# Association Of Environmental Professionals

# Chapter Treasurer's Manual

Compiled by:

Jennifer J. Gómez, CPA

JJ Gómez Accountancy Corporation

(760) 279-1522

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# FOREWARD

As you step into the role of Chapter Treasurer, you are taking on a crucial leadership position within the Association of Environmental Professionals (AEP). Your dedication to this role is greatly appreciated.

As the Treasurer, your primary responsibility is to maintain accurate, well-organized, and well-documented financial records. This is the best way to serve your chapter membership. The Chapter Treasurer's Manual is designed to assist you in achieving this objective.

You should keep this manual with your financial records for future reference. If you have any questions after reading this manual, please contact the Association of Environmental Professionals' Executive Director, Lynne C. Bynder, at (760) 340-4499 orlbynder@califaep.org, or Jennifer Gómez, CPA, at (760) 279-1522 or jennifer@jjgomezcpa.com. We look forward to working with you during your tenurein office.

JJ Gómez Accountancy Corporation prepared this manual as a guide for treasurers of Chapters for the Association of Environmental Professionals. At the publication date, the information and instructions included in this manual are primarily based on QuickBooks Online, Essentials version.

## ACCOUNTING SOFTWARE AND RECORDKEEPING

## Accounting Software

The AEP State board of directors transitioned the chapters' accounting software from QuickBooks Desktop to QuickBooks Online.

Key reasons for the transition:

- Price increases and the conversion of QuickBooks Desktop to a subscription-based software product to reaize cost savings that were previously available with the Desktop Software;

- QuickBooks Online allows for a more streamlined transition process when new chapter treasurers are brought in;

- QuickBooks Online does not require a dedicated computer and can be accessed from most devices with web browsing capabilities (phone, tablet, desktop PC, laptop PC, etc.), and

- Accounting assistance can more swiftly be provided to chapter treasurers with the ability of the AEP CPA to log in to the chapter's accounting software.

Each chapter is responsible for the cost of its own QuickBooks Online software subscription. The chapters can obtain the subscription through JJ Gómez Accountancy Corporation or by subscribing directly with QuickBooks Online. Any questions on this process, please contact Lynne Bynder.

## QuickBooks Online

Administrative Tasks

*User Invitation and Intuit Account Set-Up*

When signing up with Intuit for QuickBooks, you enter an email address. This email address becomes your <u>Intuit Account user ID</u>. Use it whenever you sign up for Intuit products so everything stays organized.

Follow these steps if you've received an invitation from Intuit to be set up as a User for your chapter's QuickBooks Online file and need to create an Intuit Account:

1. Follow the instructions in the invitation email and select **Create an account**.

2. Enter your email address and phone number.

3. Create a password.

4. When you're ready, select **Create account**.

5. Intuit will send you a link with instructions to verify your email address.

**Note**: If you see **This user ID is already taken**, you might already have an account. Follow the **I forgot my user ID or password** steps to get into your account. Please share the User Account Number and the password with your Chapter Director to ensure that the account can be accessed in your absence.

*Log Into QuickBooks Online*

1. To access QuickBooks Online, go to **qbo.intuit.com**. For easy access, bookmark the login page on your browser. We recommend using Google Chrome, but you can use many different browsers to access it.

2. Once you reach the login screen, enter your **user ID** and **password** in the designated fields on the QuickBooks Online user interface.

3. If you encounter difficulties remembering your credentials, use the **"Forgot your password?"** link to reset your password.

Banking

*Bank Feeds*

Bank Feeds is the function that links your bank accounts with QuickBooks Online and pulls the transactions from the bank directly into the Banking transactions area. The transactions pulled in from your bank are non-posting until you match them to entries you've previously input in QuickBooks Online or use them to add a new transaction to your register.

The key benefit of bank feeds is that downloaded bank activity that is either matched to existing entries or added to the bank register becomes self-reconciling. When a bank reconciliation is performed in QuickBooks Online, the user inputs the statement date and balance from the bank statement, and the software automatically marks off the transactions that have cleared the bank. Automating this process will typically save 15 to 30 minutes of data entry per monthly bank account reconciliation.

When recording bank transactions in QuickBooks, the more detailed the information included in each entry, the more valuable it will be to your Chapter.

