

Minutes for Treasurer/Secretary Calls 1/18/16:

- 2016 Board Transition

The new year has arrived so, the transitioning stage for your position should be completed. Mentorship is still of utmost importance. We are also here to assist with any questions. We want your experience to be a positive one, so don't hesitate to reach out.

- Annual budget

2016 budget development deadline is at the end of February, so those need to be submitted. We will be reviewing them all and getting the data into QBs online as well as the Excel document that you received from NEWH, Inc. monthly. All the templates have submitted to the chapters, so you have financial history for 2015. Please let us know and we can assist with that information.

- Board minutes

Secretaries should have the previous month's minutes at the board meeting for chapter approval. The minutes must then be submitted to the NEWH, Inc. office (Kathy). They should also have the By-Laws at each meeting. Chapters have been doing an excellent job getting those in, but if anyone feels as though they are falling behind for any particular reason, just let us know how we can assist. Please note it is documented and included in the board packet for the International Board of Directors' meeting for those who have submitted.

- Signers on chapter accounts

Most chapters have submitted their signature cards, but for those who have not, those must be turned in ASAP. Those not in compliance do not have current signers, so checks cannot be written out.

Website

If you haven't already familiarized yourselves with the website, there are many resources on there, so please acquaint yourselves. Mass variety of templates, the By-Laws, etc. Login is first initial last name and the password is connect, all lower case. Unless you created your own username and password. Can also use your email or user ID#.

- Certificate of Insurance

For fundraising events, the certificate of insurance should be taken out. Cost is \$50, so that should be budgeted in. Some programming events don't require that, but in some instances it is a request of the venue, such as events at museums or schools. If uncertain, please contact Julie Buntrock and we can analyze the personality of the event. Please allow a couple of weeks for the request as we do outsource that through our insurance agent.

- State Compliance

Nicole Crawford takes care of that in our office. She ensures all necessary signature are obtained and we pay any necessary fees here. We in turn invoice your chapter for that. Raffle regulations must be taken into consideration as well as the rules vary so greatly based on location. Please check any city, county or state rules regarding this prior to having one. Any questions, contact Nicole.

- QuickBooks Online

Treasurers and Presidents have completed the training, so they are able to access the service, so chapters are on board with entering, retrieving all of the necessary data. Each board meeting should have the chapter finances present, so all aware of the financial status. Each board member is responsible for the chapter finances, so please be mindful of these numbers. Don't hesitate to ask questions if things aren't clear. If anyone feels they need further training or guidance, please reach out to us and we can arrange something.

- GoPayment Reader

Each chapter has a swiper(s) to process transactions at events. We highly stress that chapters use them at their events as there have been past occasions where funds haven't been collected and the back-tracking process turns unsuccessful. Make sure your device is working properly at least three days prior to, so we can complete any trouble-shooting if necessary. Developing items is a feature, which will save time at check-out. Provide your lists to NEWH, Inc. (Julie Buntrock) and we will get those set-up for you.

Results of Activity Reports

After each event is done the appropriate report needs to be submitted to this office within 45 days (programming vs. fundraising). It's in an Excel format, so it does the calculations for you. This can be located under board resources after being logged in. Again, chapters are doing an outstanding job of getting those in. These are so helpful because the numbers are in sync with QuickBooks online.

- Profit & Loss Statement

NEWH, Inc. and its chapters operate on a cash basis of accounting. So what is collected or spent within one calendar year is what will be reflected on the statement. If there is an event later in the year, some transactions may not show on one given calendar year. When analyzing an event, it is not to say your event necessarily shows a loss, it's just that the window of time needs to be broadened to completely reflect the entire event's results.

- Sponsor Thank you Letters

Chapters should be sending out Thank You letters to all their event sponsors. We have a template on the website inclusive of our tax ID#. It's so important to reach out to those who support our mission of scholarship and education!

- Financial Records

NEWH, Inc. and its chapters should retain all financial records for 8 years. Any chapter wanting to send previous years records to NEWH, Inc., please do so and we will weed through what needs to be kept.

- Q&A

Thanks,

Julie