and rosters to ISDUP by October 31.
- Keeps a roll of camp treasurers by name and address.
- Collects other monies for the company and makes disbursements as directed by the company president.
- Maintains a file of vouchers for all disbursements and an account of all receipts and expenditures.
- Makes a report to the company whenever called upon and presents a written and verbal report at the annual company convention.
- Prepares an annual financial report with the required signatures and forwards it on to ISDUP by June 30.

Additionally:
- In small companies, the office of treasurer may be combined with that of recording secretary.
- Three members of the executive committee should be authorized to sign checks. (The president, treasurer and one additional member of the executive committee.)
- At least two signatures are required on all checks.

Responsibilities
1. Know Essential Dates and Meet Deadlines
   a. October 31: Company Membership Dues Report Summary with accompanying check and rosters due to ISDUP. (See Heading #4 below for details.) DO NOT include Camp Membership Dues Summary Sheets. They are for your records.
   b. June 15: Company treasurer receives Camp Annual Financial Reviews from all camps within the company. Company treasurer should remind camps to send these reports in on time. Generally these camp reviews are to be retained by the company. However, ISDUP needs a copy of the Camp Annual Financial Review from those camps who checked “yes” on their report indicating they are to file a 990-N e-postcard. Please send these in with your Company Annual Financial Review due June 30.
   c. June 30: Company Annual Financial Review with required signatures due to ISDUP. This may be mailed in to the ISDUP treasurer if sent by itself or to the membership department if included with the Company Statistical Report (secretary’s responsibility).
   d. Late Dues and Fees: Send to ISDUP along with Record Change Form as received from your camps.
   e. Memorial Donations: Send to ISDUP corresponding secretary as received on the company level. Camps send their memorial donations in directly to ISDUP.
2. Assist in Developing and Maintaining the Company Budget as Determined by the Company President and Executive Committee
   a. Each company treasurer should help prepare an annual budget with the assistance of the company board. The projected annual expenses should include buying four (4) lesson books (Bylaws, p 35, sec 10) plus expenses to cover the annual company convention, Jubilee, and training seminar as well as memorials, printing, postage, and other miscellaneous costs.
   b. Annual company dues are calculated taking into account existing money. Increase dues or lower them according to need.
   c. Keep dues at an even amount (i.e. $3.00, not $2.73.)
   d. Associates pay fees to the camp, company, and ISDUP in the same amount as the member dues.
   e. Company funds are to be used for DUP purposes such as the Jubilee and district convention which benefit the entire company.

3. Oversee the Company DUP Bank Account with the Company President
   a. Obtain an EIN number for your company if you do not already have one. Contact treasurer at ISDUP for specific instructions as to how to do this. Most banks and many credit unions require this to set up a checking account. Make sure you let the bank know that the EIN is for “banking purposes only.”
   b. DUP companies are historical organizations. Do not refer to your group as “tax exempt” or “non-profit” when setting up your bank account—for the most part, they are not. Do not include the word “company” on your bank account as this often infers a business entity. If your camp does need this tax-exempt status (because you have jurisdiction over a museum, cabin, cemetery, artifacts housed in a public building, etc) your camp will be included under the DUP “umbrella” for charitable organizations as part of our group exemption upon completion of the necessary paperwork, but this should not affect your checking account. The EIN number attached to your bank account should be designated “for banking purposes only” at your financial institution.” See section 5 below on “IRS and Tax Concerns.”
   c. Have a non-interesting-bearing account.
   d. Three (3) members of the company executive committee are required to be signers on the bank account. The camp captain and the treasurer should be two of these. Whether the bank requires two signatures or not, ISDUP requires two signatures on all checks. If only one line is printed, just sign above the first signature. If a check is to be made out to one of the three people on the checking account, that person cannot be a signer and the other two individuals on the bank account need to sign the check.
   e. Company money should never be used for personal use, even temporarily. All receipts and expenditures should be accurately documented in the checkbook and/or on the Treasurer’s Financial Records Form (available online at ISDUP under Membership Tab, Forms and Applications, Treasurer’s Forms).
   f. Financial records of company income and expenditures should be kept for seven years. Bank statements should be kept for two years. This need not be in paper form if accessible online at your bank.
   g. Unless maintaining a museum, cemetery, etc., companies should not have a savings account. Some credit unions require a savings account in order to set up an account. If this is the case, deposit the smallest required amount in the savings account and remember to include it in your total income on your yearly financial report.
   h. Do not accumulate large bank accounts. If you have a large amount in your account, lower your dues for a year or two to adjust the amount or consider making memorial donations to ISDUP for daughters who have passed away. Donations can also be made to ISDUP for general purposes.
such as cleaning paintings, purchasing equipment, etc., or to any DUP museum, cabin or marker project.

i. Do not have a “KITTY” and do not collect cans of food, money, etc. for charities outside of DUP.

j. Do not use DUP company funds for personal activities such as when a board member is ill or a death occurs. Donations from individual company members should be used for items like flowers, gifts and cards.

k. The company can consider donating funds to ISDUP rather than buying four books each year. The amount donated should be equal or greater than the amount that would spend on buying books.

l. Failure to follow the instructions, policies and direction of the president and board with the checking account will result in dismissal of your position.

