



# A Roadmap for Branch Financial Management: All Your Questions Answered

## *References*

### Financial Management - General

- **AAUW Finance Tool Kit:** A great guide from AAUW national, appropriate for finance officers, presidents, and all branch leaders interested in understanding branch finance. Available on the AAUW California website.
- **The Effective Board: How to Ensure Effective Fiscal Management:** A one-page guide from the National Center for Nonprofit Boards for presidents and all board members. Available on the website: <https://www.aauw-ca.org/branch-treasurer-resources/>

### Accounting Practices

- **Retaining Records and Financial Review:** A one-pager from the AAUW Finance Tool Kit that says what to save and what to review.
- **Audit Committee Process Example:** From Long Beach Branch
- **Examples of budgets, monthly reports, year-end reports:** Available on the website.
- **Running QuickBooks in Nonprofits:** The Only Comprehensive Guide for Nonprofits Using QuickBooks, 2nd Edition by Kathy Ivens.

### Taxes

- **All forms:** Check AAUW California website for links.  
<https://www.aauw-ca.org/financial-documents-deadlines/>

### Insurance

- **Branch Insurance Q&A document:** Document available on AAUW California website  
<https://www.aauw-ca.org/branch-treasurer-resources/>
- **Certificate of Insurance:** <https://www.aauw-ca.org/branch-treasurer-resources/>

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### Membership

- **Dues and Fees Schedule:** <https://www.aauw-ca.org/dues-fees-schedule/>

### Fundraising

- **AAUW Policy 501: Fundraising Guidelines:** This and other goodies available on the website. <https://www.aauw-ca.org/fundraising/>
- **AAUW California Branch Financial Information:** Highlights fundraising, especially rules for running raffles. <https://www.aauw-ca.org/wp-content/uploads/2017/11/branch-financial-tax-information-2017-1114-updates.pdf>

### Special Projects Fund (SPF)

Website: <https://specialprojectsfund-ca.aauw.net/>

### For more information contact:

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#### **SPF**

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