

Boots 'N Buckles Treasurer's Notes

Evening Cash Receipts and Accounting

1. There are 2 cash cans. Dana usually keeps one and the other one Bob Hubbard keeps only because he is always there early. The Board Member on the door is responsible to get this can from Bob and start taking in admission fees particularly on lesson nights when people start arriving between 7:15 and 7:30. This can is also used if Dana is not there early enough to open on non-lesson nights.
2. The door person (Dana) or helper (board member on the door) initiates a tally sheet for each dance (or any other club event that involves any revenue usually as early as possible after the doors are opened. Any cash received (except admission or raffle) is accounted for on this sheet as soon as it is received. This includes rent received from Charlotte, dues, sale of shirts, tickets for club events. When the 50/50 cash intake is counted and split up prior to the drawing the total amount taken in is recorded as well as the amount given out.
3. After the drawing, the cash is counted and the amount taken in for revenue is derived by subtracting the total of the amount in the can to begin with, usually \$200, plus the amount of rent, items/tickets sold and recorded on the sheet. Dana counts the cash with the door person checking her count and the total on the tally sheet. This way there should be no questions. Dana stamps all checks with the club stamp and makes out the deposit slip. Occasionally there is not enough cash revenue to cover the cash outlay on a Friday night and the petty cash is used to make up the difference. Leave a note in the can indicating the shortage for the next week. This shortage should be made up on the next Friday night possible. Note any shortages etc. on the tally sheets for both the Friday night it occurs on and the Friday night it is made up.

Monthly and Year to Date Accounting

1. Make the deposit at any B of A branch. Save the deposit receipt and attach to the Weekly Accounting sheet.
2. At the beginning of each month start a new Weekly Accounting sheet with the dates of each Friday night dance at the top of each column. Record the revenue figures from the Dance Tally Sheet in the appropriate categories as far as dance receipts, rent received from Charlotte, dues, 50/50 raffle, and other cash received. Detail explanations in the far right column for future reference.
3. Record any bills paid in the Club Disbursements columns with explanations in the far right column. The Excel spreadsheet is set up to do the arithmetic. Be careful to not delete the formulas.
4. The category in the middle of the spreadsheet labeled DANCE CASH OUT is set up merely to tally the actual dance revenue and expenses and these numbers do not enter into the bottom line totals. Some of the numbers (i.e. rent, music, doorperson etc.) are already entered. You will need to modify them as needed.
5. When you have the tally sheets for the entire month record the totals in the correct categories for the month. The total revenue and expenses should match those numbers on the Weekly Accounting sheet.
6. The Bank statement comes usually in the first week of the month to the club PO box. Bob picks up the mail each Friday and brings it to the dance. I have balanced the checkbook as of the beginning of December, (the last statement received). There is a discrepancy (in the club's favor) of about \$16

between the bank balance and the amount of cash we think we have on hand per the Year to Date sheets. I don't know where we went astray but I have not felt it significant to spend the time to pursue.

7. Once you have presented the monthly figures at the board meeting, you should send them to Judi Grater for incorporation in the next Roundup. Her phone # is 510-226-8320 and her email address is Mystyide@aol.com. She likes the beginning balance, revenue, expenses and ending balance. It is also nice if you have the time to write a short paragraph from the treasurer for the newsletter.

