

# Treasurers Record Book

**For MMGA, Inc.  
Affiliate Chapters**



MICHIGAN  
MASTER  
GARDENER  
ASSOCIATION



*Helping people and communities grow*

# Michigan Master Gardener Association, Inc.

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# Michigan Master Gardener Association, Inc.

## INTRODUCTION

### Overview

The purposes of this publication are to:

- Detail the role and responsibilities of Affiliate Chapters of Michigan Master Gardener Association, Inc. (MMGA).
- Establish a common understanding of the definition, tools and expectations that pertain to treasurer and board of the Affiliate Chapters of the Michigan Master Gardener Association, Inc.
- Provide
  1. Affiliate Chapter treasurers with the information they need to perform their responsibilities correctly and keep their treasuries and records in compliance with applicable financial regulations.
  2. Michigan Master Gardeners Association Affiliate Chapter Board members with the information they need to guide chapter treasurers in accordance with their role as organizational leaders.

(Please see Financial Management & Accountability Policy in the Standard Operating Procedures Manual for further explanation).

### What Is an MMGA Affiliate Chapter?

An affiliated organization has been defined as a chapter of the Michigan Master Gardener Association, Inc. and operates under the tax exempt, non-profit umbrella of MMGA's 501(c)(3) IRS status, using Michigan Master Gardener Association, Inc. name or other identifiers, and conducts MMGA affiliate programs or activities.

## Acknowledgments

This document is a generic version of the Michigan 4-H Treasurer's Record Book (4-H 1203) last revised in January, 2004. It was developed by Julie Chapin, 4-H Program Leader and by Priscilla Martin, Editor Extension 4-H Youth Development and was designed by Marian Reiter, Graphic Artist for Extension 4-H Youth Development. Thank you to everyone who offered edits and input into this handbook. Permission has been granted to use the 4-H Treasurer's Record Book for the basis of this handbook.

## USE OF THIS BOOK

### Who Should Use It

#### The Chapter Treasurer

The Affiliated Chapter treasurer must follow the steps outlined in this book when handling funds as a Chapter of MMGA. Treasurers are encouraged to use this book or a facsimile to show cash received, source of the money received and payments made, including the check number, date and purpose.

#### MMGA Board of Directors

MMGA will use this book as a resource to assist Affiliate Chapters and their Board of Directors in keeping the treasuries for which they have oversight, compliant with applicable financial regulations under their 501(c)(3) designation.

#### How Should It Be Used

This book should be used to obtain the information needed to perform the job of the chapter treasurer or to help the treasurer perform their duties. When you need to complete a form, follow the instructions given.

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Electronic copies will be supplied to each Chapter. As always, if you have questions that require details not provided in the book, contact MMGA for guidance at:

[michiganmastergardenerassn@gmail.com](mailto:michiganmastergardenerassn@gmail.com)

## **Being an Officer of an MMGA Affiliate Chapter**

As treasurer, you and all the other officers of your Chapter represent both your Chapter and MMGA throughout the state. Your skills, abilities, standards, ideals and speech represent your chapter and MMGA.

Representing others is one of an officer's most important responsibilities. It exists at all times, not just while you are at a Chapter meeting.

## **MMGA (and Its Money) is Publicly Owned**

As a tax exempt 501(c)(3) organization, which may be licensed in Michigan for charitable solicitation, MMGA Affiliate Chapters are public entities, open to all without regard to race, color, national origin, age, disability, religion, political beliefs, gender, sexual orientation, marital status or family status. It is owned by the public, not by individuals the way a private company is owned.

Therefore, the money a Chapter receives from dues and fundraising events is owned by the Charities, not by any one member or leader of the Chapter. The public calls for a higher standard of accountability and integrity for Public Chapters. For this reason, it is extremely important that all MMGA Affiliate Chapters show the source of any money they have raised and how it was disbursed.

