

Company Treasurer Responsibilities



Introduction

It is an honor and a great responsibility to be the Company Treasurer. The job may sound daunting, but it requires just a basic understanding of utilizing a checking account and using common sense. Typically, there are not too many transactions in the Company checking account during a fiscal year, but the job does require accurately tracking income and expenditures, reporting to the Company Board, and preparing reports due to ISDUP. Another part of your role as the Company Treasurer is to train and assist the Treasurers in the Camps.

Summary of ISDUP Constitution and Bylaws

- Maintain a Company bank account.
- Collect annual dues from Camps within the Company and forward the appropriate amount to ISDUP with required paperwork by the listed due date.
- Make disbursements as authorized by the Company Executive Board.
- Keep a record of all receipts and expenditures.
- Present reports to the Company Board when called upon.
- Prepare, present, and submit required annual financial reports by due date.
- Archive a copy of Camp and Company financial reports.

Additionally:

- In small Companies, the office of Treasurer may be combined with that of Secretary.
- Three members of the Company Executive Committee should be authorized to sign checks. (The President, Treasurer, and one additional member of the Company Executive Committee.)
- At least two signatures are required on all checks.

Responsibilities

1. Meet Deadlines

- October 31:** Company Membership Dues Summary Sheet with accompanying check and Camp Rosters due to ISDUP. (See Heading #4 below for details.) **DO NOT** include Camp Membership Dues Summary Sheets. They are for your records. A copy of the Company Membership Dues Summary Sheet should be archived with your records.
- June 15:** Company Treasurer receives Camp Annual Financial Reviews from all Camps within the Company. The Company Treasurer should remind Camps to send these reports in on time. These Camp reviews should be archived by the Company.
 - ISDUP needs a copy of the Camp Annual Financial Review only from those Camps who checked “yes” on their report indicating they are to file a 990-N e-postcard. Please send these in with your Company Annual Financial Review due June 30.
 - For those Camps who have jurisdiction over a museum or cabin and keep their museum funds separate from their Camp funds, a copy of the Satellite Museum Annual Financial Review(s) should be received from the Camp Museum Treasurer(s) by June 15 and sent to the ISDUP Treasurer by June 30 in lieu of the Camp Annual Financial Review for those particular Camps.
 - For those Companies who have jurisdiction over a museum or cabin and keep their museum funds separate from their Camp funds, a copy of the Satellite Museum Annual Financial Review should be received from the Company Museum Treasurer by June 15 and sent to the ISDUP Treasurer by June 30.

- c. **June 30:** Company Annual Financial Review with required signatures due to ISDUP. A copy of this review should be archived with your records. This may be mailed to the ISDUP Treasurer if sent alone or to the Membership Department if included with the Company Annual Statistical Report (Secretary's responsibility) as they are due the same day. This review may also be sent digitally to treasurer@isdup.org. Include Camp reports only for those Camps as outlined above in part b as well as applicable Satellite Museum Annual Financial Reviews.
- d. **Late Dues:** Send to ISDUP along with Record Change Form as received from your Camps.
- e. **Memorial Donations:** Send to the ISDUP Secretary as received on the Company level. Camps send their memorial donations directly to ISDUP.

2. Company Budget

- a. Each Company Treasurer should help prepare an annual budget with the assistance of the Company Board. The projected annual expenses should cover the biennial Company convention, Jubilee, and training seminar as well as memorials, printing, postage, and other miscellaneous costs.
- b. Annual Company dues are calculated taking into account existing money. The maximum amount recommended to retain in the Company checking account would cover up to two years of the Company's needs. Increase or lower dues accordingly.
- c. Excess funds may be donated to a DUP Satellite Museum or funding of a DUP Marker within your own Company or to another DUP Camp or Company. Excess funds can also be donated to ISDUP.
- d. Keep dues at an even amount (i.e., \$3.00, not \$2.73.)
- e. Associates pay dues to the Camp, Company, and ISDUP in the same amount as the Member dues.
- f. Company funds are to be used for DUP purposes such as the Jubilee and District Convention which benefit the entire Company. Company dues may not be used to purchase items or supplies to contribute toward items to be donated to any other organization outside of DUP.

