

2021 TBAC NIGP Treasurer Tasks & Responsibilities

PO Box 25256, Tampa, FL 33622

FEIN: 59-2732856

Not for Profit 501(3)c

Update and renew accounts for the year. The following is a list of accounts maintained by the Treasurer with further details to follow.

1. Suntrust - Banking
 - a. Checking
 - b. Savings
 - c. CD's (Chapter currently has 3)
2. Stripe – Credit card payment processing
3. Quickbooks – Bank account reconciliation and reporting.
4. Post Office Box
5. GoDaddy – chapter domain name registry.
6. Chapter Manager
7. Sunbiz – Corporation Filing
8. Taxes/Reporting

Tasks/Responsibilities/Reports – The following are detailed information and processes.

1. SunTrust accounts.
 - a. Checking
 - i. Income
 1. Payments may be received in the form of check through the PO Box, through the website for an event or membership renewal, etc.
 2. Check payments must be scanned and deposited in the Checking account at the bank. Scan must be attached to the transaction in Quickbooks when the information is added from the statement. Fill out the deposit slip and stamp checks for endorsement.
 3. Electronic payments through the website will be reported through Stripe. Transfer the information from Stripe to Quickbooks for the monthly report.
 4. Collect information from Stripe and bank statement and reconcile in Quickbooks at the beginning of each month.
 5. Membership payments should be forwarded to the Membership Chair for updating the Chapter Manager information.
 - ii. Expenses
 1. Collect receipts and supporting information for transactions made with board member debit cards.
 2. Scan receipts and supporting information to attach to the transaction in Quickbooks.
 3. Record transactions made with debit, check or credit card from bank statement into Quickbooks.
 4. Run the monthly report from Quickbooks into Excel for monthly reporting.
 5. Log the payments made on the disbursements table for the board meeting agenda and send to the Secretary prior to the meeting.
 - b. Savings

- i. Monitor interest and/or activity and report on Excel spreadsheet at monthly meeting.
 - c. CD's – Monitor for changes and report on Excel spreadsheet at monthly meeting.
 - i. [REDACTED] – Expires 11/13/21
 - ii. [REDACTED] – Expires 6/1/21
 - iii. [REDACTED] – Expires 8/12/22
- 2. Stripe
 - a. Open Stripe at <https://www.dashboard.stripe.com/login>
 - b. Payments>Payouts
 - c. Click paid.
 - d. Click on the transaction to see the breakdown and compare with Quickbooks
- 3. Quickbooks
 - a. Monthly reporting and reconciling:
 - i. Open Quickbooks at <https://www.c13.qbo.intuit.com/qbo13/login>
 - ii. Banking>Update
 - iii. Click on the transaction to open the details.
 - iv. Click the Categorize radio button.
 - v. Click Split to enter details
 - vi. Attach the receipt or scanned documents that support the transaction.
 - vii. Click Apply & Accept to finish the transaction.
 - viii. Members are “Customers” and Companies are “Vendors”
 - ix. Pay careful attention to the Expense vs. Income options when categorizing.
 - x. If you need to go back and make a change you can go to Categorized and click “Undo” at the right on the transaction line. Then go back and make you changes following the steps above.
 - b. Reports:
 - i. Profit & Loss will be the report you run to get the Expense and Income totals for the monthly report.
 - 1. Profit & Loss
 - 2. Customize
 - 3. Enter the dates
 - 4. Run report
 - c. Reconcile:
 - i. Done on the first of the month.
 - ii. Bank Register
 - 1. This should come up 0.
 - iii. Reconcile
 - iv. Ending balance from previous Excel sheet
 - v. Ending date = end of previous month
 - vi. Quickbooks, Excel Sheet and Suntrust statements should all match.
- 4. Post Office Box
 - a. Renew/Pay for PO box rental due in May each year.
 - b. Located at the post office near the Tampa International Airport
 - c. Address: P.O. Box 25256, Tampa, FL 33622
 - d. Monthly unless there is an event coming up, then go weekly.
- 5. GoDaddy Domain name registry.
 - a. nignp-tampabay.org and nignp-tampabay.com are registered domains and must be renewed before January 31st.
 - b. GoDaddy account # is [REDACTED].

- c. PIN: [REDACTED]
 - d. Username: [REDACTED]
 - e. Password (case sensitive): [REDACTED]
6. Chapter Manager – https://www.nigp-tampabay.org/secure/backend_login/
- a. The New Linear Group, Inc.
 - b. Account for Chapter Manager support and software annually paid in January by Treasurer.
 - c. Contact mstopnick@chaptermanger.com or 954-584-8801
7. Sunbiz Corporation
- a. Must be renewed between January 1st and May 1st each year.
 - b. Document # [REDACTED]
 - c. Login to Sunbiz.org and click on Annual Report.
 - d. Update officers and pay for filing.
 - e. Save receipt and add to disbursements table for the next board meeting.
8. Taxes
- a. Contact CPA Iris Williams at iris@rlbrownllc.com
 - i. Email Ms. Williams to find out what information and documents she will need to file taxes for the chapter.
 - b. Quarterly sales tax reporting.
 - i. Run the Tax Report for the period or quarter needed to file.
 - 1. Enter Chapter Manager.
 - 2. Click on Tax Reports.
 - 3. Enter the start and end dates for the reporting period.
 - 4. Click View Transactions.
 - 5. Scroll to the bottom for total sales and total tax collected amounts to enter in the form on MyFlorida.com.
 - ii. Report on MyFlorida.com.
 - 1. Go to <https://ritx-fl-sales.bswa.net/>
 - 2. User ID: [REDACTED]
 - 3. Password: [REDACTED]
 - 4. Click on Sales and Use Tax.
 - 5. Click on DR-15 (Sales and Use Return).
 - 6. Enter signature information and sales/services/electricity amount from Chapter Manager Report for the period.
 - 7. Enter the exempt sales and taxable amounts. If \$0.00 then leave \$0.00.
 - 8. Click next.
 - 9. Submit