4. Collect Camp Reports and Develop Company Reports

a. Company Membership Dues

The camp secretary/treasurer forwards the original Membership Report Roster (with the sticker on it), Associate Roster, and Camp Membership Dues Summary Sheet to the company treasurer by October 15. One check made out to the company is due along with the reports. The amount should cover the ISDUP and company dues for all active members and the ISDUP and company fees for all active associates. The company treasurer summarizes the information from the camps on the Company Membership Dues Summary Sheet and sends this report along with all of the original Camp Membership Reports (Camp Rosters) and Associate Rosters and one check made out to ISDUP to cover the annual international dues/fees collected from Members and Associates by October 31. Refer to the Membership Dues Instructions available on the ISDUP website under the Membership tab: Forms and Applications: Dues

b. Company Annual Financial Review

This report is prepared by the company treasurer following the end of the DUP fiscal year on May 31. It summarizes the company income and expenses for the DUP fiscal year (June 1 through May 31) and should be sent to ISDUP by June 30. If desired, the treasurer may coordinate with the company secretary and mail in this report along with the Company Statistical Report (secretary’s responsibility) as they are due the same day. If sent together, send to Membership Department at ISDUP. If the Company Annual Financial Review is sent separately, send to ISDUP Treasurer. This report requires the review and signature of the company president and two other members of the company executive board other than the treasurer. It is available on the ISDUP website under the Membership tab: Forms and Applications: Treasurer’s Forms. Generally the Camp Annual Financial Reviews are to be retained by the company. However, ISDUP needs a copy of the Camp Annual Financial Review from those camps who checked “yes” on their report indicating they are to file a 990-N e-postcard. Please send these to ISDUP with your Company Annual Financial Review due June 30.

c. Company Treasurer’s Update to Their Members at District Convention

This report is prepared by the company treasurer and reported verbally at the annual company convention. It is a report of the company finances from the most recently completed fiscal year. The figures should be taken from the most recently filed Company Annual Financial Review. (For example, if your company convention is held in March, the treasurer would prepare this report using the figures found on the Company Annual Financial Review filed by June 30 of the previous year.) A copy of this report needs to be included with the other company documents that are collected and given to ISDUP at the conclusion of the convention.
d. **Late Dues and Fees**
   Late dues may be received at any time during the year from the camps within your company. They should be submitted to the ISDUP membership department along with a Record Change Form received from the camp (available on the ISDUP website under the Membership tab: Forms and Applications: Administrative and Secretary Forms). Company treasurers should consider combining all late dues and fees that are submitted from the companies and sending the amount in one check to ISDUP.

e. **Memorial Donations**
   Donations made to ISDUP on the company level in honor of a daughter who has passed away should be sent directly to the corresponding secretary at ISDUP as received. The donation should be accompanied with a Memorial Donation Form (available on the ISDUP website under the Membership tab: Forms and Applications: Administrative and Secretary Forms).
   Camps send donations made through their individual camps directly to the corresponding secretary at ISDUP.

