

AAUW Branch Treasurer's Accounting Guide

Tab 1: How to Use this Workbook

This workbook was prepared to help branch treasurers and other board members understand how to keep records of branch financial activity. The examples are shown in spreadsheets so you can visualize the entries and their effects on the financial statements. These principles and accounting practices apply whether your branch chooses to use Excel spreadsheets, Quicken, QuickBooks or other accounting software.

How to Use This Workbook

1. The **Tabs** walk you through a typical year and the various financial entries you will make.

2. There are two financial statements that you will manage. Each tab shows the entries and recalculations needed for each report for a given transaction

The Statement of Activities Shows all the income and expenses for a given period of time

The Statement of Financial Position Shows the cumulative value of all the Assets, Liabilities and Net Assets of your branch. This is a snapshot of the branch value at one point in time.

3. The following color scheme is used to direct your attention to the items you need to enter and the recalculations they will create in your two reports.

Color Coding Legend for Workbook

Increases to Account

Decreases to Account

Recalculations based on the Entry

Note: accounting packages make most recalculations automatically. You need to manually enter increases and decreases to restricted accounts.

4. As you make your entries and calculations during the year, the following check sums will help you know if you made any errors:

Excess of Revenues Over Expenses = Total Revenues - Total Expenses

Excess of Revenues Over Expenses = Change in Total Net Assets from previous period

Total Assets = Total Liabilities + Net Assets

5. These illustrations will enable your branch to track your activities, ensure that donations are applied according to the intention of your donors, inform your board so that they can make appropriate decisions and ensure the integrity of your banking. These recommendations do not follow strict GAAP practice, which is not a requirement for branches of our size.

Tab 2: Financial Terms for Non-Profit Accounting

A Chart of Accounts is a list of all the accounts you use to track your financial activities. These accounts fall into the categories listed below

Statement of Activities

Revenues	Income to your branch e.g., Branch Dues, tickets to events, advertising income
Operating Income	Income to your branch that is not designated for a particular purpose or project
Project income	Income to your branch designated for a project or fund
Expenses	Expenses for your branch e.g., directory printing, fundraising expenses, scholarship awards, insurance
Operating Expenses	Expenses to run your branch and not tied to fundraising for a project
Project Expenditures	Expenditures for fundraising and project payments
Fundraising Expenses	Expenses for a fundraiser for a designated project
Funds Paid	Payments to the beneficiaries of a project

Statement of Financial Position

Assets	List of items of value your branch owns e.g., checking account balance, deposits made for future meeting venues,
Liabilities	List of any amounts your branch owes e.g., memberships for following year that are paid by members between March 16 and June 30, CA and national dues received
Net Assets	Total Restricted and Unrestricted Net Assets
Restricted Net Assets	Amount held by the branch for a specific purpose e.g. Local Scholarship donations and fundraising proceeds
Unrestricted Net Assets	Amount held by the branch from years when income exceeded expenses for branch operations: total profit generated over all years of branch operation

Choose the specific accounts you want to track in each of these categories. Choose the accounts that are most meaningful for your branch.

Keep in mind activities that need to be reported separately, such as raffles and fundraisers, when you choose your accounts.

A good rule of thumb is that you should set up an account for any activity that exceeds 10% of your total in any category.

Here is an example of a simple **Chart of Accounts**:

Revenues:

- Branch Dues Income
- Member Event Income
- Directory Advertising Income
- Fundraising Income Tech Trek
- Fundraising Income Local Scholarships
- Raffle Income

Expenses:

- Member Event Expenses
- Administrative Expense
- Directory Expense
- Fundraising Expense Tech Trek
- Fundraising Expense Local Scholarships
- Funds Paid (net) Tech Trek
- Funds Paid (net) Local Scholarships
- Raffle Expense

Assets:

- Current Assets-Checking Account
- Current Assets-Savings Account
- Prepaid Expenses- Venue Deposits

Liabilities:

- Current Liabilities- AAUW CA Dues
- Current Liabilities- AAUW National Dues
- Current Liabilities- AAUW National Donations with Dues
- Deferred Income-Deferred Branch Dues Income

Net Assets:

- Restricted - Tech Trek
- Restricted - Local Scholarships
- Restricted - AAUW National
- Unrestricted Net Assets

Tab 3: Example Budget and Beginning Assets, Liabilities and Net Assets

Statement of Activities	Year 1	Budget
Revenues:		
<i>Operating Income</i>		
Branch Dues Income	\$ -	\$ 3,480.00
Member Event Income	\$ -	\$ 3,200.00
Directory Advertising Income	\$ -	\$ 1,200.00
	\$ -	\$ 7,880.00
<i>Project Income</i>		
Fundraising Income		
Tech Trek	\$ -	\$ 10,000.00
Local Scholarships	\$ -	\$ 2,300.00
Local Scholaships Raffle	\$ -	\$ 700.00
	\$ -	\$ 13,000.00
Total Revenues	\$ -	\$ 20,880.00

Expenses:		
<i>Operating Expenses</i>		
Member Event Expenses	\$ -	\$ 2,500.00
Administrative Expense	\$ -	\$ 200.00
Directory Expense	\$ -	\$ 450.00
	\$ -	\$ 3,150.00
<i>Project Expenditures</i>		
Fundraising Expense		
Tech Trek	\$ -	\$ 500.00
Local Scholarships	\$ -	\$ 270.00
Local Scholarships Raffle	\$ -	\$ 30.00
Funds Paid (net)		
Tech Trek	\$ -	\$ 9,500.00
Local Scholarships	\$ -	\$ 2,200.00
	\$ -	\$ 12,500.00
Total Expenses	\$ -	\$ 15,650.00

Excess Revenues Over Expenses	\$ -	\$ 5,230.00
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Statement of Financial Position	Yr 1 Begin
Assets:	
<i>Current Assets</i>	
Checking Account	\$ 8,000.00
Savings	\$ 4,500.00
	\$ 12,500.00
<i>Prepaid Expenses</i>	
Venue Deposit	\$ 1,500.00
Total Assets	\$ 14,000.00
Liabilities:	
<i>Current Liabilities</i>	
AAUW CA Dues	\$ -
AAUW National Dues	\$ -
AAUW National Donations	\$ -
<i>Deferred Income</i>	
Deferred Branch Dues Income	\$ 2,000.00
Total Liabilities	\$ 2,000.00
Net Assets:	
<i>Restricted:</i>	
Tech Trek	\$ 500.00
Local Scholarships	\$ -
AAUW National	\$ -
	\$ 500.00
<i>Unrestricted:</i>	
Unrestricted Net Assets	\$ 11,500.00
Total Net Assets	\$ 12,000.00
Total Liabilities and Net Assets	\$ 14,000.00

Check Sums to Validate Your Entries:

1. Excess of Revenues Over Expenses = Total Revenues - Total Expenses
2. Excess of Revenues Over Expenses = Change in Total Net Assets from previous period *see Monthly-End Activity Report Tab for example
3. Total Assets = Total Liabilities + Net Assets

The prior year Treasurer will provide these year end statements to you.

Notice that you have a Venue Deposit of \$1,500 that you will use for a member event later in this year.

You also have deferred branch income of \$2,000 from members who paid their dues before the membership year begins on July 1.

Your budget for Income and Expenses was created and approved by your branch Board.

Tab 4: Release Deferred Dues Income to New Membership Year

Statement of Activities		Year 1	After Entry
Revenues:			
<i>Operating Income</i>			
Branch Dues Income	\$ -	\$ 2,000.00	\$ 2,000.00
Member Event Income	\$ -	\$ -	
Directory Advertising Income	\$ -	\$ -	
	\$ -	\$ 2,000.00	
<i>Project income</i>			
Fundraising Income			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
Local Scholaships Raffle	\$ -	\$ -	
	\$ -	\$ -	
Total Revenues	\$ -	\$ 2,000.00	

Expenses:			
<i>Operating Expenses</i>			
Member Event Expenses	\$ -	\$ -	
Administrative Expense	\$ -	\$ -	
Directory Expense	\$ -	\$ -	
	\$ -	\$ -	
<i>Project Expenditures</i>			
Fundraising Expenses			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
Local Scholarships Raffle	\$ -	\$ -	
Funds Paid (net)			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
	\$ -	\$ -	
Total Expenses	\$ -	\$ -	