## **Being the Treasurer & The Treasurer's Responsibilities**

Responsibilities of an MMGA Affiliate Chapter treasurer are quite different from those of a private company's treasurer. The treasurer of a private company is responsible to other company officers and to the owners or stockholders for managing and controlling assets of the company.

As the Chapter treasurer, you are responsible for taking care of the chapter's money and bank accounts. Specifically, you are in charge of *keeping the books* including the Chapter receipt book, checkbook and check register, payment vouchers and bank statements. This responsibility requires honesty, integrity and cooperation with your Chapter's members and leaders. You can meet the high standards required of an MMGA Affiliate Chapter treasurer by studying and following the money handling methods in this book.

These standards apply if a Chapter has 25 cents or more in its treasury. Conflicts may arise if money is not handled carefully and accurately. You can protect yourself and your Chapter from conflict by being careful, responsible and accurate when you handle your Chapter's finances.

- I will inform the bank in which my Chapter's funds are deposited that I am the new treasurer and sign the appropriate forms so I can write checks drawn on that account.

- I will report required information whenever requested by MMGA Board of Directors and follow the policies established by MMGA.

- I will handle all money matters for my chapter.

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- I will keep an accurate record of how all money is used.
- I will deposit all funds my Chapter earns or receives in a timely manner.
- I will pay all the Chapter's bills promptly as directed by the president and approved by the board and/or members.
- I will prepare and present a summary of income and expenses at each meeting. I will also report the current balance of all accounts.
- I will prepare an Annual Summary Financial Report for all accounts and submit it to the chapter board and to the MMGA as requested.

*See Exhibit I for an example of a Chapter Treasurer Agreement document. Exhibit II is an example of a Monthly Treasurer's Report.*

## **Financial Planning Creating a Budget**

All Chapters should prepare a budget for the year. A budget is a written plan for raising and spending money for a set period of time, usually one year. Since a budget is approved by the members of the Chapter, it is not necessary to seek approval for payment of items already listed in the budget. If a Chapter does not have a budget, or items arise that are not part of the budget, each item needs to be presented to the board members for approval before payment. This accomplishes two things. First, all expenditures of Chapter funds are made with the board's full approval. Procedures for expenses not in the budget may also be addressed in the chapter by-laws or adopted standard operating procedures. Second, this is a way for the members to learn how money flows into and out of an organization.

An individual sub-budget is recommended for special programs that have income and require paying expenses.

*See Exhibit III for a Budget Example.*

## **Setting Up a Bank Account Requires an EIN Number**

Every MMGA Affiliate Chapter that has a checking or savings account is required to have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). Your chapter should already have an EIN as an Affiliate Chapter. For assistance contact MMGA at:

[michiganmastergardenerassn@gmail.com](mailto:michiganmastergardenerassn@gmail.com)

## **To apply for an EIN on the Internet**

Go to the following website:

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>

All forms and information to assist you are available at this site.

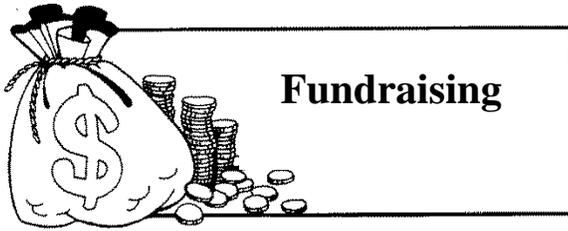
Report your EIN to your bank and to MMGA. The IRS can fine Chapters \$50 for failure to report an EIN.



## **Account Signatories**

Each MMGA Affiliate Chapter should require at least the treasurer and one unrelated member to be signers on the bank account. You may need to check with your bank about documents needed to change your bank resolution after election of new officers.

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Local Chapters may choose to raise money for their educational and programmatic goals through fundraising, dues or both. A Chapter treasury is necessary if funds are maintained for Chapter use.