3. Bank Account

- a. Obtain an EIN number for your Company if you do not already have one. Most banks and many credit unions require this to set up a checking account. There are two different types of EIN numbers—one for those Camps/Companies needing tax-exempt status because they have jurisdiction over a museum, cabin, cemetery, artifacts housed in a public building, having a need to apply for grants or solicit donations, etc., and those Camps/Companies who need an EIN number as an identification number for their bank account. Contact Treasurer at ISDUP for specific instructions and for the correct application to use when applying for an EIN number.
- b. DUP Companies are historical organizations. Do not refer to your group as "tax exempt" or "non-profit" when setting up your bank account—for the most part, they are not. Using the word "Company" on your bank account often infers a business entity. Make sure the bank understands you are not a "business." Identifying your Company on your account as "XYZ UT DUP," for example, may solve the problem. If your Company does need this tax-exempt status as described in the previous paragraph, your Company will be included under the DUP "umbrella" for charitable organizations as part of our group exemption upon completion of the necessary paperwork, but this should not affect the way you designate the EIN number on your checking account. The EIN number attached to your bank account should still be designated "for banking purposes only" at your financial institution. See section 5 below, IRS and Tax Concern, for more details.

- c. Three (3) members of the Company Executive Committee are required to be signers on the bank account. The Company President and the Treasurer should be two of these. Whether the bank requires two signatures or not, ISDUP requires two signatures on all checks. If only one line is printed, just sign above the first signature. If a check is to be made out to one of the three people on the checking account, that person cannot be a signer and the other two individuals on the bank account need to sign the check.
- d. Venmo payments are accepted per the guidelines found at: ISDUP.org → Forms tab → Treasurer or ISDUP.org → Leadership tab → Company Officer Responsibilities → Venmo Guidelines.
- e. Company money should never be used for personal use, even temporarily. All receipts and expenditures should be accurately documented in the checkbook and/or on the Treasurer's Financial Record Form (available online at ISDUP.org → Forms tab → Treasurer).
- f. The Company Annual Financial Review should be archived permanently along with other reports. This may be in digital or paper form. Financial records of Company income and expenditures should be kept for seven years. Bank statements should be kept for two years. This need not be in paper form if accessible online at your bank.
- g. Unless maintaining a museum, cabin, cemetery, etc., Companies generally should not have a savings account and would maintain a non-interest-bearing checking account. It may be difficult to set up a bank account that does not charge monthly fees. Credit unions and local banks may be easier to work with than federal banks. Some credit unions require a savings account in order to set up an account. If this is the case, deposit the smallest required amount possible in the savings account and remember to include it in your total income on your yearly financial report. A money-market account may be another option. Be aware that usually this limits the number of checks that can be written each month. Also, opening up a savings account in lieu of a checking account may be the only option that works for some Companies. The bank would issue a cashier's check when a check is needed.
- h. Do not accumulate large bank account balances. If you have a large amount in your account, lower your dues for a year or two to adjust the amount or consider making memorial donations to ISDUP for Members who have passed away. Donations can also be made to ISDUP for specific projects such as cleaning paintings, purchasing equipment, etc., or to any DUP museum, cabin or marker project.
- i. Do not have a "kitty" and do not collect cans of food, money, etc., for charities outside of DUP.
- j. Do not use DUP Company funds for personal activities such as when a Board member is ill or a death occurs. Donations from individual Company members should be used for items like flowers, gifts and cards and should be sent from those individuals, not the Company. It is appropriate, however, to honor women in your DUP Company with DUP pins or awards or small gifts financed in a reasonable amount from your Company checking account for their service or years enrolled in DUP.
- k. Failure to follow the instructions, policies and direction of the President and Board with the checking account will result in dismissal from your position.

