

TREASURER

Humboldt Woodworking Society 2010

Software for Financial Statements: QuickBooks Premier Nonprofit Edition 2010

We have only one user license and when we elect a new treasurer, the software and license is permitted to be transferred to a new computer.

License Number: 3729 0404 9840 511 Product Number 322-659

The software cost just under \$400 and was donated to the Society. Inevitable upgrades will need to be purchased at Society expense and should be budgeted for at about 3-year intervals.

Password: fhornist (case sensitive)

Reporting Obligations:

Annual Budget – Approved by BOD no later than January 15 of each fiscal year

Report to BOD quarterly: Balance Sheet and Profit and Loss Actual vs Budget by Program

IRS Form 990 N annually by April – May as long as revenues do not exceed \$25,000 – If revenues exceed \$25,000, we will need to file Form 990 EZ.

Fiscal Year = Tax year = Calendar year

Checking Account:

U S Bank Account Number 153400815558; Routing Number 121122676

Currently, all of the Society's money is in the checking account.

However, we have restricted our money to be used in five program areas: General Fund, April Show Fund, Holiday Gift Gallery Fund, WoodFair Fund and CR Scholarship Fund. Separate balances are maintained for each fund within the one checking account (only in our records (and in QuickBooks), not in the bank's records).

Mail Box – P O Box 626, Arcata, CA 95518-0626

Reimbursement Policy: Expenditures must be approved by the BOD in advance. An invoice with receipts (or other documentation of the expenditure) attached is required for reimbursement.