

Duties of the Treasurer for a FSG Chapter:

Send all new membership and renewal applications to the Executive Director of FSG. The ED will record all information in a data base and send the checks on to the corporate treasurer who will scan all of the checks, also keep a database and deposit the checks. The Corporate treasurer will disburse 50% of the dues to each chapter and inform you of the members who have paid. Distributions will be made quarterly, or if there is \$50 or more due a chapter, on a monthly basis.

Receive all monies for chapters for workshops, donations, etc. Write checks for expenses when instructed to do so by the chapter executive board to ensure that the expenses have been approved.

When your chapter is putting on a workshop and hiring instructors please collect a completed and signed W-9 before paying an instructor. All paid instructors must have a valid US Social Security Number (SSN) or an Entity Identification Number (EIN) OR a valid Resident Alien Number which is a US SSN. Instructor Fees are paid on a separate check from expenses. The amount of Instructor Fees (not including expenses) and the W-9 are to be submitted to the corporate office within 30 days.

At the end of the fiscal year, each chapter will prepare a year-end report (YER) and submit the results on a standardized form supplied by the corporate treasurer. If there is a category that does not apply to your chapter, just leave the section blank. When you receive your December bank statement or statements, (CDs or MM accounts) photocopy them and send with the YER to the corporate treasurer who will collate all the information and send it on to the CPA. This is very important to do as quickly as possible since the IRS does not have a sense of humor about late filings. This information is due to the corporate headquarters no later than January 20th as the CPA needs time to do the taxes without incurring a late fee from the IRS.

Since we are incorporated, all chapters fall under the umbrella of the corporate organization. At the 2010 Corporate BOD meeting it was decided that there will also be a six month financial report filed by each chapter. This would hopefully alert the corporate headquarters if monetary problems for a chapter were forthcoming. The chapter treasurer will use the same form as the YER and send that information to the corporate treasurer by July 15th. Please request copies of the forms from the Corporate Treasurer.