



How to be a Branch Treasurer

June 7, 2021

Why This Webinar?

- New treasurers often at a loss for what is expected
- Survey of branch finance from the fall shows requests for greater education
- Finance important for branch success
- Failure to report taxes properly can lead to loss of tax exempt status and even branch closure





Who Is This Webinar For?

- New and old branch treasurers
- Membership treasurers and chairs
- Fund chairs
- Tech Trek treasurers
- Project leads
- Presidents and board members

The entire board shares fiduciary responsibility for the branch.

Webinar Topics

- General accounting concepts
- Membership dues' processing
- Events and fundraisers
- Monthly reconciliation and board reports
- Budgeting
- Taxes and reporting to IRS and California



Questions taken at several points in the presentation

Things to Note

- **Branch Treasurer's Accounting Guide**
 - specially developed as a reference for you
 - webinar gives a tour of the guide
- Focus is on accounting concepts needed for AAUW, not specific to any tool
 - ideas can be used with any software - e.g. spreadsheets, Quicken, Quickbooks
- Use what you need
 - Branch needs and treasurer skills differ
- Treasurers not expected to be accountants





Presenters

Christine Ritter: President and Past Treasurer,
Danville-Alamo-Walnut Creek

Roberta Schmalz: Past Treasurer, Citrus
Heights-American River (CHAR)

Kathy Ford: Incoming Treasurer, Beach Cities;
Chair Investment Committee, AAUW California

Barbara Spencer: President and Past Treasurer,
San Francisco

Roli Wendorf: CFO, AAUW California