Excess Revenues Over Expenses \$ - \$ **2,000.00** \$ 2,000.00

Statement of Financial Position		
	Yr 1 Begin	After Entry
Assets:		
Current Assets		
Checking Account	\$ 8,000.00	\$ 8,000.00
Savings	\$ 4,500.00	\$ 4,500.00
	\$ 12,500.00	\$ 12,500.00
Prepaid Expenses		
Venue Deposit	\$ 1,500.00	\$ 1,500.00
Total Assets	\$ 14,000.00	\$ 14,000.00
Liabilities:		
Current Liabilities		
AAUW CA Dues	\$ -	\$ -
AAUW National Dues	\$ -	\$ -
AAUW National Donations	\$ -	\$ -
Deferred Income		
Deferred Branch Dues Income	\$ 2,000.00	\$ -
Total Liabilities	\$ 2,000.00	\$ -
Net Assets:		
Restricted:		
Tech Trek	\$ 500.00	\$ 500.00
Local Scholarships	\$ -	\$ -
AAUW National	\$ -	\$ -
	\$ 500.00	\$ 500.00
Unrestricted:		
Unrestricted Net Assets	\$ 11,500.00	\$ 13,500.00
Total Net Assets	\$ 12,000.00	\$ 14,000.00
Total Liabilities and Net Assets	\$ 14,000.00	\$ 14,000.00

Check Sums to Validate Your Entries:

1. Excess of Revenues Over Expenses = Total Revenues - Total Expenses
2. Excess of Revenues Over Expenses = Change in Total Net Assets from previous period
3. Total Assets = Total Liabilities + Net Assets

The first day of each fiscal year, Release Deferred Branch Dues

- 1 Decrease Deferred Branch Dues Income
- 2 Increase Branch Dues Income

Re-calculate the Excess ROE and increase Unrestricted Net Assets

- 3 Increase in Excess Revenues Over Expenses
- 4 Increase Unrestricted Net Assets

Dues collected from March 16 through June 30 apply to the following year. Since we are accepting this revenue in the current year, we have earned an excess of \$2,000 of revenue over expenditures, which is added to our Unrestricted Assets.

Tab 5: Processing Deposits and Payments

AAUW (Branch Name)
Expense Reimbursement Request

Pay To: _____ Date: _____

Street: _____

City, State, ZIP: _____ Phone: _____

Meeting/Project: _____ Date: _____

Location: _____

Date	Account/Fund <small>(treasurer will enter)</small>	Description	Amount
Total			

All expense receipts must be attached. Submit reimbursement request within 30 days of event.

Signed: _____ Date: _____
Requestor

Approved: _____
Event chair or representative

Treasurer use only
Check # or Confirmation #: _____ Date: _____ Total: _____

Example of Work Instructions for Processing Deposits and Payments

Note – This process assumes paper documentation. Electronic storage of the documents is also appropriate if the files are backed up regularly.

Deposits

Each **deposit of checks and/or cash** needs a deposit slip, an explanation of the source of the deposit and the check(s) or cash. (A donation made from a donor's tax-deferred retirement account may require a call to the broker to determine the identity of the owner.)

- * Verify the total deposit matches the total on the deposit slip.
- * Endorse the checks using the bank-provided stamp.
- * Make a copy of all checks. Make the deposit at the bank or via phone. Print out the receipt.
- * Put the deposit receipt, any additional information as to the source, and check copies in the Treasurer binder.
- * Enter the deposit in the accounts as described on the transaction tabs.

If the deposit is a **PayPal transfer**, be sure to identify the source of the funds with the PayPal coordinator.

Direct deposits from AAUW national are branch dues from payments made on the web. The bank statement will say "AAUW Educational Cash (CD)". You will receive an email from national after the deposit is made.

Note: 501(c)(3) branches need to track all donations by donor to support sending IRS written acknowledgment letters. If donations are for AAUW FUND, you must also send the contact information for the donors using the AAUW FUND deposit forms.

Payments

For **Invoices** to AAUW branch:

- * Check that invoice reflects **budgeted** work done or goods received and that the expense amount is approved by your Policies and Procedures.
- * Write check or use bank bill paying system for amount. Note the date of payment and check number on the invoice.
- * Copy the invoice with check number and date and put in Treasurer binder.

For **Expense Reimbursement Request** from members:

- * A signed Expense Reimbursement Request form with receipts is required for each member reimbursement.
- * Check whether expense is within approved **budget**. If not, or if over limit, return to submitter for board approval.
- * Confirm that receipts are presented to support each requested item for reimbursement and that the total on the expense voucher equals the total amount for receipts presented.
- * Write check to member or use bank bill paying system. Note check number and payment date on voucher. You may need to get a second signature if the amount is over that limited by your Policies and Procedures.
- * Put the voucher and receipts (or copies of the receipts if on thermal paper) in the Treasurer's Binder.

Tab 6: Deposit Branch, AAUW CA and AAUW National Dues paid to Branch During Membership Year

Statement of Activities		Before	After Entry
Revenues:			
<i>Operating Income</i>			
Branch Dues Income	\$ 2,000.00	\$ 2,021.00	\$ 21.00
Member Event Income	\$ -	\$ -	
Directory Advertising Income	\$ -	\$ -	
	\$ 2,000.00	\$ 2,021.00	
<i>Project Income</i>			
Fundraising Income			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
Local Scholarships Raffle	\$ -	\$ -	
	\$ -	\$ -	
Total Revenues	\$ 2,000.00	\$ 2,021.00	

Expenses:			
<i>Operating Expenses</i>			
Member Event Expenses	\$ -	\$ -	
Administrative Expense	\$ -	\$ -	
Directory Expense	\$ -	\$ -	
	\$ -	\$ -	
<i>Project Expenditures</i>			
Fundraising Expenses			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
Local Scholarships Raffle	\$ -	\$ -	
Funds Paid (net)			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
	\$ -	\$ -	
Total Expenses	\$ -	\$ -	

Excess Revenues Over Expenses \$ 2,000.00 \$ 2,021.00 \$ 21.00

Statement of Financial Position		Previous Value	After Entry
Assets:			
<i>Current Assets</i>			
Checking Account	\$ 8,000.00	\$ 8,103.00	\$ 103.00
Savings	\$ 4,500.00	\$ 4,500.00	
	\$ 12,500.00	\$ 12,603.00	
Prepaid Expenses			
Venue Deposit	\$ 1,500.00	\$ 1,500.00	
Total Assets	\$ 14,000.00	\$ 14,103.00	

Liabilities:			
<i>Current Liabilities</i>			
AAUW CA Dues	\$ -	\$ 20.00	\$ 20.00
AAUW National Dues	\$ -	\$ 62.00	\$ 62.00
AAUW National Donations	\$ -	\$ -	
<i>Deferred Income</i>			
Deferred Branch Dues Income	\$ -	\$ -	
Total Liabilities	\$ -	\$ 82.00	
Net Assets:			
<i>Restricted:</i>			
Tech Trek	\$ 500.00	\$ 500.00	
Local Scholarships	\$ -	\$ -	
AAUW National	\$ -	\$ -	
	\$ 500.00	\$ 500.00	
<i>Unrestricted:</i>			
Unrestricted Net Assets	\$ 13,500.00	\$ 13,521.00	\$ 21.00
Total Net Assets	\$ 14,000.00	\$ 14,021.00	
Total Liabilities and Net Assets	\$ 14,000.00	\$ 14,103.00	

Renew Member

Member ID: 123456
 Name: Amelia Earhart
 Member Type: MOB-Branch Member
 National: \$62 State: \$20 Branch: \$21 Total Dues: \$103

You can add a donation or just click SAVE to save your entry. Note: Deduction of the branch dues occurs at the final step of the reporting process.

General Contribution to AAUW's Mission: (optional) \$0

Fund designated for your contribution:
 AAUW Greatest Needs Fund

Total Amount: \$103

- To deposit a member check branch, state and national dues:
- 1 Increase checking account by total amount (e.g. \$103.00)
 - 2 Increase Branch Dues Income by Branch dues amount (e.g. \$21.00)
 - 3 Increase AAUW CA Dues by CA Dues Amount (\$20.00)
 - 4 Increase AAUW Nat by Nat Dues Amount (\$62.00)

- Re-calculate the Excess ROE and increase Unrestricted Net Assets
- 5 Increase in Excess Revenues Over Expenses by \$21.00
 - 6 Increase Unrestricted Net Assets by \$21.00

Branch MPP FY22 (July 1, 2021 - June 30, 2022)
 Your Branch Name

SELECT A MEMBER from the dropdown to find the member you wish to renew.
 Then, click the renew box to the left of their listing to renew the membership.

Select a member

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
<input type="checkbox"/>																												
<input type="checkbox"/>																												
<input type="checkbox"/>																												
<input type="checkbox"/>																												
<input type="checkbox"/>																												
<input checked="" type="checkbox"/>																												

Use ADD NEW/DUAL MEMBER, TRANSFER MEMBER, RENEW LAPSED MEMBER buttons to add others to your report. Mouse over the buttons for explanations. Once done, click VIEW SUMMARY to verify your entries.

