

Wisconsin Trappers' Association, Inc.

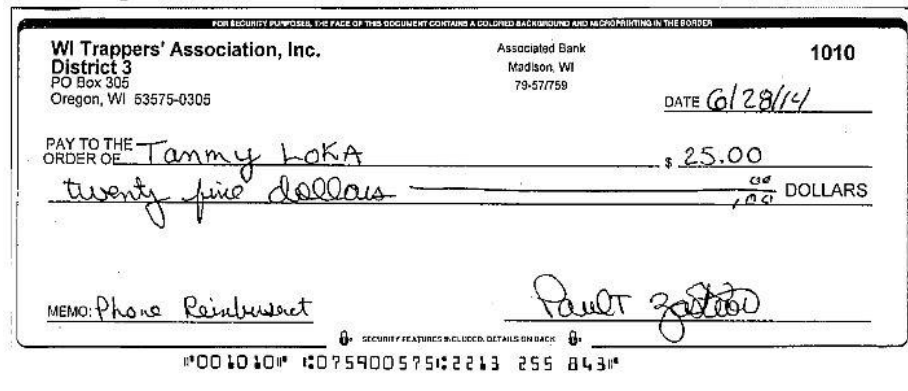


Treasurers' Manual

Revised 01/23/2015

1. Your best resource
 - a. Your first and best resource for help with getting your job done is at www.wistrap.org.
 - i. Click on the *Board Login* link on the home page.
 - ii. Enter user name: wistrap
 - iii. Enter password provided. This password changes periodically and board members will be notified by email when it has been changed.
 - b. Within the board login page you will find an up to date copy of this manual along with several forms and links to the most frequently requested information.
2. Help
 - a. Help is always available by contacting the WTA Bookkeeper by telephone or email.
 - i. Telephone at (888) 601-8727 ext 105
 - ii. Email at accounting@wistrap.org
3. District bank account information
 - a. Each district has a checking account at Associated Bank which is held by the Wisconsin Trappers' Association, Inc. but operated by each district.
 - b. The checking account for each district is held at Associated Bank under the WTA federal tax id number 39-1365154.
 - c. Only the WTA State President and WTA State Treasurer are authorized to open or close accounts using the WTA federal tax id number.
 - d. Bank Signature Authorization Form
 - i. This form is located on the Board Login page of wistrap.org
 - ii. Complete this form to update authorized signers on a checking account.
 - iii. Mail the completed form to the WTA Bookkeeper at PO Box 305, Oregon, WI 53575-0305
 - e. Online access
 - i. Online access is available using the *Associated Login* link on the WTA website at www.wistrap.org.
 - ii. Each checking account is available to all WTA state board members for financial and tax reporting purposes.
 - iii. District board members may also request online access to their district checking account from the WTA bookkeeper or treasurer.
 - f. Bank statements

- i. The WTA bookkeeper or treasurer will print bank statements online.
 - ii. Each district may opt to have the district bank statement sent to a district board member or may elect to not receive a hard copy to avoid the fee.
 - iii. Districts with online access may print a bank statement online for their district only.
- 4. Ordering check and deposit ticket supplies
 - a. Email accounting@wistrap.org to reorder checks or deposit tickets.
 - b. Include the account name and number in your email.
 - c. Allow three weeks for delivery of your order.
- 5. Preparing checks
 - a. Write checks legibly and complete all required fields.
 - b. The memo line must be completed on every check. Include as much detail as possible. (office supplies, lunch, travel)
 - c. Do not use abbreviations or acronyms. Descriptions need to be clear to everyone that reviews the documentation.



- 6. Receipts
 - a. Write the check number on the receipt
 - b. Code the expense (office supplies, lunch, travel)
 - c. Scan and email the receipt to accounting@wistrap.org. Your scanned image is kept electronically with the check you wrote in the step above.
- 7. Deposits
 - a. Prepare your deposit ticket legibly and complete all required fields.

- b. Make a note on the deposit ticket as to what the deposit was for. Include as much detail as possible. (raffle, contribution)

Associated Bank 5/20/14

ACCOUNT NUMBER
2223169737

NAME WTA DOB
PLEASE PRINT NAME

SIGNATURE _____
SIGNATURE REQUIRED IF RECEIVING CASH

NET DEPOSIT \$ 90.

WTA FALL RONDY
RAFFLE TICKETS

500 100 10

CHECKING/MONEY MARKET DEPOSIT	
CASH	CURRENCY
	COIN <u>90</u>
TOTAL FROM OTHER SIDE	
TOTAL	
LESS CASH RECEIVED	

USE OTHER SIDE FOR ADDITIONAL LISTINGS
BE SURE EACH ITEM IS PROPERLY ENDORSED.

8. Fixed Asset List

- a. The Insurance Fixed List is located under *Board Login* on the WTA website at www.wistrap.org. All districts should routinely review this list and make any changes.
 - i. Click on the Fixed Asset List and save it to your desktop.
 - ii. Open the spreadsheet from your desktop.
 - iii. Click on the tab at the bottom of the spreadsheet for your district.
 - iv. Add or remove items as necessary on your sheet.
 - v. Complete all the columns that apply.
- b. Email the updated Fixed Asset List spreadsheet to the bookkeeper at accounting@wistrap.org.
- c. Your changes will be placed on the updated list on the website within a few days.

9. 1099-MISC Miscellaneous Income

- a. The WTA is required by law to report certain payments to individuals to the IRS on form 1099-MISC.
- b. Form W-9 must be completed by the individual before payments can be made. The form is located at www.wistrap.org using the *FORMS* link. Form W-9 is completed only once and is kept on file.
- c. The following are the most common situations where a 1099 is required and the individual must complete a form W-9.
 - i. Scholarship: payments made to the winner of a WTA scholarship.
 - ii. Stipend: payments to WCTEP instructors and coordinators.
 - iii. Cash prize: cash payments to the winner of a raffle or drawing over \$600.
 - iv. Merchandise prize: any winner of a merchandise prize over \$600 in value.

10. Scholarship Payments

- a. Several scholarships are awards by the Wisconsin Trappers' Association, Inc. Follow these few steps to notify the WTA bookkeeper that a scholarship has been awarded and have a check sent to the student.
 - i. Have the student complete a W-9 form. (see 1099_MISC procedure)
 - ii. Prepare a check request located on the website under *Board Login*.
 - iii. Send the check request and form W-9 to the WTA bookkeeper by mail, fax or email.
 1. PO Box 35, Oregon, WI 53575-0305
 2. (888) 602-8727
 3. accounting@wistrap.org
 - iv. The check may be made payable to the student or the student and school but not the just the school.
 - v. The student should expect a check within ten days of the WTA bookkeeper receiving all the necessary paperwork.