4. Reports

a. Company Membership Dues

The Camp Secretary/Treasurer forwards the original Camp and Camp Membership Dues Summary Sheet to the Company Treasurer by October 15. **One** check made out to the Company is due along with the reports. The amount should cover the ISDUP and Company dues for all active Members and active Associates. The Company Treasurer summarizes the information from the Camps on the Company Membership Dues Summary Sheet and sends this report along with all of the original Camp Rosters and one check made out to ISDUP to cover the annual

International dues collected from Members and Associates by October 31. Refer to the Camp Membership Dues Instructions found at ISDUP.org → Forms → Membership Dues. A copy of the Company Membership Dues Summary as well as the accompanying Camp Rosters should be archived with your Company's permanent records.

b. Company Annual Financial Review

This report is prepared by the Company Treasurer following the conclusion of the DUP year (fiscal and operational) on May 31. It summarizes the Company income and expenses for the DUP fiscal year (June 1 through May 31) and should be sent to ISDUP by June 30. If desired, the Treasurer may coordinate with the Company Secretary and mail in this report along with the Company Annual Statistical Report (Secretary's responsibility) as they are due the same day. If sent together, send to Membership Department at ISDUP. If the Company Annual Financial Review is sent separately, send to ISDUP Treasurer either by mail or digitally to treasurer@isdup.org. This report requires the review and signature of the Company President and one other member of the Company Executive Board other than the Treasurer. It is found at ISDUP.org → Forms → Treasurer. Generally, the Camp Annual Financial Reviews are to be retained by the Company. However, ISDUP needs a copy of the Camp Annual Financial Review from those Camps who checked "yes" on their report indicating they are to file a 990-N e-postcard because they have to maintain tax-exempt status as explained in section 3a above. Send these to ISDUP along with your Company Annual Financial Review by June 30.

c. Satellite Museum Annual Financial Review (for Camps)

If such Camps as described above have a separate bank account for a museum or keep a separate ledger for museum funds, it is required that a copy of the Satellite Museum Annual Financial Review for those Camp museums be sent to the Company Treasurer by June 15 and then a copy forwarded on to the ISDUP Treasurer by June 30. In such cases, the Satellite Museum Annual Financial Review is sent to ISDUP in lieu of the Camp Annual Financial Review for that particular Camp.

d. Satellite Museum Annual Financial Review (for Companies)

For those Companies who have a separate bank account for a museum or keep a separate ledger for museum funds, the Satellite Museum Annual Financial Review should be prepared and sent to the Company Treasurer by June 15. A copy should be forwarded to the ISDUP Treasurer by June 30. Please see more specific guidelines and instructions at: ISDUP.org → Leadership tab → Company Officer Information → Company Officer Responsibilities → Museum Director and Board.

e. Company Treasurer's Update to Their Members at District Convention

This report is prepared by the Company Treasurer and reported verbally at an annual Company sponsored event. It is a report of the Company finances from the most recently completed fiscal year. The figures should be taken from the most recently filed Company Annual Financial Review. (For example, if your Company convention is held in March, the Treasurer would prepare this report using the figures found on the Company Annual Financial Review filed by June 30 of the previous year.) This report should be retained within the Company; it does not need to be sent to ISDUP.

f. Late Dues

Late Member or Associate dues may be received at any time during the year from the Camps within your Company. They should be submitted to the ISDUP Membership Department along with a Record Change Form received from the Camp (available at ISDUP.org → Forms → Secretary). Company Treasurers should consider combining late dues that are submitted from the Camps and collected within a reasonable time frame and sending the amount in one check to ISDUP.

g. Memorial Donations

Donations made to ISDUP on the Company level in honor of a daughter who has passed away should be sent directly to the Secretary at ISDUP as received. The donation should be accompanied with a Memorial Donation Form (available at ISDUP.org → Forms → Other). Camps send donations made through their individual Camps directly to the Secretary at ISDUP.