Tab 7: Deposit Branch, AAUW CA and AAUW National Dues paid to Branch for Next Year Membership (paid mid-March - June)

Statement of Activities		
	Before	After Entry
Revenues:		
<i>Operating Income</i>		
Branch Dues Income	\$ 2,000.00	\$ 2,000.00
Member Event Income	\$ -	\$ -
Directory Advertising Income	\$ -	\$ -
	\$ 2,000.00	\$ 2,000.00
<i>Project income</i>		
Fundraising Income		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ -
Local Scholarships Raffle	\$ -	\$ -
	\$ -	\$ -
Total Revenues	\$ 2,000.00	\$ 2,000.00

Expenses:		
<i>Operating Expenses</i>		
Member Event Expenses	\$ -	\$ -
Administrative Expense	\$ -	\$ -
Directory Expense	\$ -	\$ -
	\$ -	\$ -
<i>Project Expenditures</i>		
Fundraising Expenses		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ -
Local Scholarships Raffle	\$ -	\$ -
Funds Paid (net)		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ -
	\$ -	\$ -
Total Expenses	\$ -	\$ -

Excess Revenues Over Expenses \$ 2,000.00 \$ 2,000.00

Statement of Financial Position		
	Previous Value	After Entry
Assets:		
<i>Current Assets</i>		
Checking Account	\$ 8,000.00	\$ 8,103.00
Savings	\$ 4,500.00	\$ 4,500.00
	\$ 12,500.00	\$ 12,603.00
<i>Prepaid Expenses</i>		
Venue Deposit	\$ 1,500.00	\$ 1,500.00
Total Assets	\$ 14,000.00	\$ 14,103.00

Liabilities:		
<i>Current Liabilities</i>		
AAUW CA Dues	\$ -	\$ 20.00
AAUW National Dues	\$ -	\$ 62.00
AAUW National Donations	\$ -	\$ -
<i>Deferred Income</i>		
Deferred Branch Dues Income	\$ -	\$ 21.00
Total Liabilities	\$ -	\$ 103.00
Net Assets:		
<i>Restricted:</i>		
Tech Trek	\$ 500.00	\$ 500.00
Local Scholarships	\$ -	\$ -
AAUW National	\$ -	\$ -
	\$ 500.00	\$ 500.00
<i>Unrestricted:</i>		
Unrestricted Net Assets	\$ 13,500.00	\$ 13,500.00
Total Net Assets	\$ 14,000.00	\$ 14,000.00
Total Liabilities and Net Assets	\$ 14,000.00	\$ 14,103.00

Renew Member

Member ID: 123456
 Name: Amelia Earhart
 Member Type: MOB-Branch Member
 National: \$62 State: \$20 Branch: \$21
 Total Dues: \$103

You can add a donation or just click SAVE to save your entry. **Note: Deduction of the branch dues occurs at the final step of the reporting process.**

General Contribution to AAUW's Mission: (optional) \$0

Fund designated for your contribution:
 AAUW Greatest Needs Fund

Total Amount: \$103

To Deposit a Check from a member for the branch, state and national dues (e.g. \$103.00)

- 1 Increase Checking Account by total amount (e.g. \$103.00)
- 2 Increase Deferred Branch Dues Income by Branch dues (e.g. \$21.00)
- 3 Increase AAUW CA Dues by CA Dues Amount (\$20.00)
- 4 Increase AAUW Nat by Nat Dues Amount (\$62.00)

Check that Total Assets = Total Liabilities and Net Assets

This is the Dues Entry Screen in the MSD for this member

Branch MPP FY22 (July 1, 2021 - June 30, 2022)
 Your Branch Name

SELECT A MEMBER from the dropdown to find the member you wish to renew.
 Then, click the renew box to the left of their listing to renew the membership.

Select a member

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
 30 31 32 33 34 35 36 37 38

Renew Dues Amount	Name/Member ID Exp Date	Home Address Phone/E-mail	Upgrade to Paid-Life
<input type="checkbox"/>	MOB		<input type="checkbox"/>
<input type="checkbox"/>	MOB		<input type="checkbox"/>
<input type="checkbox"/>	MSHL		<input type="checkbox"/>
<input type="checkbox"/>	MSHL		<input type="checkbox"/>
<input type="checkbox"/>	MOB		<input type="checkbox"/>
<input checked="" type="checkbox"/>	MOB	Amelia Earhart 123456 6/30/2021	1635 Airport Way City, State 408-309-6789 flygirl@gmail.com

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
 30 31 32 33 34 35 36 37 38

Use ADD NEW/DUAL MEMBER, TRANSFER MEMBER, RENEW LAPSED MEMBER buttons to add others to your report. Mouse over the buttons for explanations. Once done, click VIEW SUMMARY to verify your entries.

Tab 8: Pass through AAUW CA and AAUW National Dues

Statement of Activities	Before	After Entry
Revenues:		
<i>Operating Income</i>		
Branch Dues Income	\$ 2,000.00	\$ 2,021.00
Member Event Income	\$ -	\$ -
Directory Advertising Income	\$ -	\$ -
	\$ 2,000.00	\$ 2,021.00
<i>Project Income</i>		
Fundraising Income		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ -
Local Scholarships Raffle	\$ -	\$ -
	\$ -	\$ -
Total Revenues	\$ 2,000.00	\$ 2,021.00

Expenses:		
<i>Operating Expenses</i>		
Member Event Expenses	\$ -	\$ -
Administrative Expense	\$ -	\$ -
Directory Expense	\$ -	\$ -
	\$ -	\$ -
<i>Project Expenditures</i>		
Fundraising Expenses		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ -
Local Scholarships Raffle	\$ -	\$ -
	\$ -	\$ -
Funds Paid (net)		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ -
	\$ -	\$ -
Total Expenses	\$ -	\$ -

Excess Revenues Over Expenses \$ 2,000.00 \$ 2,021.00

Statement of Financial Position	Previous Value	After Entry
Assets:		
<i>Current Assets</i>		
Checking Account	\$ 8,103.00	\$ 8,021.00
Savings	\$ 4,500.00	\$ 4,500.00
	\$ 12,603.00	\$ 12,521.00
<i>Prepaid Expenses</i>		
Venue Deposit	\$ 1,500.00	\$ 1,500.00
Total Assets	\$ 14,103.00	\$ 14,021.00

Liabilities:		
<i>Current Liabilities</i>		
AAUW CA Dues	\$ 20.00	\$ -
AAUW National Dues	\$ 62.00	\$ -
AAUW National Donations	\$ -	\$ -
<i>Deferred Income</i>		
Deferred Branch Dues Income	\$ -	\$ -
Total Liabilities	\$ 82.00	\$ -
Net Assets:		
<i>Restricted:</i>		
Tech Trek	\$ 500.00	\$ 500.00
Local Scholarships	\$ -	\$ -
AAUW National	\$ -	\$ -
	\$ 500.00	\$ 500.00
<i>Unrestricted:</i>		
Unrestricted Net Assets	\$ 13,521.00	\$ 13,521.00
Total Net Assets	\$ 14,021.00	\$ 14,021.00

Total Liabilities and Net Assets \$ 14,103.00 \$ 14,021.00

- To Pass Through Dues the branch collects on behalf of AAUW CA and AAUW
- 1 Decrease Checking Account by total amount (\$62.00 + \$20.00 = \$82.00)
- 2 Decrease AAUW CA Dues by amount paid to AAUW CA (\$20.00)
- 3 Decrease AAUW National Dues by amount paid to AAUW (\$62.00)

Note: after entry, Liability accounts for AAUW CA Dues and AAUW National Dues should be zero

Check that Total Assets = Total Liabilities and Net Assets

This is the Dues Payment Screen from the MSD that you will see

Branch Dues Report Summary
Branch Dues Report-MPP Form FY20 (July 1, 2021 - June 30, 2022)
Your Branch Name Here

Group Payment

Renew Current Member										
Name/ID	Member Type	Address	Phone/Email	Paid Life	Nat'l Dues	ST Dues	BR Dues	Contrib. Substn	Paid By	
Amelia Farhart	MSB	1425 August Way City State	408-209-4709 fgart@gmail.com		\$62	\$20	\$0	\$0		B-CC
Total:					\$62	\$20	\$0	\$0		

Note: Member with name marked with asterisk (*) is DELETED.

Renew Lapsed Member										
Name/ID	Member Type	Address	Phone/Email	Paid Life	Nat'l Dues	ST Dues	BR Dues	Contrib. Substn	Paid By	
Total:										

Transfer Member										
Name/ID	Member Type	Address	Phone/Email	Nat'l Dues	ST Dues	BR Dues	Contrib. Substn	Paid By		
Total:										

New Member										
Name/Member Type	Membership Source	Address/Phone/Email	Degree	Recruiter/Giver	Nat'l Dues	ST Dues	BR Dues	Contrib. Substn	Paid By	
Total:										

Dual Member										
Name/ID	Member Type	Address	Phone/Email	Nat'l Dues	ST Dues	BR Dues	Contrib. Substn	Paid By		
Total:										

Summary
1--member paid with Branch Credit Card.