Fundraising should align with the mission and purpose of the chapter and MMGA. Fundraising should be done for the good of the total Chapter with a specific purpose stated for the funds raised. Expenditure of funds should also be consistent with the stated purpose of fundraising. Both fundraising and expenditures should also be consistent with MMGA fundraising policies. (See Fundraising Policy in the Standard Operating Procedure Policy documents.)

Fundraising should not be the main focus of Chapter activities nor should it exclude any individual from participation. Chapters are expected to support the financial needs of the total Chapter and, when possible, assist with participant costs in county, state, national and international programs.



## Raffles and Games of Chance

If MMGA Affiliate Chapters decide to hold games of chance, it is important that chapters follow all the rules governing such games including the State of Michigan's 10 day requirement after your fundraising concludes. The Charitable Gaming Division of the Bureau of State Lottery is the state agency responsible for regulating raffles, bingo and other games of chance. For more information go to [www.michigan.gov/cg](http://www.michigan.gov/cg), click on raffles for detailed information and instructions.

**The State of Michigan require entities to have 501(c)(3) status to apply or a raffle license.**

## Use of Funds Raised

All money raised using the MMGA 501(c)(3) must be utilized **only** for Master Gardener activities. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means that money may not be given to individual Chapter members or others, but must be used to pay for Chapter educational programs, activities, projects, workshops or supplies. Money may be remitted to MMGA for statewide expenses or programs.

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## Handling Money

### Receiving Funds

#### Receipts

You should acknowledge all money received, whether from dues or fundraising, with a written receipt, preferably pre-numbered and with a carbon copy. (They are available from many office supply stores.) If you make a mistake and have to void a receipt for any reason, mark both copies VOID, staple them together and keep them with the treasurer's records. The receipt should include the source of the funds (such as a garden show or plant book sales), the date, and if possible, the name of the person making the payment. These receipts are the back-up documentation for any bank deposits made. The receipts should also become a permanent part of the Chapter records.

Writing a receipt takes a little time, but it helps protect your reputation. Without a receipt there is no way to prove that your Chapter received a specific amount of money or that you handled it correctly.

#### Receipts for Dues

Your Chapter may choose not to have dues. However, if you do, you do not need to write an individual receipt for each person paying dues. Complete a 'Chapter Dues Form' (see *Exhibit IV*) with the amount of dues paid for the meeting and write one receipt for the total amount. On the receipt write 'Chapter Members' on the 'Received From' line and 'Dues' and the meeting date in the 'For' line.

### Receipts for Money from Fundraisers

If your Chapter holds a fundraiser such as a plant sale or garden tour, you do not need to write a receipt for each person buying a plant or taking the tour, but you (or the shift leader) need to write one receipt at the end of each shift or at the end of the day. Each group of workers must account for the money they receive.

Two people, other than you, should count the money, agree on the amount and turn the money over to you. It is a good idea for you to verify the amount (recount the money) in the presence of the people giving you the money. Then give them a receipt for the amount they gave you.

### Acknowledging Noncash

#### Donations

You should acknowledge noncash donations in writing (for example, consumable donations of supplies or miscellaneous items). Keep a copy of the acknowledgement with the treasurer's records.

Written acknowledgement should be sent to the donor and a copy must be kept in the treasurer's records. To make the acknowledgement process simple, forms can be printed on carbonless, triplicate paper. The Internal Revenue Service requires that a specific set of written documents be completed by the recipient and the person making the donation if a noncash gift is valued at \$5000 or more.

In such a case, consult a qualified attorney. Valuation of a noncash donation is the responsibility of the donor, in consultation with

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their tax advisor and individuals qualified to appraise items of this type. It is not appropriate for an MMGA Affiliate Chapter staff member or volunteer to place a value on items donated.

Donors cannot specify the individual recipient of cash or noncash donations. Chapters should not feel compelled to accept noncash gifts. The MMGA Board should be contacted whenever the Chapter has questions about the appropriate action with respect to accepting and managing any donation.