Bill Paying

1. When paying the bills, make sure you have receipts whenever possible. Do NOT encourage bills to be paid out of the petty cash can on Friday nights. You will soon lose control and remember you have an obligation to the membership to see that the funds are disbursed correctly and records are kept! The only payments that should be made out of the Friday night receipts are \$150 to Bob Hubbard, \$30 to Dana, and \$40 to the instructor on lesson nights. Dana usually takes care of these payments. If members cannot afford to pay for an item and then be reimbursed, it is better to give them a check advance and have them reimburse the club for the difference. Be sure to get receipts. All checks must be signed by 2 people that are authorized to sign on the account. In the past they have been the Pres, VP, Treas and Secty although I don't know if this is necessarily a rule. Currently Jim Frederick and I are the only authorized signers. One of us will need to accompany all prospective signers to the Warm Springs branch of the BofA to get new signature cards made out.
2. **Insurance:** The board member responsible for the insurance should ask you for a check for the amount and give you a copy of the letter he/she send noting how much is included and for which members. We pay \$3.10 per member per year to the Folk Dance Fed of Cal.. We also pay a \$25.00 membership fee per year to the Folk Dance Fed of Cal. and a \$5 administrative fee. These fees usually come up around October and were paid in Nov. '97 this year. We have paid for 99 members so far this year. There are probably at least 25 more members to be paid for.
3. **Rent:** Check should be given to the bartender at Swiss Park for the next month usually as close as possible to the end of the month as possible. Make check out to Swiss Park. Rent to be paid is determined by the number of nights the hall is used (includes Monday and Wednesday nights that Charlotte has lessons) time \$100 per night. Rent has been paid for January '98. Charlotte usually gives the club cash for rent payment sometime during the month. She is currently paid through November '97. (Note on the Weekly Accounting sheet when the rent is paid and for which month.) Note that up until February '97 the club subsidized the Monday lessons \$50 per night but the board voted to discontinue this subsidy until the club could afford it. Sometimes Charlotte is late with the rent. I have had to call her a couple of times when she was over 2 months behind but on the whole she does pay but unfortunately she has not been up to date in my tenure. We pay our rent in advance, but Charlotte doesn't. I have not chosen to pursue this since Charlotte is a good friend to the club but I would have if our funds had gotten precariously low.
4. **Fees:** Our checking account is free at the BofA as long as we maintain a balance of \$1000. If not, I believe the charge is \$10/mo. This is pretty steep and if the balance gets low, I'd encourage Charlotte to get up to date. We pay for check printing, but we just had a batch of 200 printed at a charge of about \$50 so this should last >1 yr. Remember this if you decide to move the account, you will need new checks!
5. **License Fees:** We pay \$10 business license to the city of Newark at the beginning of the year. I have made out the check for '98 but have not sent it in yet. We pay \$10 to the State of California in July. You will get a notification in each case.
6. **Advertising:** We pay approximately \$10/ month for advertising in the California Country Calendar. They send an invoice each month detailing the charges, x amount for each dance and y amount for special events.

7. **Roundup Printing and Postage:** Marie and Bill Parrish have taken care of the task of getting the copying and collating done, labeling with address labels supplied by the membership chairman and posting. They usually supply receipts every other month for 2 month's worth of expenses. (Judi Grater puts the Roundup together and gives to them for distribution.)
8. **Storage:** Up until Feb '97 we paid \$28/mo storage for club decorations etc. Jim Frederick requested and got permission from Walt (our landlord) to store our stuff upstairs, so we no longer have this expense.
9. **Badges:** We pay \$2 per badge plus tax and postage for each badge to Bay Area Engravers. We have a stock of blanks (probably about 150) with them. The Membership chairman is responsible for requesting the badges be made and they come back with an invoice to be paid. The total cost of a badge is \$6 including the blanks.so we don't make any money on them. The blanks were ordered and paid for in 1996. I believe there is one member who is waiting for his/her badge.
10. **Post Office Box:** We pay \$40/year rental. We get a bill in August/September.
11. **Office Supplies:** Most board members buy what is needed and then submit receipts. Lucy has a large supply of white paper for laser printing and labels so these should not be needed for a while.
12. **Taxes:** We do not pay taxes because we are a non-profit organization. The forms documenting this and the articles of incorporation are included with the treasurer's stuff. However we do file tax returns every year. Our forms are due by the 5th month after the end of our year which is the calendar year. So tax returns are due before the end of May. We must give Dana and Bob (and anyone else we pay >\$600/year) a 1099 form before the end of February to be legal. You will need to file forms 990-EZ to the IRS and 199 to the state. I got all of the forms by requesting them from the approp. agencies.

Look in previous years for examples of 1995 and 1996 returns. There should be a Year -to-Date spreadsheet with the appropriate paragraph numbers from the 990-EZ referenced. This should help. If you are still confused, let's set up a time to go over it together.

Barbara Thurston (510-582-9506)
Treasurer
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