	Nat'l Dues	State Dues	Branch Dues	Contribution	Total
Branch Credit Card	\$ 62	\$ 20	\$ 0	\$ 0	\$ 82

Occasionally AAUW's member list is made available to carefully screened companies and organizations. A member who does not want to be included should contact Council22AAUW at council22@aauw.org or 800-324-1226.

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Tab 9: Deposit Branch Dues Sent from AAUW National

Statement of Activities	Before	After Entry	
Revenues:			
<i>Operating Income</i>			
Branch Dues Income	\$ 2,021.00	\$ 2,063.00	\$ 42.00
Member Event Income	\$ -	\$ -	
Directory Advertising Income	\$ -	\$ -	
	\$ 2,021.00	\$ 2,063.00	
<i>Project Income</i>			
Fundraising Income			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
Local Scholarships Raffle	\$ -	\$ -	
	\$ -	\$ -	
Total Revenues	\$ 2,021.00	\$ 2,063.00	

Expenses:			
<i>Operating Expenses</i>			
Member Event Expenses	\$ -	\$ -	
Administrative Expense	\$ -	\$ -	
Directory Expense	\$ -	\$ -	
	\$ -	\$ -	
<i>Project Expenditures</i>			
Fundraising Expenses			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
Local Scholarships Raffle	\$ -	\$ -	
Funds Paid (net)			
Tech Trek	\$ -	\$ -	
Local Scholarships	\$ -	\$ -	
	\$ -	\$ -	
Total Expenses	\$ -	\$ -	

Excess Revenues Over Expenses \$ 2,021.00 \$ 2,063.00 \$ 42.00

Statement of Financial Position	Previous Value	After Entry	
Assets:			
<i>Current Assets</i>			
Checking Account	\$ 8,021.00	\$ 8,063.00	\$ 42.00
Savings	\$ 4,500.00	\$ 4,500.00	
	\$ 12,521.00	\$ 12,563.00	
<i>Prepaid Expenses</i>			
Venue Deposit	\$ 1,500.00	\$ 1,500.00	
Total Assets	\$ 14,021.00	\$ 14,063.00	

Liabilities:			
<i>Current Liabilities</i>			
AAUW CA Dues	\$ -	\$ -	
AAUW National Dues	\$ -	\$ -	
AAUW National Donations	\$ -	\$ -	
<i>Deferred Income</i>			
Deferred Branch Dues Income	\$ -	\$ -	
Total Liabilities	\$ -	\$ -	
Net Assets:			
<i>Restricted:</i>			
Tech Trek	\$ 500.00	\$ 500.00	
Local Scholarships	\$ -	\$ -	
AAUW National	\$ -	\$ -	
	\$ 500.00	\$ 500.00	
<i>Unrestricted:</i>			
Unrestricted Net Assets	\$ 13,521.00	\$ 13,563.00	\$ 42.00
Total Net Assets	\$ 14,021.00	\$ 14,063.00	
Total Liabilities and Net Assets	\$ 14,021.00	\$ 14,063.00	

To record the branch dues sent to the checking account from AAUW (e.g. \$42.00 from AAUW Educational Cash CD)

- 1 Increase Checking Account by \$42.00
- 2 Increase Branch Dues Income by \$42.00

Re-calculate Excess ROE and increase Unrestricted Net Assets

- 3 Calculate Increase in Excess Revenues Over Expenses (\$42.00)
- 4 Increase Unrestricted Net Assets by \$42.00

* If the dues are sent between March 15 and June 30, enter the amount in Deferred Branch Dues Income.

When you receive your monthly electronic deposit for Branch Dues from AAUW, you will receive an email and also you can check the members for whom the dues have been paid in the MSD.

Tab 10: Hold a Member Event - no fundraising- proceeds go to branch

Statement of Activities			Statement of Financial Position			
	Before	After Entry		Previous Value	After Entry	
Revenues:			Assets:			\$ 3,000.00
<i>Operating Income</i>			Current Assets			\$ (1,200.00)
Branch Dues Income	\$ 2,063.00	\$ 2,063.00	Checking Account	\$ 8,063.00	\$ 9,863.00	\$ 1,800.00
Member Event Income	\$ -	\$ 3,000.00	Savings	\$ 4,500.00	\$ 4,500.00	
Directory Advertising Income	\$ -	\$ -		\$ 12,563.00	\$ 14,363.00	
	\$ 2,063.00	\$ 5,063.00	Prepaid Expenses			
<i>Project Income</i>			Venue Deposit	\$ 1,500.00	\$ -	\$ (1,500.00)
Fundraising Income			Total Assets	\$ 14,063.00	\$ 14,363.00	
Tech Trek	\$ -	\$ -	Liabilities:			
Local Scholarships	\$ -	\$ -	Current Liabilities			
Local Scholarships Raffle	\$ -	\$ -	AAUW CA Dues	\$ -	\$ -	
	\$ -	\$ -	AAUW National Dues	\$ -	\$ -	
			AAUW National Donations	\$ -	\$ -	
			Deferred Income			
			Deferred Branch Dues Income	\$ -	\$ -	
			Total Liabilities	\$ -	\$ -	
Total Revenues	\$ 2,063.00	\$ 5,063.00	Net Assets:			
			Restricted:			
			Tech Trek	\$ 500.00	\$ 500.00	
			Local Scholarships	\$ -	\$ -	
			AAUW National	\$ -	\$ -	
				\$ 500.00	\$ 500.00	
			Unrestricted:			
			Unrestricted Net Assets	\$ 13,563.00	\$ 13,863.00	\$ 300.00
			Total Net Assets	\$ 14,063.00	\$ 14,363.00	
			Total Liabilities and Net Assets			
				\$ 14,063.00	\$ 14,363.00	
Expenses:						
<i>Operating Expenses</i>						
Member Event Expenses	\$ -	\$ 2,700.00				
Administrative Expense	\$ -	\$ -				
Directory Expense	\$ -	\$ -				
	\$ -	\$ 2,700.00				
<i>Project Expenditures</i>						
Fundraising Expenses						
Tech Trek	\$ -	\$ -				
Local Scholarships	\$ -	\$ -				
Local Scholarships Raffle	\$ -	\$ -				
Funds Paid (net)						
Tech Trek	\$ -	\$ -				
Local Scholarships	\$ -	\$ -				
	\$ -	\$ -				
Total Expenses	\$ -	\$ 2,700.00				
Excess Revenues Over Expenses						
	\$ 2,063.00	\$ 2,363.00				\$ 300.00

- Record Revenue from Ticket Proceeds, etc. (e.g. \$3,000.00)
- 1 Increase Checking Account by \$3,000.00
- 2 Increase Member Event Income by \$3,000
- Record Expenses (e.g. \$2,700.00)
- Assume previous deposit of \$1,500.00 on venue plus additional expenses of \$1,200.00
- 3 Decrease Checking Account by \$1,200.00
- 4 Decrease the Venue Deposit for this event by \$1,500.00
- 5 Increase Member Event Expense by \$2,700.00 (\$1,200.00 + \$1,500.00)
- Re-calculate the Excess ROE and increase Unrestricted Net Assets
- 6 Calculate Increase in Excess Revenues Over Expenses (\$300.00)
- 7 Increase Unrestricted Net Assets by \$300.00

Tab 11: Hold a Fundraiser Event (not for a third party project)