One exception to this would be if your Chapter holds events during the year and collects payments for those events. You can decide to list who each payment was from, but that level of detail may be unnecessary.

*Connect a Bank Account*

Connect your bank account so you don't have to enter your transactions manually.

1.  Using your login credentials, log in to your QuickBooks Online account.

2.  From the Menu on the left side of the screen, go to **Transactions**, then select **Bank transactions**.

3.  If this is the first bank account connected in your QuickBooks Online account, you'll select the green button for **Connect account**. Otherwise, select **Link account** in the upper right side of your screen.

4.  Enter the name of your bank in the **Search** field, then select the bank.

5.  Enter your Sign-in info for the bank in the **Login** and **Password** fields, then select **Continue**.

6.  Select the account you want to connect and the date to pull transactions from the **dropdown** arrow. Then, select **Next**.

    **Note**: Some banks let you download the last 90 days of transactions. Others can go back as far as 24 months. If your data entry is current, 90 days of transactions should be sufficient.

7. Select your account type on the **Account type** dropdown, then select **Next**. **Note**: Choose the account type that matches your chart of accounts in QuickBooks.

    For new bank accounts:

    - In the **Account Type** dropdown, select **Bank**.

    - In Detail Type, select **Savings** or **Checking**.

    - Give the account a name and then select **Save and Close**.

8. Map the bank account (telling QuickBooks what existing account should be matched up to the bank account you are connecting) in the **Existing accounts** dropdown, then select **Next**.

9. Select **Connect**, then select **Done**.


*Download Recent Transactions*


Refresh your bank feed to automatically download your recent bank transactions.

1. Go to **Transactions**, then select **Bank transactions**.

2. Select **Update**.


*Categorize Downloaded Transactions*


Review and categorize the downloaded bank transactions to make sure they are categorized correctly.

1. From the left side menu, go to **Transactions**, then **Bank transactions**.

2. Select the account you want to review.

3. Select the **For review** tab.

    QuickBooks sends downloaded transactions to the **For review** tab and suggests categories for each transaction. Review them one by one:

    - If the transaction says **Add**:

        1. Select **Add** if the suggested category is correct.

        2. Change the category by choosing one from the dropdown or adding a new one.

    - If the transaction says **Review**:

        1. Select **Review**, then select a category or add a new one.

        2. Select **Confirm**.

- If the transaction already exists in QuickBooks, you may have the option to match or view multiple matches.

*Other Categorization Actions*

**Split transactions between multiple categories**

You can split transactions between multiple categories for better tracking.

1. Go to **Transactions**, then select **Bank transactions**.

2. In the **For review** tab, select the transaction you want to split. **Note**: If the option is **Match**, change it to **Categorize**.

3. Select **Split transaction** next to **Category**, which opens the **Split transaction** window.

4. From **Category**, select the categories you want to split the transaction into.

5. Enter an **Amount** for each split so the **Difference** shows $0.

6. Select a **Vendor** or **Customer** name for each split. **Note**: The fieldname may vary depending on the transaction.

7. Select **Apply and accept**.

**View check images**

QuickBooks has partnered with selected banks to include check images for check transactions.

To view the check images:

1. Go to **Transactions**, then select **Bank transactions**.

2. In the **For review** tab, select the transaction you want to view the check image for. **Note**: Transactions with an attached image will have a number in the **Attachments** column.

3. Select the image name, then view the check image in the Explore sidebar.

*Recording Bank Deposits*

When a deposit is recorded in QuickBooks, the total amount of the deposit must match up to the total amount of the deposit recorded at the bank. If your Chapter uses mobile banking and your bank allows you to deposit checks using a smartphone, those deposits are recorded at the bank as one deposit for each check. You would record each of those checks deposited as a separate deposit in QuickBooks. Alternatively, if you make a deposit at a bank branch and include three checks on a single deposit slip, the bank will group the checks into a single deposit entry. The corresponding deposit in QuickBooks online would need to include each of the three checks on a single deposit entry.

Each bank deposit creates a separate record in QuickBooks. Make deposits one at a time for each of your deposit slips.

