Secretary / Treasurer Call
Discussion Notes
August 15, 2018

Invited participants:
Secretaries, Treasurers, Presidents, and VPs/Administration

Please mark your calendar to participate in the next quarterly Secretary / Treasurer call coming up in February 2019. You will get a Ready Talk invite for the call.

Choose the time that works for you:

- 8:00am Pacific/11:00am Eastern
- 4:00pm Pacific/7:00pm Eastern

2019 Board Nominations

Nominations have gone out for 2019. If you are not serving in your position for 2019, we ask that you please begin the mentoring process if you know someone is in place for the position next year. We are also here to assist with any questions or concerns you might have. We want the transition to be smooth for the next person filling in the discipline. Has anyone started the mentoring process or mentored in the past? Can you share what has worked or not worked for you? Nominations close mid-October, so watch for your annual budget templates to be coming through to you mid to late November. And that brings us to…..

- 1 suggestion regarding Mentoring was to take a lot of notes, upload them to the Chapter's shared DropBox Account and keep them from year to year.
- Another suggestion was to get start the mentorship as soon as possible.
- Go through and create a list of the most important things, such as QB Online, how to correctly code check payments and how to prepare and read the budgets

Annual Budget

We are nearing the 4th quarter of 2018, so please start thinking about your 2019 budgets. 2019 budget development deadline is at the end of February, and completed budgets will need to be submitted at that time. We can some time aside starting in December to have calls with any and all Chapters who would like me to help walk them through the process. The budget templates will include the past few years of budget history to help guide you along the process. Once the budgets are all submitted to the INC office, we will be reviewing them, sending you any questions we may have and getting the data into the Excel Financial Report documents that you receive from NEWH, Inc. monthly. Please let us know and we can assist with that information.

- Sit down and have a meeting outlining all upcoming event to help guide the team along in the budget development process

Board Minutes

Secretaries should have a copy of the by-laws handy at all meeting and also have the previous month's minutes at the board meeting for Chapter approval. Please continue on submitting the meeting minutes to Kathy at the INC office in a timely manner. Most chapters are up to date, which is very much appreciated. For those who are behind, please let us know if there is something we can do to assist in getting them in.

Use of the Chapter Credit Card

We hold a credit card at the INC office specifically designed to be used for all Chapter's expenses. Rather than board members using their own personal accounts to pay expenses and us writing checks to reimburse those expenses, please contact me to use the Chapter Credit Card. If it is an event happening during the evening at a bar and they need to charge a card that night, the venue can send me a form to complete so they have our card on file and charge it at the end of the night.

Requesting W-9 Forms from Suppliers/Vendors

Per IRS regulations – anytime a vendor is paid over $600 in a calendar year and are not classified as a corporation, NEWH needs to send that vendor a 1099. A W-9 Form identifies the type of organization and provides us with their legal name and Tax ID # so we are able to make that determination. We need to have W-9 forms on file for all vendors in case we are ever audited – even if we do not issue them a 1099. For Chapters whose checkbooks that I hold – I already take care of this for you. But, if I don't hold your check book, this responsibility would fall upon the Chapter Treasurer as they are the ones most aware of who checks are being written to. Once you receive the completed W-9 from the suppliers, please forward it onto me and I will code QuickBooks correctly so we can track them throughout the year for a 1099, I will also keep the copy on file at the INC office for you. I am more than happy to assist any Chapter with the requesting of W-9's, I will just need the vendors contact information from you to do so.

Website

If you haven't already familiarized yourselves with the website, there are many great resources on there, so please acquaint yourselves. Templates, the By-Laws, etc. Once you are logged into the website, head to Resources then Board Resources and you will find all kinds of helpful tools. If you are looking for something that you are unable to find, please let Diane at the INC office know and she will be able to help you out. If you haven't logged in yet, or don't know how to get logged in, it's no big deal – just shoot Diane an email and she will help get you up and running. We just want to make sure that you have the ability to log in and have all of the resources available to you whenever you might need them.

Certificate of Insurance

For fundraising events, the certificate of insurance should be taken out. Cost is $50, you will receive an invoice from me. So that should be considered when preparing your event's budgets. Some programming events don't require one, but in some instances it is a request of the venue, such as events at museums or schools. If uncertain, please contact me and we can analyze the personality of the event. They are not required for Toasty Tuesdays, Thirsty Thursdays, happy Hours, etc that take place in a bar/restaurant. 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 at the INC office.

QuickBooks Online

For Chapters who hold their own check books, I have reached out to the Treasurer's and Presidents regarding the Quickbooks Online training with me. If anyone is having issues logging in please let me know. It is important so that the Chapters are on board with recording and retrieving all of the necessary data. Treasurers should have the chapter financials available at each board meeting. Remember that each board member is responsible for the chapter finances, so please be mindful of these numbers and certainly 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 and money is lost. Make sure your device is working properly at least three days prior to, so we can complete any trouble-shooting if necessary. Go Payment offers the ability to set up items, so if there is something that you will be charging multiples of during any specific event, let me know and I can get an item set up for you to use. There are a few different ways you can use the app, you can accept payments through the swiper, you can manually enter card information and you can scan or take a picture of the card. One suggestion I have heard is to make sure you have the volume turned all the way up as the readers work through the audio jack.

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 they are great for reconciliation purposes / a check and balance type of document – to make sure all suppliers have been paid and all sponsors funds have been collected.

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.

Q&A

I just want to personally thank each of you for all of your hard work and all of the extra time that you put in to help make NEWH as great as it is! Without each and every one of you, NEWH would not be here!

Any questions?

- Contact the following NEWH, Inc. Board of Directors:
  - Fernando Diaz- NEWH Inc. VP/Finance - fernandodiaz@msn.com
  - Natalie Sheedy, NEWH, Inc. Secretary - nws@nataliesheedy.com
  - NEWH, Inc. office newh.finance@newh.org

We look forward to assisting you in any way we can to make your job easier! 800-593-6394