## Bank Deposits

Before you deposit a check, stamp or endorse (sign) the back of it. Checks that are made payable to the Chapter must be endorsed by signing the Chapter's name (as written on the check). If someone writes a check payable to you that is intended for your Chapter, endorse it by writing "Pay to the order of (your Chapter's name)" and sign it. You may want to have a stamp made with the Chapter name and account number for signature clarity and to save time.

Keep these things in mind when making deposits. Endorse checks immediately when received and deposit all funds promptly, as soon as possible, but within five days.

## Preparing Deposits

Total the receipts issued since you made the last deposit and compare that amount with the amount of cash, coins and checks you intend to deposit. The two figures must agree. If they don't, repeat the process. When the two figures agree, prepare a deposit ticket. Your Chapter should have a supply of deposit tickets with your checks. You can also pick up blank forms in the bank lobby.

Follow these steps when filling out a deposit ticket or slip:

1. Date the deposit slip
2. Fill in the amount of bills and coins you are depositing.
3. List each check number and its amount separately using the back of the deposit slip if necessary.
4. Record the deposit in the checking account register.
5. Attach the receipt the bank gives you to the reconciliation form.

*See Exhibit V-Deposit Reconciliation Form. This form assists with deposits and should be attached to your deposit receipt.*

## Disbursing Money

### Approving Bills

One of your responsibilities as treasurer is requesting and receiving approval to pay the outstanding bills. Payments should be made **only** in response to a formal written bill or invoice.

### Paying Bills

### Check Request Forms and Payment Vouchers

Check request forms and payment vouchers (*see Exhibit VI*) are documents that record your Chapter's approval to pay a bill. Prepare one of these forms before paying any bill or issuing a check.

A check request form/payment voucher is used to authorize the treasurer to issue a check for a purchase or disbursement. It provides

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documentation that someone other than the treasurer authorized the expenditure.

Questions should be directed to MMGA at: *michiganmastergardenerassn@gmail.com*.

An approval form must be signed by someone other than the person(s) signing the check.

## Checks vs. Cash

The usual way to pay bills is with a check. Holding cash back from deposits and then using the cash to pay bills is an unacceptable practice because it doesn't leave a record or provide proof of payment. A proper invoice protects your reputation as treasurer.

## Writing Checks

After payment is approved, write a check for the approved amount of the bill. Follow these steps when writing checks.

1. Always use ink.
2. Complete the following areas on the check:

*Date* current date the check is written.

*Pay to the Order of* name of the person or business to whom the check is payable

*Amount of Check* after \$ sign

*Amount of Check Written Out* the written amount must agree with the numeric amount above it

*Treasurer's Signature* your signature as you signed on the bank signature card

3. If you make a mistake, write "VOID" on the spoiled check, staple to carbon copy in check book (if using duplicate checks), don't destroy it.
4. If a check written on the Chapter's account is lost, notify the customer service department of the bank at once.

## Keeping Records of Disbursements

### Completing a Disbursement Transaction

After you write a check to pay a bill, attach the itemized invoice (clearly stating what was billed) or receipt (with the check number and date of the check on it) to the payment voucher. Complete the payment voucher by filling in the check number and the date of payment. (*Exhibit VI-Check Payment/Reimbursement form*). This will become a permanent part of the treasurer's records. This practice protects the treasurer and assists with the annual audit of the checking account.

### Maintaining the Check Register

Today, there are computer software programs (such as Quicken and Quick Books) to help make your bookkeeping easier. If you work without computer assistance, follow these steps to keep your Chapter's check register up to date. A check register for manual tracking is often part of the checkbook package.

1. Write the check number and date written in the appropriate columns.
2. In the "description of transaction" column, write to whom the check was made payable.
3. Enter the check amount in the "payment/debit" column and in the balance column. Then subtract the check amount from the remaining balance on the line above and enter the new balance immediately below.
4. You can use the "T" column at the end of each month when you reconcile the account against the bank statement. Use this space to check off the checks that have cleared the bank. (Check the bank statement or the checks that have been returned to you).