1. Select **+ New**.

2. Select **Bank Deposit**.

3. From the **Account** dropdown, choose the account you want to put the money into.

4. In the **Date** field, input the date that the deposit was made at the bank.

5. In the **Received From** field, input the Customer's name. If this is a new Customer, you will be prompted to add the new customer. Detailed information on the Customer is not needed but can be added if desired.

6. In the **Account** field, select the appropriate Income account or if the deposit represents a reimbursement of Chapter expenses, input the account that the expenses being reimbursed were originally posted to.

7. Add any useful information to the **Description** field. Note: The more detailed information included in the deposit entry description, the more useful the accounting records become to the Chapter.

8. Select the **Payment Method** (typically, cash or check), and input the check number in the **Ref No.** field for a check deposit.

9. Input the amount of the item being deposited.

*Recording Expenses and Checks Written*

QuickBooks Online differentiates between checks written for expenses and other types of expense transactions, including debit card transactions, bank withdrawals, and electronic fund transfers.

If expenses are incurred via a physical check, the input for the expense should be done as a check entry. Any other type of payment can be input as an expense.

**Record An Expense**

Follow these steps if you have already paid for a business expense and need to record it in QuickBooks Online:

1. Select **+ New**. Then select **Expense**.

2. In the **Payee** field, select the vendor.

3. In the **Payment account** field, select the account you used to pay for the expense.

4. In the **Payment date** field, enter the date for the expense.

5. In the **Payment method** field, select how you paid for the expense.

6. If you want detailed tracking, enter a **Ref no.** This is optional.

7. In the **Category details** section, enter the expense info. In the **Category** dropdown, select the expense account you use to track expense transactions. Then, enter a description.

8. Enter the **Amount**.

9. When you're done, select **Save and close**.

**Record A Check**

If your Chapter currently handwrites checks, switching to computer-printed checks is unnecessary. The method for entering checks in QuickBooks Online is the same, with computer-printed checks requiring an added step to print the check.

1. Go to **+ New**, then select **Check**.

2. From the **Payee** dropdown, select who you want to address the check to.

3. From the **Bank Account** dropdown, select the account you want the money to come from.

4. In the **Payment date** field, input the date that the check was written.

5. If you are using computer-printed checks, in the **Check no.** section, click to check the box for **Print later**; otherwise, type in the handwritten check number.

6. In the **Category details** section, enter the expense info. In the **Category** dropdown, select the expense account you use to track expense transactions. Then, enter a description.

7. Enter the **Amount**.

8. When you're done, select **Print check** if you want to print a computer check or **Save and close** if recording a handwritten check.

**Printing A Check**

When you print a check from QuickBooks Online for the first time, you will be prompted to perform a print check setup to ensure that your printer and check line up correctly. The process can take 5-10 minutes if you need to adjust the printing alignment, but it is only needed to calibrate a new printer.

Selecting **Print later** when inputting a check will add the check to a print queue that will allow you to print all of your checks at once. Alternatively, if you select **Print check** when recording the check, you'll be prompted to print the check at that time.

1. Select **Print check** from a check input, or select **+ New**, then **Print checks**.

2. Load your checks into the printer.

3. Select the checking account that you created the check from the dropdown.

4. In the **Starting check no.** field, enter the check number of the first check in the printer.

5. Select the checkbox next to each check you want to print.

6. Select **Preview and print**.

7. If everything is correct, select **Print**.

8. If your checks print correctly, select **Done**. If your checks don't print correctly, select the **some checks need reprinting** option or the option to **keep checks in the Print checks list**. You may need to open the print setup and adjust your alignment settings.

Reporting

*Preparing Bank Reconciliations*

Bank reconciliations should be performed monthly for each bank account after all downloaded transactions for the month have been categorized and matched.

1. From the left side menu go to **Transactions** and select **Reconcile**.

2. Select the account you wish to reconcile from the drop-down menu for **Account**.

3. Review the **Beginning balance** and ensure that it matches the one on your statement.

4. Enter the Statement ending balance and Statement ending date as they appear on your bank statement.

5. If you see it, review the Reconciled through date. Your current bank statement should start the day after.

6. When you are ready, click on the **Start reconciling** button.

7. The reconciliation process should be very fast if all of the transactions came from or were matched to downloaded bank activity. All cleared transactions during the statement period should be automatically marked as cleared, leaving you with a difference of $0.00.