5. IRS and Tax Instructions

- a. Companies should ensure compliance with IRS and tax concerns if the Company has jurisdiction over a museum, cemetery, cabin, or historical site or over artifacts housed within a public building. If the Company does not have any such jurisdiction, they typically will not need to file a 990-N e-postcard.
- b. Those Companies who do have this jurisdiction need to fill out one-time paperwork to be included in the group exemption under ISDUP to qualify for tax exempt status if they have not already done so (contact ISDUP Treasurer for more information).
- c. In the case of DUP artifacts being housed in a public building not owned by DUP, if the city, etc., owning the building will accept all liability pertaining to the DUP artifacts housed therein as well as the space they occupy, the Company will generally not have to fill out the paperwork to be included in the ISDUP group exemption and will not have to file the yearly 990-N e-postcard.
- d. Those Companies who plan to apply for a grant, are soliciting donations above and beyond Member or Associate dues or will have gross receipts of over \$50,000 annually also need to apply to be on the group exemption and are required to file a 990-N e-postcard each year. (If you are using a small portion of your Camp dues to donate towards a local DUP museum, etc., but are not raising other money for this purpose, the filing of the e-postcard and group exemption paperwork are not required.) Click [here](#) to file the 990-N e-postcard. Click [here](#) to access a helpful printable user guide you can use in your e-filing.
- e. The group exemption status stays current as long as a 990-N e-postcard is filed each year between June 1 and October 15. The ISDUP Treasurer can send you the link to file the postcard with the IRS. If you fail to file the postcard by October 15 and have filed in the past, you will receive a late notice from the IRS, usually in February of the next year. The postcard can be filed at that time for the previous year but should be filed again after June 1 for the current year. (The fiscal year is identified by when it begins, so, for example, the 2021 fiscal year begins June 1, 2021, and ends May 31, 2022. The filing between June 1 and October 15 of 2022 would be for the 2021 fiscal year.)
- f. If your Company fails to file for three consecutive years, your tax-exempt status with the IRS will be revoked. If you have filed in the past and do not need this status because you do not have jurisdiction over any of the above listed entities, there is no problem. In fact, in this instance, it is best to take no action for three years and let the status lapse. However, if you need to maintain that status and your status is revoked, the IRS charges a fee to be reinstated using the same EIN number.
- g. If for any reason your EIN number is cancelled, do not contact the IRS and do not pay anyone to re-activate the number. Contact the ISDUP Treasurer for more information.
- h. Sales tax rules vary from state to state. For information on state sales tax or other tax questions, see IRS and Tax Guidelines found at: ISDUP.org → Leadership tab → Company Officer Information → IRS and Tax Guidelines.

6. Fundraisers and Donations

- a. In accordance with ISDUP policy, DUP Camps and Companies cannot raise money or receive donations, monetary or otherwise, for other organizations outside of DUP. For example, a DUP Camp or Company should not sell items to raise money for the local library, donate hand-made items to care facilities etc., or conduct a drive for the local food bank and then donate from DUP to these entities.
- b. Daughters wishing to make donations or raise money for these types of groups need to do so as individuals and not tie those donations in any way back to DUP nor should any monies or items collected or made be done in conjunction with a DUP Camp or Company.
- c. Camps and Companies may receive donations or hold fundraisers such as selling a cookbook or having a bake sale to raise money towards the cost of a DUP marker, to maintain a DUP cabin or museum, or to provide needed funds for a special event or project related to your Camp or Company meetings.
- d. If fundraisers are held on a regular basis and/or bring in a fairly sizable amount of money, the Camp or Company will need to fill out paperwork to be on ISDUP's group exemption as a non-profit if they have not already done so. See IRS section for more clarification.

7. Raffles

In the State of Utah and in several other states, holding a raffle is illegal. Know the law of the state in which you live before organizing any such event to raise money for your Camp or Company. One way you can legally sell a ticket to win a prize is to make sure that everyone who buys a ticket gets something, even if it is a candy bar, and then one person can win the big prize. The definition of gambling is purchasing a "chance" to win something; so by ensuring everyone gets something for their purchase, it no longer fits the definition.