5. **Provide Awareness of IRS and Tax Issues to Company and Camps to Ensure Compliance**
   a. Companies should ensure compliance with IRS and tax concerns if the company has jurisdiction over a museum, cemetery, cabin or historical site or artifacts housed within a public building. If the company does not have any such jurisdiction, they typically will not need to file a 990-N e-postcard.
   b. Those companies who do have this jurisdiction need to fill out paperwork to be included in the group exemption under ISDUP to qualify for tax exempt status if they have not already done so (contact ISDUP treasurer for more information).
   c. Those companies who plan to apply for a grant, are soliciting donations other than member dues, or will have gross receipts of over $50,000 annually also need to apply to be on the group exemption and are required to file a 990-N e-postcard each year. (If you are using a small portion of your company dues to donate towards a local DUP museum, etc., but are not raising other money for this purpose, the filing of the e-postcard and group exemption paperwork are not required.)
   d. The group exemption status stays current as long as a 990-N e-postcard is filed each year between June 1 and October 15. The ISDUP treasurer can send you the link to file the postcard with the IRS. If you fail to file postcard by October 15 and have filed in the past, you will receive a late notice from the IRS, usually in February of the next year. The postcard can be filed at that time for the previous year but should be filed again after June 1 for the current year. (The fiscal year is identified by when it begins, so, for example, the 2018 fiscal year begins June 1, 2018 and ends May 31, 2019. The filing between June 1 and October 15 of 2019 would be for the 2018 fiscal year.)
   e. If your company fails to file for three consecutive years, your tax-exempt status with the IRS will be revoked. If you have filed in the past and do not need this status because you do not have jurisdiction over any of the above listed entities, there is no problem. In fact, in this instance, it is best to take no action for three years and let the status lapse. However, if you need to maintain that status and your status is revoked, it may cost money to be reinstated.
6. **Know Regulations Regarding Raffles**
   In the State of Utah and in several other states, holding a raffle is illegal. Know the law of the state in which you live before organizing any such event to raise money for your camp or company. One way you can legally sell a ticket to win a prize is to make sure that everyone who buys a ticket gets something, even if it is a candy bar, and then one person can win the big prize. The definition of gambling is purchasing a “chance” to win something; so by ensuring everyone gets something for their purchase, it no longer fits the definition.

7. **Use Only Current Forms and Information Found at ISDUP.org**
   For Processing Annual Membership Dues
   - Company Membership Dues Summary Sheet
   - Company Membership Dues Instructions
   - Associate Roster
   - Dues Chart Easy Calculator

   For Treasurer Accounting Functions
   - Company Annual Financial Review
   - Company Treasurer’s Update to Their Members for District Conventions
   - Treasurer’s Financial Record Form
   - IRS Information
   - Memorial Donation Form
   - Treasurer Information in International Section of President’s Packet
   - Company Report/Form Routing

**ISDUP Contact Information**
   Treasurer’s Office International Daughters of Utah Pioneers
   300 North Main
   Salt Lake City, UT 84103-1699
   Phone 801-532-6479 extension 202  E-mail - treasurer@isdup.org

**Company Treasurer’s Deadline at-a-Glance**

<table>
<thead>
<tr>
<th>Due</th>
<th>Report Form</th>
<th>Prepared By</th>
<th>Send To</th>
</tr>
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<tbody>
<tr>
<td>October 31</td>
<td>Company Membership Dues, Summary Sheet and Dues, Membership Reports (Camp Rosters), Associate Rosters and Fees</td>
<td>Company Treasurer/Secretary collaborate</td>
<td>ISDUP Membership</td>
</tr>
<tr>
<td>June 15</td>
<td>Camp Annual Financial Review</td>
<td>Camp Treasurer</td>
<td>Company Treasurer</td>
</tr>
<tr>
<td>June 30</td>
<td>Company Annual Financial Review</td>
<td>Company Treasurer</td>
<td>ISDUP Treasurer (Include certain camp reports only if applicable--see instructions in 4b above.)</td>
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**Annual Membership Dues Flow Chart**

<table>
<thead>
<tr>
<th>Camps</th>
<th>Company</th>
<th>ISDUP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 15</strong>&lt;br&gt;Camp Dues to Company Treasurer</td>
<td><strong>October 31</strong>&lt;br&gt;Company Dues to ISDUP (one check)</td>
<td>ISDUP Membership Department</td>
</tr>
</tbody>
</table>

**Camps**

1. Camp treasurer with the assistance of the secretary completes the following:
   - *Membership Report (Camp Roster)*
     - Mark those who paid
     - Update member records (cell number, home number, email, 4-digit zip code extension, etc.)
   - *Associate Roster*
   - *Camp Membership Dues Summary Sheet*

2. Camp treasurer makes one check to **company** for ISDUP dues and company dues. Check is signed by two authorized individuals. (Keep camp dues.)

3. Send check, roster(s) and Camp Membership Dues Summary Sheet to company treasurer.

**Company**

1. Company treasurer completes the following tasks:
   - Complete *Company Membership Dues Summary Sheet*
   - Attach *Membership Reports (Camp Rosters)* and *Associate Rosters* from each camp.
   - Keep company dues.

2. Company treasurer makes one check payable to ISDUP for International dues only. Check is signed by two authorized individuals.

3. Send one check, *Company Membership Dues Summary Sheet, Membership Reports (Camp Rosters), and Associate Rosters* to ISDUP by October 31.

   *Do not* send Camp Membership Dues Summary Sheets to ISDUP.

If you are a “one camp company” with only one camp in your company, you do not need to complete the Camp Membership Dues Summary Sheet, only the Company Membership Dues Summary Sheet.