Statement of Activities			Statement of Financial Position		
	Before	After Entry		Previous Value	After Entry
Revenues:			Assets:		
<i>Operating Revenue</i>			Current Assets		
Branch Dues Income	\$ 2,063.00	\$ 2,063.00	Checking Account	\$ 9,863.00	\$ 12,113.00
Member Event Income	\$ 3,000.00	\$ 3,000.00	Savings	\$ 4,500.00	\$ 4,500.00
Directory Advertising Income	\$ -	\$ -		\$ 14,363.00	\$ 16,613.00
	\$ 5,063.00	\$ 5,063.00	Prepaid Expenses		
<i>Project Revenue</i>			Venue Deposit	\$ -	\$ -
Fundraising Income			Total Assets	\$ 14,363.00	\$ 16,613.00
Tech Trek	\$ -	\$ -	Liabilities:		
Local Scholarships	\$ -	\$ 2,000.00	Current Liabilities		
Local Scholarships Raffle	\$ -	\$ 500.00	AAUW CA Dues	\$ -	\$ -
	\$ -	\$ 2,500.00	AAUW National Dues	\$ -	\$ -
		\$ 2,500.00	AAUW National Donations	\$ -	\$ -
			Deferred Income		
Total Revenues	\$ 5,063.00	\$ 7,563.00	Deferred Branch Dues Income	\$ -	\$ -
			Total Liabilities	\$ -	\$ -
Expenses:			Net Assets:		
<i>Operating Expenses</i>			Restricted:		
Member Event Expenses	\$ 2,700.00	\$ 2,700.00	Tech Trek	\$ 500.00	\$ 500.00
Administrative Expense	\$ -	\$ -	Local Scholarships	\$ -	\$ 2,250.00
Directory Expense	\$ -	\$ -	AAUW National	\$ -	\$ -
	\$ 2,700.00	\$ 2,700.00		\$ 500.00	\$ 2,750.00
<i>Project Expenditures</i>			Unrestricted:		
Fundraising Expenses			Unrestricted Net Assets	\$ 13,863.00	\$ 13,863.00
Tech Trek	\$ -	\$ -	Total Net Assets	\$ 14,363.00	\$ 16,613.00
Local Scholarships	\$ -	\$ 230.00	Total Liabilities and Net Assets	\$ 14,363.00	\$ 16,613.00
Local Scholarships Raffle	\$ -	\$ 20.00			
Projects Funded					
Tech Trek	\$ -	\$ -			
Local Scholarships	\$ -	\$ -			
	\$ -	\$ 250.00			
Total Expenses	\$ 2,700.00	\$ 2,950.00			
Excess Revenues Over Expenses	\$ 2,363.00	\$ 4,613.00			

- \$ 2,500.00 For each Fundraiser (auction, tour, dinner etc.)
- \$ (250.00) Create Separate tracking sheet for revenues and Expenses.
- \$ 2,250.00
- Record Revenue
- 1 Increase Checking Account by \$2,500.00
- 2 Increase Local Scholarships Fundraising Income by \$2,000.00
- 3 Increase Local Scholarships Raffle by \$500.00
- Record Expenses
- 4 Decrease Checking Account by \$250.00
- 5 Increase Local Scholarship Fundraising Expenses by \$230.00
- 6 Increase Local Scholarships Raffle Expenses by \$20.00
- Re-calculate the Excess ROE and increase Local Scholarships Restricted Net Assets
- 7 Calculate Increase in Excess Revenues Over Expenses (\$2,250.00)
- 8 Increase Local Scholarships Restricted Net Assets by \$2,250.00

Tab 12: Determining Tax Deductibility for Donors for Their Fundraiser Related Contributions and Donations

For AAUW FUND Fundraising

Tax Implications for Donors

For 501(c)(3) and 501(c)(4) branches- Purchases by attendees (excluding raffle tickets) minus expenses (excluding raffle expenses) are tax deductible for donor. (All branches are affiliates of AAUW national) Estimate the percent expenses you will incur from your event budget and publish the amount of the purchase that is tax deductible on the ticket.

Raffle tickets are never tax deductible for donors.

For 3rd party 501(c)(3) Project Fundraising

Tax Implications for Donors

For 501(c)(3) branches - Purchases by attendees (excluding raffle tickets) minus expenses (excluding raffle expenses) are tax deductible for donor. Estimate the percent expenses you will incur from your event budget and publish the amount of the purchase that is tax deductible on the ticket.

For 501(c)(4) branches - no revenue paid to your branch checking account is tax deductible (other than AAUW FUNDS) even if you later send it to the 501(c)(3) fund. SPF has a Pay Pal option but does not support ticket sales reporting at this time. Members may send you checks payable to AAUW-CA SPF for tickets and donations which you may forward to SPF to preserve tax deductibility for your donors. Note that fundraising expenses are not reimbursed for Tech Trek. Local Scholarships SPF fundraising expenses are reimbursable by submitting a voucher to the relevant SPF fund.

For all branches - All Direct Donations sent by members to the fund are tax deductible. Raffle tickets are never tax deductible for donors.

Branch Type	501(c)(3)		501(c)(4)			
	Any		AAUW Funds		Non AAUW Funds even if they are 501(c)(3) (e.g., Scholarships, Tech Trek)	
Beneficiary	Deductible	Amount	Deductible	Amount	Deductible	Amount
Direct Donations to Beneficiary	Yes	\$\$ donated	Yes	\$\$ donated	Yes	\$\$ donated
Raffles	No	0	No	\$ -	No	\$ -
Silent Auction Bidder	Yes	\$\$ paid for item over value of item received	Yes	\$\$ paid for item over value of item received	No	\$ -
Silent Auction Donor of Auctioned Item	Yes	Lesser of tax basis or value	Yes	Lesser of tax basis or value	No	\$ -
Out of Pocket	Yes	\$\$ paid for item	Yes	\$\$ paid for item	No	\$ -
Ticket Sales Collected by Branch	Yes	\$\$ paid for item over value received	Yes	\$\$ paid for item over value received	No	\$ -

What is Your Branch Type?

To find out if your branch has 501(c)(3) status, search the IRS data base. Go to <https://apps.irs.gov/app/eos/> in your browser. Enter your Federal EIN (XX-XXXXXXX) without the dash. First "Search All" to determine that you are using the correct EIN. To find out if you have been granted 501(c)(3) status, enter "Pub 78 Data" under select database. If your branch has been granted the designation as a 501(c)(3) organization, your branch name will show up because of your search. If your branch does not appear in the search, you are a 501(c)(4).

Tab 13: AAUW Programs Net Sheet 2020-21

Program: Garden Tour
 Date: 9/12/2020
 Chair Person: Garden Tour Chair
 Beneficiary: Local Scholarships (from branch, not 3rd party)

Event Income and Expenses	Actual		
	Budget	Event	Raffle
BANK ITEMS			
Charge to Attend	\$ 2,000	\$ 1,700	
Other revenue			
Advertising	\$ 300	\$ 300	
Raffle	\$ 700		\$ 500
Total Revenue	\$ 3,000	\$ 2,000	\$ 500
Expense			
Meals			
Facility			
Custodian			
Sound/Audio			
Speaker Meal/Gift	\$ 80	\$ 80	
Entertainment			
Supplies			
Raffle baskets	\$ 30		\$ 20
Decorations			
Brochures	\$ 190	\$ 120	
Name Tags		\$ 30	
Other (describe)			
Total Expenses	\$ 300	\$ 230	\$ 20
Net Profit/(Loss)	\$ 2,700	\$ 1,770	\$ 480
		\$2,250	

Complete This Sheet When You Hold a Fundraiser of Any Kind (Tour, raffle, auction, luncheon, etc.)

1. This sheet tracks income and expenses for each fund raising event.
2. You may enter the details in your Statement of Activities or you may choose to enter only the total income and expense.
3. Be sure to track raffle proceeds and expenses separately for each event as they need to be reported to the Dept of Justice. At least 90% of the proceeds must go to the project.
4. If advertisers were told their contribution supports the project, then the advertising revenue goes to the project. Otherwise, the branch may choose to keep the advertising income as operating revenue.

96%

Use the Tracking sheet to record the event budget and actual expenses
 Determine whether the tickets will be tax deductible for donors and, if yes, how much is deductible?

Determining the Amount of a Ticket that is Tax Deductible to the Donor:

1. Use your event budget as your estimate. Do not include raffle income and expenses or non-ticket income.
2. Divide the Net to Fund from Ticket Sales by the number of tickets forecast to sell.

Ticket Tax Deductibility Estimator				
	Budget	Tax Est.	Price	#
Charge to Attend	\$ 2,000	\$ 2,000	\$ 20	100
Other revenue				
Advertising	\$ 300			
Raffle	\$ 700			
Total Revenue	\$ 3,000	\$ 2,000		
Expense				
Meals				
Facility				
Custodian				
Sound/Audio				
Speaker Meal/Gift	\$ 80	\$ 80		
Entertainment				
Supplies				
Raffle baskets	\$ 30			
Decorations				
Brochures	\$ 190	\$ 190		
Name Tags				
Other (describe)				
Total Expenses	\$ 300	\$ 270		
Net to Fund-Ticket Sales		\$ 1,730		
Tax Deductible from ticket		\$ 17		

Forecast 100 tickets at \$20 each
 Exclude non-ticket revenue
 Exclude non-ticket revenue
 Total ticket revenue expected
 Exclude raffle expense

Tab 14: Apply Funds Collected by Branch to Project

Statement of Activities		
	Before	After Entry
Revenues:		
<i>Operating Income</i>		
Branch Dues Income	\$ 2,063.00	\$ 2,063.00
Member Event Income	\$ 3,000.00	\$ 3,000.00
Directory Advertising Income	\$ -	\$ -
	<u>\$ 5,063.00</u>	<u>\$ 5,063.00</u>
<i>Project Income</i>		
Fundraising Income		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ 2,000.00	\$ 2,000.00
Local Scholarships Raffle	\$ 500.00	\$ 500.00
	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>
Total Revenues	\$ 7,563.00	\$ 7,563.00