8. Scan through the transactions for any unchecked items that may reflect accidentally duplicated items.

9. If the difference is not zero, scan through the bank statement and the reconciliation to see if transactions cleared the statement but are not reflected in the QuickBooks reconciliation. This can happen if an entry is dated 10/1/2024 in QBO, but the bank shows it as clearing on the 9/30/2024 bank statement. In this instance, you would need to change the date of the 10/1/2024 entry and ensure it is checked as clear.

10. When all differences have been resolved, click the **Finish now** button at the top right of the screen to complete the process.

**Custom Reports – Groups**

If you have a list of reports that you often run together, you can create a Report Group to quickly run them as a set.

Grouped reports are in the Custom Reports tab in the Report Center.

To create a Report Group:

1. Open an existing report that you want to add to the group by clicking on the report name.

2. Select the green **Save customization** button.

3. Under the section for **Add this report to a group**, click on the blue hyperlink for Add new group.

4. Enter a name for the new group and select **Add**.

5. Select **Save** to save the customized report to the new group.

**Custom Reports – Shared**

JJ Gómez Accountancy Corporation will add Shared Custom Reports for the Reports that are required to be provided to the State every quarter. Once added, these shared Custom Reports can be found under the Custom reports tab.

- Best Practice Tip – Create a Quarterly Reports group and save all the required reports under the group. Grouping the reports will allow you to generate all the quarterly reports into a single PDF document each quarter, saving you from creating and saving each report individually. If the report dates are formatted correctly, you can avoid updating the date parameters for each quarter's reports.

# BUDGET AND FINANCE

## Annual Budget

Chapter treasurers are responsible for maintaining Chapter Board-approved budgets. As the parent organization, the State must ensure that Chapters are financially viable and healthy.

Budget Guidelines

- Chapters are encouraged to use a budget worksheet and narrative (budget line notes) similar to the sample provided.

- Chapters that choose not to use the AEP-provided template must include the same information in their budget submissions:

    o Current year-to-date actual income and expenses;

    o Current year approved annual budget or current year-to-date approved annual budget; and

    o Comparison of year-to-date actual income and expenses to the annual or year-to-date approved budget (optional).

- Provide notes or comments for items on which the reader may need more explanation.

- If you have an event, list in detail all revenues and expenses associated with the event (do not just insert a net gain in revenues for the event or a net loss in expenses for the event).

- Chapters should aim to maintain a cash balance (reserves) sufficient to cover the Chapter's budgeted operating expenses for at least three years. Operating expenses are considered to be expenses that the Chapter incurs to continue functioning. Operating expenses do not necessarily include Chapter event expenses.

- A budget with a deficit should:

    o Have sufficient reserves to cover the shortfall;

    o Have a reasonable explanation for the shortfall (include in budget narrative);

    o Does the explanation answer one of the two following questions:

        ▪ Do reserves significantly exceed three years of the budgeted operating expenses?

        ▪ Is the budget deficit being incurred due to the use of annual conference profit share funds received in a prior year?

- A budget narrative (the notes section in the budget worksheet) is suggested to be completed and submitted along with a final budget to the AEP Financial Vice President that explains:

  o Major initiatives for the budget;

  o Assumptions for the budget. (Expected or presumed income and expenses. Making reasonable assumptions when creating a budget for the first time gives you starting numbers to work with for planning purposes.);

  o Significant variances in line items from the prior year; and

  o Explanation of budget deficit (if applicable).

## Budget Preparation Using QuickBooks Online and Microsoft Excel

The QuickBooks online version used by most Chapters (QuickBooks Online Essentials) does not include the ability to input and prepare reports that reflect budgets. Individual Chapters can decide if the price increase in the QuickBooks monthly subscription rates to the next service level is worth the convenience of this feature.

The State does not utilize the budget reporting feature within QuickBooks Online but instead uses a report export feature to send a QuickBooks Profit and Loss report to Microsoft Excel for budget reporting procedures. The following is the suggested process for preparing a budget worksheet and the steps needed to export a report from QuickBooks Online to Microsoft Excel for use in generating a budget report.