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5. The “Fee if any” column is the place to list fees the bank has charged your Chapter for cashing or purchasing checks or for preparing an account statement. Any fees will appear on the account statement. Enter the fee amount and subtract it from the account balance.

6. Record the amount of any deposits in the “deposit/credit” column. Then add the deposit amount to the account balance on the line above and record the new account balance straight across.

## Disbanded Chapter’s Treasury

Any MMGA Affiliate Chapter that disbands with money left in its account must turn over those funds as outlined in their corporate charters and Bylaws. All property belonging to the Chapter must be distributed in the same manner. They may choose to turn their funds over to the MMGA Board of Directors. Chapter members of the dissolving chapter may request MMGA allocate the resources for a specific purpose/program within the local chapter area, county or state. This request will be approved by the MMGA Board of Directors.

## Sales Tax

### 501(c)(3) Nonprofit Organizations

If you make sales at retail, you must register for a sales tax license even if the items you sell are not taxable. This is a onetime registration that is renewed annually. If your gross sales during the year are less than \$5000, you do not need to collect or pay sales tax. **However, if you collect sales tax, you must remit it even if your aggregate sales for the year are less than \$5000.**

If you do not collect sales tax on your sales, but your sales are \$5000 or more, you are liable for the tax on all sales. To calculate the sales tax due, divide your gross sales by 17.6667 and enter the result on your worksheet, line 5j of your reporting form. See Revenue state Treasury’s website or contact Customer Service at 517-636-6925.

(This section is directly from the State of Michigan Sales Tax Annual Return form 165).

Items subject to sales tax include cookbooks, calendars, etc., on concession stand sales, the selling price of auction items and in most instances where some tangible item has been sold.

You can apply for a sales tax license at <http://michigan.gov/taxes/>

## Tax-Exempt Purchases

Chapters will use their own EIN for purchases as long as these purchases are consistent with the mission and purpose of MMGA. (Please see Sales Tax/Tax Exempt Policy under Finance in the SOP Manual)

## Chapter Assets

Each chapter should maintain an inventory record of chapter assets. See *Exhibit VII-Chapter Assets/Inventory Record* for an example.

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## Michigan Tax and Sales Tax FAQ's

Following are some common questions (and answers) about Michigan sales tax and how it relates to Michigan non-profit organizations.

### 1. Are MMGA Affiliate Chapters tax exempt?

Yes.

### 2. What does being tax exempt mean?

Being tax exempt means chapters use their own tax exempt number (EIN) for qualified purchases for chapter use. See tax exempt policy in your standard operating procedures policy documents.

### 3. Why is it necessary to collect sales tax?

Your chapter must collect tax on annual sales of tangible personal property, because it's the law. Future sales tax auditors will continue to look closely at the sales activities of MMGA Affiliate Chapters.

### 4. If we raffle something or hold a drawing, is there sales tax on the prize? If so, who pays the sales tax?

If MMGA Affiliate Chapters sell more than \$5000 in tangible personal property in a year **and** the prize is tangible personal property, there is sales tax on the fair market value of the prize.

Since you probably wouldn't ask the winner to pay tax on his or her winnings, you would pay sales tax from the proceeds of the ticket sales.

### 5. How do we determine the amount of sales tax to charge on a donated item?

Estimate the fair market value on the item based on local prices, mail order catalogs or the word of the donor.

### 6. If we hold an auction, do we need to charge sales tax on the items auctioned?

Yes. Purchasers of items sold at an auction must pay sales tax based on an item's selling price. Thus, if a tool box valued at \$50 sells for \$35, the purchaser would pay sales tax on \$35. However, if an autographed jersey valued at \$25 sells for \$100, the purchaser would owe sales tax on the \$100.

### 7. How can we determine if an item we are selling is taxable?

Generally, the simplest thing is to go ahead and pay tax. Usually, it's easier to raise the price of something enough to cover the tax than to worry about it.