Expenses:		
<i>Operating Expenses</i>		
Member Event Expenses	\$ 2,700.00	\$ 2,700.00
Administrative Expense	\$ -	\$ -
Directory Expense	\$ -	\$ -
	<u>\$ 2,700.00</u>	<u>\$ 2,700.00</u>
<i>Project Expenditures</i>		
Fundraising Expenses		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ 230.00	\$ 230.00
Local Scholarships Raffle	\$ 20.00	\$ 20.00
Projects Funded		
Tech Trek	\$ -	\$ -
Local Scholarships	\$ -	\$ 2,250.00
	<u>\$ 250.00</u>	<u>\$ 2,500.00</u>
Total Expenses	\$ 2,950.00	\$ 5,200.00

Excess Revenues Over Expenses \$ 4,613.00 \$ 2,363.00 \$ (2,250.00)

Statement of Financial Position		
	Previous Value	After Entry
Assets:		
Current Assets		
Checking Account	\$ 12,113.00	\$ 9,863.00
Savings	\$ 4,500.00	\$ 4,500.00
	<u>\$ 16,613.00</u>	<u>\$ 14,363.00</u>
Prepaid Expenses		
Venue Deposit	\$ -	\$ -
Total Assets	\$ 16,613.00	\$ 14,363.00
Liabilities:		
Current Liabilities		
AAUW CA Dues	\$ -	\$ -
AAUW National Dues	\$ -	\$ -
AAUW National Donations	\$ -	\$ -
Deferred Income		
Deferred Branch Dues Income	\$ -	\$ -
Total Liabilities	\$ -	\$ -
Net Assets:		
Restricted:		
Tech Trek	\$ 500.00	\$ 500.00
Local Scholarships	\$ 2,250.00	\$ -
AAUW National	\$ -	\$ -
	<u>\$ 2,750.00</u>	<u>\$ 500.00</u>
Unrestricted:		
Unrestricted Net Assets	\$ 13,863.00	\$ 13,863.00
Total Net Assets	\$ 16,613.00	\$ 14,363.00
Total Liabilities and Net Assets	\$ 16,613.00	\$ 14,363.00

- To make awards to local scholars
- Record the expense of \$2,250 Scholarships awarded
- 1 Decrease Checking Account by \$2,250.00
- 2 Increase Local Scholarships Projects Funded by \$2,250.00
- Re-calculate the Excess ROE and decrease Locals Scholarships Restricted Net Assets
- 3 Calculate Change in Excess ROE (\$2,250.00)
- 4 Decrease Local Scholarships Restricted Net Assets (\$2,250.00)

Tab 15: Reconcile Bank Statement

Sample AAUW Branch Check Register

No/Code	Date	Transaction Description	Pmt, Fee Withdrawal	Cleared	Deposit/ Credit	Balance
						\$ 8,000.00
	7/2/2021	Dues receipt		✓	\$ 103.00	\$ 8,103.00
ATM	7/2/2021	Pay dues to national and CA	\$ 82.00	✓		\$ 8,021.00
	7/10/2021	Dues from AAUW national		✓	\$ 42.00	\$ 8,063.00
	7/15/2021	Luncheon ticket sales		✓	\$ 3,000.00	\$ 11,063.00
195	7/15/2021	Good Eats - meal cost	\$ 1,200.00	✓		\$ 9,863.00
	7/25/2021	Tour ticket sales		✓	\$ 2,500.00	\$ 12,363.00
196	7/26/2021	ABC Printing - brochures	\$ 120.00	✓		\$ 12,243.00
197	7/26/2021	Speaker Gift See's Candy	\$ 80.00	✓		\$ 12,163.00
198	7/26/2021	A. Earhart reimb. name tags	\$ 30.00	✓		\$ 12,133.00
199	7/26/2021	S. Anthony raffle basket	\$ 20.00	✓		\$ 12,113.00
200	7/30/2021	Local Scholarships SPF	\$ 2,250.00	not cleared		\$ 9,863.00

Be sure to reconcile your bank statements before you generate your reports at the end of a period.

To Reconcile Bank Statement

- 1 Print all bank statements
- 2 Mark items clearing bank in check register
- 3 Enter in check register any valid entries on bank statement not in check register (e.g. bank charges)
- 4 Adjust bank balance for items in register that have not cleared the bank
- 5 Adjusted bank balance and check register should agree
Note: QuickBooks and Quicken have built-in reconciliation functions

Bank Account Reconciliation

Bank Statement balance	\$ 12,113.00
Check #200 outstanding	\$ (2,250.00)
Adjusted bank balance	\$ 9,863.00

Bank Statement

CHASE BANK

Checking 999-999999

AAUW Branch

101 Main St

Anytown, CA

Statement of Accounts

July 1, 2021 - July 31, 2021

Account Summary

Beginning Balance	\$ 8,000.00
Total deposits and additions	\$ 5,645.00
Total withdrawals and subtractions	\$ 1,532.00
Ending Balance	\$ 12,113.00

Transaction Detail

Date	Description	Deposits	Withdrawals	Balance
Beginning Balance				
7/2/2021	Deposit	\$ 103.00		\$ 8,103.00
7/2/2021	ATM AAUW		\$ 82.00	\$ 8,021.00
7/10/2021	AAUW Educational Cash CD	\$ 42.00		\$ 8,063.00
7/15/2021	Deposit	\$ 3,000.00		\$ 11,063.00
7/16/2021	Check paid #195		\$ 1,200.00	\$ 9,863.00
7/25/2021	Deposit	\$ 2,500.00		\$ 12,363.00
7/29/2021	Check paid #196		\$ 120.00	\$ 12,243.00
7/29/2021	Check paid #197		\$ 80.00	\$ 12,163.00
7/31/2021	Check paid #198		\$ 30.00	\$ 12,133.00
7/31/2021	Check paid #199		\$ 20.00	\$ 12,113.00
Totals		\$ 5,645.00	\$ 1,532.00	
Ending Balance				\$ 12,113.00

Tab 16: Month-End Activity

Statement of Activities	Month 1
Revenues:	
<i>Operating Income</i>	
Branch Dues Income	\$ 2,063.00
Member Event Income	\$ 3,000.00
Directory Advertising Income	\$ -
	\$ 5,063.00
<i>Project Income</i>	
Fundraising Income	
Tech Trek	\$ -
Local Scholarships	\$ 2,000.00
Local Scholaships Raffle	\$ 500.00
	\$ 2,500.00
Total Revenues	\$ 7,563.00

Expenditures:	
<i>Operating Expenses</i>	
Member Event Expenses	\$ 2,700.00
Administrative Expense	\$ -
Directory Expense	\$ -
	\$ 2,700.00
<i>Project Expenditures</i>	
Fundraising Expenses	
Tech Trek	\$ -
Local Scholarships	\$ 230.00
Local Scholarships Raffle	\$ 20.00
Funds Paid (net)	
Tech Trek	\$ -
Local Scholarships	\$ 2,250.00
	\$ 2,500.00
Total Expenses	\$ 5,200.00

Excess Revenues Over Expenses **\$ 2,363.00**

Statement of Financial Position	Mo 1 Begin	Mo 1 End	Change
Assets:			
Current Assets			
Checking Account	\$ 8,000.00	\$ 9,863.00	\$ 1,863.00
Savings	\$ 4,500.00	\$ 4,500.00	
	\$ 12,500.00	\$ 14,363.00	
Prepaid Expenses			
Venue Deposit	\$ 1,500.00	\$ -	\$ (1,500.00)
Total Assets	\$ 14,000.00	\$ 14,363.00	

Liabilities:			
Current Liabilities			
AAUW CA Dues	\$ -	\$ -	
AAUW National Dues	\$ -	\$ -	
AAUW National Donations	\$ -	\$ -	
Deferred Income			
Deferred Branch Dues Income	\$ 2,000.00	\$ -	\$ (2,000.00)
Total Liabilities	\$ 2,000.00	\$ -	
Net Assets:			
Restricted:			
Tech Trek	\$ 500.00	\$ 500.00	
Local Scholarships	\$ -	\$ -	
AAUW National	\$ -	\$ -	
	\$ 500.00	\$ 500.00	
Unrestricted:			
Unrestricted Net Assets	\$ 11,500.00	\$ 13,863.00	\$ 2,363.00
Total Net Assets	\$ 12,000.00	\$ 14,363.00	\$ 2,363.00
Total Liabilities and Net Assets	\$ 14,000.00	\$ 14,363.00	

Check Sums to Validate Your Entries:

1. Excess of Revenues Over Expenditures = Total Revenues - Total Expenditures
2. Excess of Revenues Over Expenditures = Change in Total Net Assets from previous period
3. Total Assets = Total Liabilities + Net Assets

Monthly Reports:

Each month, prepare the following reports:

1. Month- End Activity (this tab)
2. Actual to Budget (next tab)
3. Funds Report (next tab)

Your Board may request to see one or more of these reports each month. It is good practice to send the reports to the Board Members prior to the meeting.