8. Resources Found at ISDUP.org

For Treasurer Accounting Functions

- Company Annual Financial Review
- District Convention: Company Treasurer's Update
- Treasurer Financial Record
- IRS and Tax Guidelines
- Memorial Donation Form
- Camp and Company Reports and Routing

For Processing Annual Membership Dues

- Company Membership Dues Summary Sheet
- Company Membership Dues Instructions
- Dues Chart Easy Calculator
- Camp and Company Reports and Routing

ISDUP Contact Information

ISDUP Treasurer
 300 N Main St
 Salt Lake City, UT 84103-1699
 Phone 801-532-6479 ext. 202 email - treasurer@isdup.org

Company Treasurer's Deadlines at A Glance

Due	Report Form	Prepared By	Send To
October 15	Camp Member Dues Received by Company Treasurer	Camp Treasurer	Company Treasurer
October 31	Company Membership Dues Summary Sheet, Camp Rosters, Dues (<i>one check to ISDUP</i>)	Company Treasurer/ Secretary collaborate	ISDUP Membership Department
June 15	Camp Annual Financial Review	Camp Treasurer	Company Treasurer
June 15	Satellite Museum Annual Financial Review (<i>from Camps-when applicable-see section 4c above</i>)	Museum Board Treasurer or Camp Treasurer (<i>when applicable</i>)	Company Treasurer
June 15	Satellite Museum Annual Financial Review (<i>from Company Museum-when applicable-see 4d above</i>)	Museum Board Treasurer or Company Treasurer (<i>when applicable</i>)	Company Treasurer
June 30	Company Annual Financial Review	Company Treasurer	ISDUP Treasurer
June 30	Satellite Museum Annual Financial Review (<i>when applicable-see sections 4c and 4d above</i>)	Museum Board Treasurer or Camp or Company Treasurer	ISDUP Treasurer

Company Treasurer

Membership Dues Flow Chart

Camps	Company	ISDUP
<div style="border: 1px solid black; background-color: #c6e0b4; padding: 10px; width: fit-content; margin: 0 auto;"> <p>October 15 Camp Dues to Company Treasurer <i>(One check)</i></p> </div>	<div style="border: 1px solid black; background-color: #c6e0b4; padding: 10px; width: fit-content; margin: 0 auto;"> <p>October 31 Company Dues to ISDUP <i>(One check)</i></p> </div>	<div style="border: 1px solid black; background-color: #c6e0b4; padding: 10px; width: fit-content; margin: 0 auto;"> <p>ISDUP Membership Department</p> </div>
<p>Camps</p> <ol style="list-style-type: none"> 1. Camp Treasurer with the assistance of the Camp Secretary completes the following: <ul style="list-style-type: none"> • Camp Roster <ul style="list-style-type: none"> ○ Mark amount paid. ○ Update Member and Associate records (address, cell number, home number, email, 4-digit zip code extension, etc.) ○ Provide information directly on the Camp Roster of moves, transfers, status, deaths, etc. using Camp Membership Dues Instructions. ○ Check “opt out” for those wishing to receive the <i>Legacy</i> electronically. • Camp Membership Dues Summary Sheet 2. Camp Treasurer prepares one check payable to the Company for ISDUP and Company dues. Check is signed by two authorized individuals. (Keep Camp dues.) 3. Send check, Camp Roster, and Camp Membership Dues Summary Sheet to Company Treasurer by October 15. 4. Send late dues along with Record Change Form to Company Treasurer as received. 	<p>Company</p> <ol style="list-style-type: none"> 1. Company Treasurer shall: <ul style="list-style-type: none"> • Complete Company Membership Dues Summary Sheet • Attach Camp Roster from <u>each Camp</u>. • Keep Company dues. 2. Company Treasurer prepares only one check payable to ISDUP for International dues. Check is signed by two authorized individuals. 3. Send one check, Company Membership Dues Summary Sheet, and Camp Rosters to ISDUP by October 31. Venmo payments also accepted using Venmo Guidelines found at: ISDUP.org → Leadership tab → Company Officer Information → Venmo Guidelines. 4. Do <u>not</u> send Camp Membership Dues Summary Sheets to ISDUP, only the Company Membership Dues Summary Sheet is forwarded. 5. Send late dues along with Record Change Form to ISDUP as received from Camps. 	<p>ISDUP</p> <ol style="list-style-type: none"> 1. Receives and processes dues for all Companies. 2. Processes late dues as received.
<p>If you are a “One Camp Company,” you do not need to complete the Camp Membership Dues Summary Sheet, only the Company Membership Dues Summary Sheet.</p>		

For questions, contact the ISDUP Membership Department at 801-532-6479, ext. 204
or by email to membership@isdup.org.