**Prepare a multi-year Profit and Loss report in QuickBooks Online, export it to Microsoft Excel for formatting, and use it as a budget preparation worksheet.**

1. From the left side menu in QuickBooks Online, select **Reports**.

2. In Standard reports, locate and click on Profit and Loss to open a profit and loss report.

3. In the **Report period** fields, set the date range to cover the dates that will provide two full years plus the current year-to-date activity. When generating a report for preparing the 2025 annual budget, set the date range to begin 1/1/2022 and end 9/30/2024.

4. In the field, **Display columns by**, using the drop-down menu, select **Years**.

5. Click on the **Run report** button.

6. On the right side of the screen, above the report title, click on the Export icon (between the print and gear icons) and select **Export to Excel**.

7. Name the exported file and save it to the desired location.

8. Open the exported file in Microsoft Excel.

9.  Delete the Total column by clicking on the letter for the column to highlight it, right-clicking, and selecting **Delete**.

10. Copy one of the full year columns by clicking on the letter for the column to highlight it, right-clicking and selecting **Copy**, then clicking on a blank column to highlight it, right-clicking and selecting **Paste**.

11. Change the heading for the new column to say 2025 Annual Budget.

12. For any amounts in the 2025 Annual Budget column, input zero. Watch for the cells that include subtotal or total formulas and try to leave those cells intact.

13. Use the column to the left of the 2025 Annual Budget column to make notes about each row of the budget, explaining how an amount is calculated and any relevant details that might be useful to document the budget decision-making process.

14. Use the historical and year-to-date numbers to determine the budget amounts for the upcoming year.

15. Remember formulas that calculate the subtotals and totals as the budget amounts are filled in. You may need to use a calculator to double-check the ending budget Net Income amount if you are unfamiliar with Microsoft Excel formulas.


**Create a report in Microsoft Excel to report Chapter year-to-date activity and the annual budget amounts.**

1.  Make a copy of the Microsoft Excel file used in preparing the budget.

2.  In the copy, change the heading of the report to reference the correct period.

3.  Delete the Jan – Dec 2023 column, the Jan – Sep 2024 column, and the column where you've input notes related to the budget lines.

4.  Change the heading on the Jan – Dec 2023 column to reflect the actual reporting period.

5.  Change the amounts in the column to reflect the actual reporting period amounts.

6.  If desired, additional columns can be added to calculate the annual budgeted funds that remain available (budget variance).

# Banking

## Bank Signatory Cards

One of the treasurer's first tasks upon taking office is to comply with the Chapter's bank to effect the change in bank account signers. Every bank is different, and bank policies can change over time. The incoming and outgoing treasurers may need to work together to coordinate the change with the bank. Note: Some banks will require that the outgoing signers as well as the incoming signers schedule an in-person meeting with a local branch to complete the paperwork related to changing signers.

Whenever possible, notify your bank ahead of time of the change in officers and the resulting change in authorized bank account signers.

The best practice for changing signers on theChapter bank accounts is to have the officer who is the primary contact person with the bank contact the bank directly to ask what documentation will be needed to make the change.

Following are some of the documents that the bank may request:

- A letter from the outgoing signer to the bank informing the bank of the change in signing status and confirming the new signer on record as a representative of the organization.

- Minutes from the Chapter's meeting confirming the new signer to the account.

Personal information of the new signer, including social security number, and State ID or driver's license to verify their identity.It is suggested that at least three authorized signers exist to ensure that three people have the ability to access the account should one or more persons leave their position before transitioning their signature.

## Chapter Bank Accounts

Chapter bank accounts must use the State's Federal Employee Identification Number (FEIN). The financial activity in the accounts is included for financial reporting and when completing the appropriate Form 990. Contact Jennifer Gomez or Lynne Bynder for the FEIN.

## PayPal and Other Merchant Accounts

Given that the Chapters are not separate legal entities from the State AEP organization, Chapters are not eligible to establish their own PayPal, Stripe, or other merchant service accounts that would allow the Chapter to collect credit card payments from their local events.

The State uses a merchant service account for dues payments and event registration. Chapters should **not** utilize the AEP FEIN to establish separate merchant service accounts without the express approval of the State Executive Board of Directors.

While not recommended, some Chapters have established PayPal accounts for their use. If your Chapter utilizes a PayPal account, the best accounting process for handling it is to treat it the same way you would treat a bank account.

