

## UMRA Treasurer Toolkit

Updated 1.5.23

Banking – UMRA has banked at the US Bank in Roseville since its inception but that could be changed. Banking transactions can be conducted at any US Bank branch. There are currently three accounts: a regular checking account, a regular savings account and a savings certificate (currently 7mos. maturity). Signature authority is vested with the current treasurer, the president, and the president-elect.

Current US Bank Contact: Cassie Benjamin, [cassandra.benjamin@usbank.com](mailto:cassandra.benjamin@usbank.com), 612.615.6131, out of the Roseville office.

All expense transactions are accomplished through the checking account so that it is a complete record of expenses. For accounting and reporting purposes, we use the cash method as opposed to an accrual method. Thus, revenue is recorded when deposited in the bank account and expenses are recorded when checks are written.

Revenue – There are three principal sources of revenue: member dues, luncheon/event payments, and sponsorship payments (related to the UMRA newsletter and the UMRA luncheons/forums). Occasionally, there is a donation to the Association. Dues revenue is currently collected by the appropriate Membership Committee representative along with some prepaid luncheons. A significant portion of this income is processed by that representative through a Stripe account and transferred daily to the checking account. There is also some payment by check. These checks are forwarded to the treasurer for deposit into the checking account. Similarly, payments by check or cash at the door of a luncheon or for one of the social events are forwarded to the treasurer for deposit into the checking account. Any donations would come directly to the treasurer for deposit into the checking account.

Sponsorship payments are received by check in response to an invoice sent by the treasurer at the end of the month for that month's activity. There is a rate sheet that identifies the amount related to each type of sponsorship. The person who arranges each sponsorship is responsible for notifying the treasurer of the need to invoice the sponsor and to provide the appropriate contact information. Invoices are sent after a sponsorship recognition obligation has been met.

Expenses – All expenses are processed through the treasurer and the checking account, generally, in response to an invoice. The two major expenses relate to the luncheons and the newsletter (eight editions per year). Currently, the luncheons are all held at the Campus Club, but we will be trying Midland Hills as well, also through an UMRA member's account. The club requires that the billing be assigned to a member of the Club and all invoices are recorded to that account. A minor but significant expense related to luncheons at the Campus Club is our providing a "reserved" parking spot in the ramp behind the Union for any prepaid luncheon attendee who requests it. The registrar for the luncheon provides Parking and Transportation with a list of names of persons who requested the reservation and also informs the treasurer of the number of reservations. Parking and Transportation then charges UMRAs chartstring and an invoice is sent to the treasurer for payment. All expenses related to conference attendance and other miscellaneous outlays are handled by reimbursement. A significant

version of this is the memorial contributions for deceased members (handled by the Cares Committee). Expenses for the newsletter include staff payments, printing payments, and addressing and mailing payments. These are all paid in response to invoices. For the past two years, the two principal staff persons have been paid enough in the calendar year that UMRA has been required to file a W-9 for each of them. This was done for us by the accounting firm of Mount and Borresen.

We also have a liability insurance policy and D&O insurance that needs to be renewed annually. This was set up just before I became treasurer, a committee chose the Horizon Agency. The policies need to be set up with the Treasurer's address in order to get invoices received on a timely basis for payment.

Government Filings – In addition to the W-9's mentioned above, the treasurer needs to file annually with the state and the Federal government. Both are electronic filings. The state filing is relatively simple and is done at the beginning of the calendar year. The Federal form must be filed after the completion of your fiscal year which for us is June 30th. This is more complex and requires that the organization have an income of less than \$50,000 for the year. We have always been within that limit but we may exceed it in the near future. You will need to work through the 990-N form filing procedures.

Reporting – We have moved to monthly financial reports with Year to Date totals, compared to the approved annual budget. The format also shows the URVC budget since they are moving back under the UMRA umbrella. The annual report is published in the September newsletter. The form is unspecified so each treasurer has chosen used a format that worked for them; I have moved to a more detailed format and monthly reporting.

URVC will fold back under UMRA. This is supported by a University of Minnesota accountant who provides financial statements. Depending on timing of financial statement reporting, at times it may be simpler for the treasurer to pull financial data (Account Summary) to include in the UMRA monthly report. The Treasurer may also pull some simple payroll reports for URVC leadership to use – Payroll Actuals and Encumbrance Summary and Pay Period Salary and Fringe Detail by Finance Distribution. This is still in transition as of January 2023.

#### Major Items Work Schedule:

Monthly: deposit checks, pay invoices, produce monthly reports, send invoices for sponsorships and follow up on collections as needed

July: file federal form 990N, produce annual report for Exec Committee/Board/publication

December: liability insurance due, file with State of MN

January: File W-9s as needed (Mount and Borreson, Paul Mount, pmount@jlm-cpa.com)

February: D&O insurance due