

Branch Finance Officer (Treasurer, CFO, or whatever your branch calls you)

What do you need to do, and when do you need to do it?

- Develop a budget

- Provide monthly (or quarterly) reports

- Balance your checkbook regularly

- Collect dues and send the appropriate amounts to National and State

- File end of year reports to the IRS, the FTB, and AAUW CA

Information available on the state and national websites:

State (aauw-ca.org)

Some resources are in the members only area. Do you know the username and password?

Branch support > Branch Treasurer Resources

Filing Reports and Deadlines. This page contains links to much of the information, so it is a great place to start.

Forms and Documents > Branch and IBC Finance

- Financial Report Due Dates (a printable copy, without the links)

- Request for Certificate of Insurance (may not be your job)

- AFR – annual financial report form

- Branch Liability Insurance Q & A

- Branch Assessments – How They Are Calculated

- Did your Branch receive an IRS Revocation Letter

National (www.aauw.org)

Resources > Tools and References > Tool kits >

- Resources for AAUW Finance Officers

 - useful information that includes a link to the Branch and State Finance Tool Kit

<http://www.aauw.org/files/2013/09/Branch-State-Finance-Tool-Kit.pdf>

- Annual Dues, Fees and Tax Deductibility Flyer

- Link to a 30 minute Membership Dues Processing Webinar

Dues:

Use either the Branch Dues Report (BDR) Process or the Membership Payment Program (MPP).

In either case, get to know the Member Services Database (MSD). You will need to be able to log into the national website using your Member ID.

End of Year Reporting

Internal Revenue Service (IRS)

You can find this information by visiting www.irs.gov, or by using the given web address (url), or by using the links from the AAUW CA website. You can elect to let AAUW file this for you.

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

The User Guide
Step-by-step instructions

<https://www.irs.gov/charities-non-profits/irs-form-990-n-e-postcard-user-guide>

Franchise Tax Board (FTB)

Filing Requirements - FTB 199N, Annual Electronic Filing Requirement for Small Tax-Exempt Organizations (California e-Postcard)

https://www.ftb.ca.gov/businesses/Exempt_organizations/Filing_Requirements_Form_199N.shtml

AAUW CA

Annual Financial Report (AFR)

AAUW

Branch Dues Report