Payments to the PayPal account are treated as deposits and categorized as income for the total amounts paid. PayPal's fees collected from each payment should be treated as a withdrawal and categorized as merchant fees. Transfers from the PayPal account to the Chapter checking account should be treated as transfers between the two bank accounts.

Monthly PayPal statements should be downloaded and kept with the Chapter bank statements, and the PayPal account should be reconciled in QuickBooks monthly.

Chapter officers should consider the risk of using a financial account not established using the AEP FEIN. This could create problems for the individual who holds the account's actual ownership, as well as for the Chapter and the organization as a whole.

## Chapter Subventions

AEP calculates membership dues subventions quarterly. Generally, payments are made within 30 days of the end of the quarter if the Chapter remains <u>current</u> with providing its quarterly accounting reports and records to the State.

When members join the AEP, they select the local Chapter to which they wish to belong. Your Chapter subvention payments are based on the members who have chosen your Chapter and whose annual dues payments the State received in the previous quarter.

Chapter subventions are calculated at 20% of the dues received. The State withholds a total of $180 from each quarterly subvention payment. The amount withheld represents the Chapter's share of the overall cost for the state's bookkeeping services ($50), tax preparation services ($50), and officer's insurance ($80). These amounts change with the amount of the membership fee.

Currently, the State is waiving the $35 membership dues for student members. Chapters continue to receive a 20% subvention ($7.00) on the waived student memberships based on the quarter that the student member initially joins or renews as a student member.

## Conference and Workshop Profit Share Allocation

The state pays out a portion of the profits from conferences and workshops hosted by local Chapters.

Annual Conference

AEP holds an annual conference, and the location and corresponding profit-sharing allocation payments are rotated between the nine Chapters.

Most Chapters' annual conference profit share allocation significantly boosts their regular income. It is intended to help with the Chapter's operating costs for the years between hosting the annual conference. As such, the Chapter may want to allocate the use of that profit share income over the period between events when preparing yearly budgets.

Workshops

The Profit Share allocation for CEQA workshops the Chapter hosts is based on an event's profitability. For Chapters that choose to have the State pay for the location and food expenses, there are per-attendee caps that can reduce the profit paid out to the Chapter.

The Chapter usually decides whether to have the State or the Chapter pay the location and food expenses. There is no clear way to determine the better option, as both methods have pros and cons that depend on the number of attendees for an event and the costs for location and food expenses.

In general, Chapters that opt to pay the location and food expenses directly find the process more straightforward. By covering the location and food costs directly, the Chapters can spend more money per attendee without concern about the profit payout being reduced if the per-attendee costs exceed the cap. In addition, Chapters paying their expenses are less likely to be required to repay the State for per-attendee overages if the event profit is not sufficient to cover the excess cost.

# TOOLS AND RESOURCES

## Treasurer FAQ's

- Why can't each Chapter have its own credit card?

    o Because of AEP's legal structure, the Chapters are not independent entities. As such, the State officers and board of directors are ultimately responsible for the association's financial activity at the State and Chapter levels. Credit cards carry an additional financial risk that does not outweigh the perceived convenience of using a credit card.

- Why can't the Chapter set up a merchant credit card account to be able to accept credit cards for events?

    o Merchant credit cards are established using an organization's Federal Employer Identification Number (FEIN). Merchant service providers limit the use of multiple accounts for a single entity. While this becomes inconvenient for the Chapters, there isn't a current workaround that allows AEPto maintain the Chapters as part of the single legal tax filing entity.

- The bank won't let us change signers. What can we do?

    o Several issues may arise that could prevent the bank from allowing you to change the signers on your bank account.

        ▪ If the bank requires the physical presence of an outgoing signer to have the person removed as a signer and the individual is unable or unwilling to comply, the Chapter should consider opening a new account with the new signers. The new account should be established before closing the old account. In no case should an individual no longer affiliated with the organization or authorized by the Chapter board to access the bank account remain as a signer on the account.

        ▪ If the bank requires that the signers on the account match the officers listed on the organization's Statement of Information filed with the California Secretary of State, you will most likely need to change banks. While the Statement of Information for AEP is a valid, official forms that documents the individuals who currently hold authority at the State level, it does not reflect the officers at the Chapter level. Unless the bank is able to exempt you from this requirement, you might need to use a bank that is better able to accommodate the AEP legal structure.