The **Month-End Activity** report is a tool for the branch treasurer to make sure

* All income, expenses and other transactions are included for that month

* The financial position report includes appropriate entries, such as deferred branch dues revenue and prepaid expenses

* The Statement of Activities and the Statement of Financial Position figures balance using the Check Sums provided.

If the treasurer goes through this process each month, it should minimize unrecorded activity and ensure that YTD statements are accurate.

Check Sum Validation:

1	\$ 7,563.00	-	\$ 5,200.00	=	\$ 2,363.00
2	\$ 14,363.00	-	\$ 12,000.00	=	\$ 2,363.00
3	\$ 14,363.00	=	\$ 14,363.00		

Tab 17: Actual to Budget Statement of Activity

	Annual Budget	YTD Month 1	Over/(Under) Budget
Revenues:			
<i>Operating Income</i>			
Branch Dues Income	\$ 3,480	\$ 2,063	\$ (1,417)
Member Event Income	\$ 3,200	\$ 3,000	\$ (200)
Directory Advertising Income	\$ 1,200	\$ -	\$ (1,200)
	\$ 7,880	\$ 5,063	\$ (2,817)
<i>Project Income</i>			
Fundraising Income			
Tech Trek	\$ 10,000	\$ -	\$ (10,000)
Local Scholarships	\$ 2,300	\$ 2,000	\$ (300)
Local Scholarships Raffle	\$ 700	\$ 500	\$ (200)
	\$ 13,000	\$ 2,500	\$ (10,500)
			\$ -
Total Revenues	\$ 20,880	\$ 7,563	\$ (13,317)
Expenditures:			
<i>Operating Expenses:</i>			
Member Event Expenses	\$ 2,500	\$ 2,700	\$ 200
Administrative Expenses	\$ 200	\$ -	\$ (200)
Directory Expenses	\$ 450	\$ -	\$ (450)
	\$ 3,150	\$ 2,700	\$ (450)
<i>Project Expenditures:</i>			
Fundraising Expenses			
Tech Trek	\$ 500	\$ -	\$ (500)
Local Scholarships	\$ 270	\$ 230	\$ (40)
Local Scholarships Raffle	\$ 30	\$ 20	\$ (10)
Funds Paid (net)			
Tech Trek	\$ 9,500	\$ -	\$ (9,500)
Local Scholarships	\$ 2,200	\$ 2,250	\$ 50
	\$ 12,500	\$ 2,500	\$ (10,000)
Total Expenses	\$ 15,650	\$ 5,200	\$ (10,450)
Excess Revenues Over Expenses	\$ 5,230	\$ 2,363	\$ (2,867)

Use this report to inform discussion of the progress of the actual operating revenues and expenses compared to budget.

Other useful information may be:

- * Dues payments by this time last year
- * Fundraising from prior year events

If there is a significant difference, you may want to discuss this with your board.

Tab 18: Branch Funds Report

The Funds Report will tell you the amount of money you have available to invest in your charitable projects. It is the total of the fund balances in your own bank accounts plus those held in an external project bank account such as Tech Trek, a branch SPF or other 501(c)(3) fund, or donated to AAUW FUND during the branch financial year.

Internal = Money in your branch bank account

External = Money in an external fund account

Where to Find Reports of AAUW National FUND Donations by Branch Members:

Donations to all AAUW national FUNDS can be downloaded from the Members Service Database. You will need to highlight the entries, copy them and paste them into a spreadsheet. Be sure the amounts you send are included in the MSD database report.

Funds Report - Month 1			
Tech Trek (SPF)	Internal	External	Total
Beginning Balance	\$ 500	\$ 250	\$ 750
Member donations	\$ -	\$ -	\$ -
Fundraising Income	\$ -	\$ -	\$ -
Fundraising Expenses	\$ -	\$ -	\$ -
Camperships Funded	\$ -	\$ -	\$ -
Ending Balance	\$ 500	\$ 250	\$ 750
Local Scholarships (not using SPF or other third party)			
Beginning Balance	\$ -	N/A	\$ -
Member donations	\$ -	N/A	\$ -
Fundraising Income	\$ 2,500	N/A	\$ 2,500
Fundraising Expenses	\$ (250)	N/A	\$ (250)
Scholarships Funded	\$ (2,250)	N/A	\$ (2,250)
Ending Balance	\$ -	\$ -	\$ -
AAUW FUND			
Beginning Balance	\$ -	\$ -	\$ -
Member donations	\$ -	\$ 6,500	\$ -
Fundraising Income	\$ -	\$ -	\$ -
Fundraising Expenses	\$ -	\$ -	\$ -
Funds Paid to external	\$ -	\$ -	\$ -
Ending Balance	\$ -	\$ 6,500	\$ -

Where to Find Reports of Funds Held by SPF:

Tech Trek Reports (part of AAUW-CA SPF):

These reports come from the Camp Treasurer. You should request a report after each deposit. Be sure to confirm the amount in your camp account matches your deposit records. You may not be aware of direct donations to your Tech Trek camp. Donors may send checks to the SPF, submit an online PayPal to the SPF or submit an online donation through the AAUW National site. These donations should appear on your Tech Trek SPF account report received periodically from your Camp Treasurer. Ask members to notify you if they make a direct donation to Tech Trek.

Special Project Funds Reports (other than Tech Trek):

If your branch has a special project with AAUW-CA SPF, the SPF Treasurer will send quarterly financial reports to the project director appointed by the branch within 60 days of the close of each quarter. Quarterly reports will be received by May 31, August 31, November 30, and February 28 each year.

Tab 19: Year End Financial Report

Statement of Activities	Year 1	Budget
Revenues:		
<i>Operating Income</i>		
Branch Dues Income	\$ 3,500.00	\$ 3,480.00
Member Event Income	\$ 3,000.00	\$ 3,200.00
Directory Advertising Income	\$ 1,500.00	\$ 1,200.00
	\$ 8,000.00	\$ 7,880.00
<i>Project Income</i>		
Fundraising Income		
Tech Trek	\$ 10,000.00	\$ 10,000.00
Local Scholarships	\$ 2,000.00	\$ 2,300.00
Local Scholarships Raffle	\$ 500.00	\$ 700.00
	\$ 12,500.00	\$ 13,000.00
Total Revenues	\$ 20,500.00	\$ 20,880.00

Expenses:		
<i>Operating Expenses</i>		
Member Event Expenses	\$ 2,700.00	\$ 2,500.00
Administrative Expense	\$ 150.00	\$ 200.00
Directory Expense	\$ 400.00	\$ 450.00
	\$ 3,250.00	\$ 3,150.00
<i>Project Expenditures</i>		
Fundraising Expenses		
Tech Trek	\$ -	\$ 500.00
Local Scholarships	\$ 230.00	\$ 270.00
Local Scholarships Raffle	\$ 20.00	\$ 30.00
Funds Paid (net)		
Tech Trek	\$ 9,500.00	\$ 9,500.00
Local Scholarships	\$ 2,250.00	\$ 2,200.00
	\$ 12,000.00	\$ 12,500.00
Total Expenses	\$ 15,250.00	\$ 15,650.00

Excess Revenues Over Expenses	\$ 5,250.00	\$ 5,230.00
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Statement of Financial Position	Yr 1 Begin	Yr 1 End	Change
Assets:			
Current Assets			
Checking Account	\$ 8,000.00	\$ 14,000.00	\$ 6,000.00
Savings	\$ 4,500.00	\$ 4,500.00	
Prepaid Expenses			
Venue Deposit	\$ 1,500.00	\$ 1,700.00	\$ 200.00
Total Assets	\$ 14,000.00	\$ 20,200.00	

Liabilities:			
Current Liabilities			
AAUW CA Dues	\$ -	\$ -	
AAUW National Dues	\$ -	\$ -	
AAUW National Donations	\$ -	\$ -	
Deferred Income			
Deferred Branch Dues Income	\$ 2,000.00	\$ 2,950.00	\$ 950.00
Total Liabilities	\$ 2,000.00	\$ 2,950.00	
Net Assets:			
Restricted:			
Tech Trek	\$ 500.00	\$ 1,000.00	\$ 500.00
Local Scholarships	\$ -	\$ -	
AAUW National	\$ -	\$ -	
	\$ 500.00	\$ 1,000.00	
Unrestricted:			
Unrestricted Net Assets	\$ 11,500.00	\$ 16,250.00	\$ 4,750.00
Total Net Assets	\$ 12,000.00	\$ 17,250.00	\$ 5,250.00
Total Liabilities and Net Assets	\$ 14,000.00	\$ 20,200.00	