- Why can't we hold raffles for our events?

    o The CPA for AEP respectfully requests that Chapters avoid holding raffles during their events. In California, raffles are considered a form of gambling. While specific nonprofits are eligible to hold raffles in California, some laws and regulations and

additional filing requirements related to such games must be followed. <u>Failure to properly follow these rules could result in the ultimate loss of the Association's nonprofit status.</u>

- o If your Chapter would like to host an opportunity drawing or similar event that might have once been referred to as a raffle, we ask that you avoid using the word "raffle" in promoting the event. Acceptable alternative verbiage includes opportunity drawing, fun game with tickets, or, our personal favorite, "ticky-takey from a bucket."

- Our Chapter treasurer has resigned. How do we handle Chapter bookkeeping while we're waiting to fill the position?

  - o JJ Gomez Accountancy Corporation is available to provide short-term bookkeeping services for Chapters. Services are limited to after-the-fact bookkeeping, where the Chapter remains responsible for writing checks, collecting and depositing funds, and appropriately classifying income and expenses while the bookkeeper handles data entry, account reconciliation, and report preparation services. Contact Jennifer Gomez, CPA with JJ Gomez Accountancy Corporation, to request pricing information. It is the responsibility of the Chapter to pay for these services from the Accountant not the State.

- How do we request money from the State?

  - o From time to time, the State will make funds available to the Chapters for specific expenses. Fund requests shall be made in writing, and the amount requested the purpose, and the budget period involved should be specified. Reimbursement requests shall include a completed expense reimbursement form along with the related receipts and any supporting documentation. Requests for funds and reimbursements shall be made as close as possible to the event date.

- Why is QuickBooks software so expensive?

  - o As with many software companies, QuickBooks has adapted to a changing market by migrating its services to a subscription-based product. In the past, Chapters could purchase QuickBooks Desktop software and utilize the same software for as long as they could keep their computer running it. Typically, this meant that a $200 investment in software would last from three to seven years.

  - o Over the last ten years, QuickBooks has made significant improvements to its QuickBooks online product, gradually raising the cost of both the Desktop and Online versions so that they have remained similarly priced. Currently, the listed price for both is edging closer to $100 per month. While that increase (from paying around $100 per year to paying $100 per month) is significant, the value created by the product improvements more than covers the additional cost. While the software has increased in price, the time required for data entry, account reconciliation, and report preparation has dramatically decreased.

# CHECKLISTS

## Treasurer Transition Checklists

Outgoing Treasurer Checklist

For outgoing treasurers, the most critical point to a transition is the transfer of responsibility and access related to the Chapter's bank accounts.

- ✓ Complete the accounting for your final full month in QuickBooks Online, including the bank reconciliation for that month.

- ✓ Provide Incoming Treasurer with the following:

    - o All Chapter historical accounting records, including bank statements, bank reconciliations, canceled checks (if applicable), copies of deposited items, blank checks, and deposit slips;

    - o Electronic file copies for any Chapter records maintained electronically;

    - o A list of all Chapter bank and brokerage accounts on which you have signatory authority and/or online access;

    - o If applicable, keys and/or access information for the Chapter post office box; and

    - o Preferred method of contact and any availability restrictions if your name has not yet been removed as a signer on the Chapter bank accounts.

- ✓ If you are the sole bank contact person for the Chapter bank accounts, contact the bank and request information on their current policies for changing account signers on the Chapter's bank account.

- ✓ If your assigned role in QuickBooks Online is Primary admin, determine your replacement for that role. If they are already a QuickBooks Online user, invite them to accept the Primary admin role.

- ✓ If your assigned role in QuickBooks Online is Company admin, notify the Primary admin of your resignation and request that they remove you as a user.

Incoming Treasurer Checklist

- ✓ Arrange to remove the outgoing Treasurer's name and online access abilities from all Chapter checking and savings accounts and add your name as a signer.

- ✓ If necessary, update the mailing address for any Chapter bank accounts and provide AEP Executive Director Lynne Bynder and AEP's accountant, Jennifer Gómez, CPA, with your email address, phone number, mailing address, and preferred contact method.