Check Sums to Validate Your Entries:

1. Excess of Revenues Over Expenditures = Total Revenues - Total Expenditures
2. Excess of Revenues Over Expenditures = Change in Total Net Assets from previous period
3. Total Assets = Total Liabilities + Net Assets

Cash Reconciliation	
Beginning Balance	\$ 8,000.00
+ Excess ROE	\$ 5,250.00
-Prepaid Exp Change	\$ (200.00)
+ Liabilities change	\$ 950.00
Ending Balance	\$ 14,000.00

This Example Includes Additional Transactions not shown in previous tabs:

1. Venue Deposit - Make a \$1,700 deposit for venue for an event occurring in Year 2.
2. Branch Dues income - Receive \$1,437 in additional current year dues.
3. Directory Advertising Income - Receive \$1,500 in advertising income.
4. Fundraising Income Tech Trek - Receive \$9,500 in donations for Tech Trek and \$500 in parent fees.
5. Restricted Net Assets Tech Trek - retain \$500 parent fees to support future branch Tech Trek expenses
5. Deferred Branch Dues Income - Receive \$2,950 in dues for next year.
6. Administrative Expense - Incur expenses to print the directory (\$400) and to buy software (\$150)
7. Funds Paid Tech Trek - Send the \$9,500 to Tech Trek.

Notice that the Excess of Revenues Over Expenditures is money the branch earned. This amount is reflected in the change of Total Net Assets over the year in which the funds were earned.

Tab 20: Budget Creation

Statement of Activities				
	Prior Year End	Current Year End	Budget for Next Year	
Revenues:				
<i>Operating Income</i>				
Branch Dues Income	\$ 3,200.00	\$ 3,500.00	\$	3,500.00
Member Event Income	\$ 2,850.00	\$ 3,000.00	\$	3,500.00
Directory Advertising Income	\$ 1,700.00	\$ 1,500.00	\$	1,200.00
	\$ 7,750.00	\$ 8,000.00	\$	8,200.00
<i>Project Income</i>				
<i>Fundraising Income</i>				
Tech Trek	\$ 8,000.00	\$ 10,000.00	\$	10,000.00
Local Scholarships	\$ 2,450.00	\$ 2,000.00	\$	2,800.00
Local Scholarships Raffle	\$ -	\$ 500.00	\$	700.00
	\$ 10,450.00	\$ 12,500.00	\$	13,500.00
Total Revenues	\$ 18,200.00	\$ 20,500.00	\$	21,700.00
Expenses:				
<i>Operating Expenses</i>				
Member Event Expenses	\$ 3,000.00	\$ 2,700.00	\$	2,500.00
Administrative Expense	\$ 140.00	\$ 150.00	\$	150.00
Directory Expense	\$ 425.00	\$ 400.00	\$	400.00
	\$ 3,565.00	\$ 3,250.00	\$	3,050.00
<i>Project Expenditures</i>				
<i>Fundraising Expenses</i>				
Tech Trek	\$ -	\$ -		
Local Scholaships	\$ -	\$ 230.00	\$	590.00
Local Scholarships Raffle	\$ -	\$ 20.00	\$	60.00
<i>Funds Paid (net)</i>				
Tech Trek	\$ 8,000.00	\$ 9,500.00	\$	12,000.00
Local Scholarships	\$ 2,450.00	\$ 2,250.00	\$	2,850.00
	\$ 10,450.00	\$ 12,000.00	\$	15,500.00
Total Expenses	\$ 14,015.00	\$ 15,250.00	\$	18,550.00
Excess Revenues Over Expenses	\$ 4,185.00	\$ 5,250.00	\$	3,150.00

Budget Process

You will need to meet with a budget committee including the President and the Chairs responsible for the accounts with the larger expenses. **The entire Board has fiduciary responsibility for the income and expenses** and they should have input to the process.

Many branches use their outgoing boards to create a preliminary budget that is adjusted by the incoming board.

To prepare for the discussion, look at at least two years of Revenue and Expense history so you know what "normal year" activities are.

List your **assumptions** of what will change or remain the same:

In this example, we assume

1. Membership will stay flat
2. No change in branch dues
3. Advertising weakens due to COVID losses
4. Different Member Event - Wine tasting instead of luncheon that will increase participation and decrease cost per person (100 tickets at \$35 each. Cost of \$25 per person)
5. Tech Trek Camper fees increase
6. We will fund additional campers with accumulated funds in the Tech Trek fund
7. New additional silent auction fundraiser for local scholarships. Expect additional \$800 income and \$360 expense.

Note: Typically, your branch budget would result in \$0 Excess of Revenues over Expenditures. This example shows only a few selected items as illustrations of the types of the changes you would forecast from the previous year's actuals.

Tab 21: Submitting Government Registration Forms and Taxes

Organization	Form	Contents	Due Date
IRS	1. Federal IRS “postcard” Form 990 – Group Exemption. If revenue under \$50,000	Federal taxes are filed on behalf of the branch by AAUW national organization	15-Oct Apply in MSD
	Verify Status here: https://www.irs.gov/charities-non-profits/tax-exempt-organization-search		
California Franchise Tax Board	1. California Franchise Tax Board Form 199N	California State Tax Filing	15-Nov
	Apply online here: https://www.ftb.ca.gov/file/business/types/charities-nonprofits/199N.asp		
Department of Justice	1. Form CT-TR-1 if revenue under \$50,000	Reports Revenue and Changes in Fund Balances for previous year	15-Nov
	2. Form RRF-1	Registers branch as a charitable organization allowed to conduct non-profit fundraising	15-Nov
	If your branch conducts raffles, you need to file the next two forms (3 & 4).		
	3. Form CT-NRP-1 with Attachments	Registers branch to conduct raffles Aug 31 – Sept 1	1-Aug
	<ul style="list-style-type: none"> • Proof of IRS Tax Filing from IRS website • Entity Status Letter from CA Franchise Tax Board 		
	4. Form CT-NRP-2	Reports raffle income from previous year	1-Oct
	You can check the status of our forms we need to file with the Department of Justice using the search tool here: https://www.oag.ca.gov/charities/maintenance?facility=Y#verification		
California Secretary of State	1. Statement of Information form SI-100	Confirm Organization status	every 2 years on incorporation date
	File your form here: https://businessfilings.sos.ca.gov/		

Links to all forms (including those for branches with revenues over \$50,000) are available on the AAUW CA website

<https://www.aauw-ca.org/financial-documents-deadlines/>

Tab 22: Additional Resources for Branch Treasurers

Who Do I Call for Financial Information?

AAUW CA CFO	Roli Wendorf	cfo@aauw-ca.org
Tech Trek	Treasurer for your camp	
SPF President	Sue Cochran	spf-ca.president@aauw.net
SPF Treasurer	Sharon Westafer	spf-ca.finance@aauw.net
Membership/MSD	Angela Cooper	connect@aauw.org , coopera@aauw.org
AAUW FUND	Tremayne Parquet	parquett@aauw.org

Names are for current contacts as of June 2021

Web Resources

AAUW California State Web Site

CA Branch Support Finance

<https://www.aauw-ca.org/category/branch-support/finance/>
[Financial Responsibilities of a Non-Profit Board](#)
[Recommended Audit Procedures](#)
[A Roadmap for Branch Financial Management – Q&A document](#)

Tax Filing Examples

[CT-TR-1 Filing example – Citrus Heights-American River Branch](#)
[CT-TR-1 Filing example – Oakdale-Riverbank-Escalon Branch](#)
[RRF-1 Filing Example – Citrus Heights-American River Branch](#)

Raffle Paperwork Example

[Non Profit Raffle Report Example – Citrus Heights-American River Branch](#)
[Branch Assessments and How They are Calculated](#)
[Branch Liability Insurance Q and A](#)
[Certificate of Insurance needed for any branch event.](#)

AAUW National Website

AAUW National Support Finance

[State & Branch Tools on the AAUW website](#)
[AAUW Finance Toolkit](#)
[Records and Reviews](#)

Fundraising Information for Branches

[Glossary of AAUW Terms and AAUW Fund VP job description](#)
[Certificate templates to create recognition certificates.](#)
[AAUW Policy 501: Fundraising Guidelines](#)
[Branch Fundraising Ideas](#)
[Donor Bill of Rights](#)
[Events with Ticket Sales](#)
[Auctions and Deductions](#)
[Branch Financial and Tax Information](#)
[The Individual Contribution Form](#)

AAUW CA SPF Website

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