# 6%

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## Financial Reporting

### General Information

#### Financial Reports

Most Chapters will have to complete Form 990. Only treasurers whose Chapter holds an approved fundraiser will have to provide MMGA a copy of their report to the State Gaming and Lottery Bureau. An Annual Financial Report is requested with Annual Affiliation Agreement Renewal. Except for the fundraiser, each report is detailed in the pages that follow.

*Exhibit VIII is an example of an Annual Financial Report. Exhibit IX contains instructions for report.*

#### The Treasurer's Report

The treasurer's report informs board members of the Chapter's financial activity for the past month or reporting period. After you complete a copy of "The Treasurer's Report" form, circulate a copy of the report and the current bank statement.

After the Chapter has reviewed the treasurer's report and verified that it is reconciled with the bank statement, a board member moves to accept the treasurer's report and place it on file pending the annual audit. After the secretary enters a copy of the treasurer's report is presented, the secretary enters a copy of the report into the minutes. The treasurer keeps the bank statement, payment vouchers, annual summary financial reports and all receipt books in the Chapter's permanent records.

#### Annual Summary Financial Report

##### What is it?

The Annual Summary Financial Report sums up your Chapter's financial activities during the fiscal year.

##### Why Is It Important?

Your Chapter is affiliated with Michigan Master Gardeners Association, Inc., which is a tax exempt non-profit with 501(c)(3) IRS status. It is important that volunteers effectively manage public funds raised as part of the activities of a Public Charity. This report is important because,

1. It is a means by which MMGA Affiliate organizations help fulfill its obligations of fiscal accountability to its members and the residents of Michigan.
2. It fulfills the audit concerns of MMGA and the IRS under the 501(c)(3) designation.
3. It creates an open, auditable, public record of whether a Chapter is required to remit Michigan sales tax.
4. It is the auditable record of the Chapter and verifies whether a Chapter is required to file an Internal Revenue Service (IRS) Form 990.
5. It completes a federal requirement for financial accounting by MMGA Affiliate Chapters.

##### Who Must Complete The Form?

Your affiliation agreement with MMGA requires an annual financial report regardless of amount of funds collected and disbursed. Be sure to sign and date the form and send to MMGA by April 1<sup>st</sup> each year at:

[michiganmastergardenerassn@gmail.com](mailto:michiganmastergardenerassn@gmail.com)

Usually the Treasurer will complete this report.

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## **Financial Record Review/ Internal Audit**

All MMGA Affiliate Chapters must review their financial records once a year (before submitting their Annual Summary Financial Report to MMGA Board of Directors). The person who conducts the financial record review/internal audit cannot be the treasurer or account signatory.

Following are the steps for a simple chapter financial review:

1. Add up the receipts from the receipt book to see if that amount matches the bank deposits. Determine reasons for differences, if any.
2. Were there events that took in cash? If so, is there evidence of a “witnessed cash count” by individuals other than the person making the deposit? Does the witnessed cash count equal the amount of the deposit and does the deposit show up on the bank statement?
3. Compare the bank deposit amounts to the amounts that show up on the bank statement for each month. Determine reasons for differences, if any.
4. Was the bank account reconciled each month? This is usually found on the reverse side of the monthly statement. Can you compare the reconciled bank account balance to a figure in the check register? It should be apparent that the two are the same amount.

Were there any cash withdrawals from the bank account? If so, is there documentation that they were legitimate? Are there any other transactions in the bank account that need further explanation?

5. Review the expenditures and how they were approved. Are there expenditures that seem out of place? If cancelled checks are returned, review both sides of checks to make sure the people you have determined to be legitimate recipients of the checks are the people who deposited the checks.

6. Review the Annual Financial Report. Was Michigan sales tax paid if the Chapter sold over \$5000 worth of tangible personal property? Does the financial report reflect all the fundraising activities that happened during the year? Does it reflect all the expenditures for the year? Does it reconcile easily to the closing balance of the last bank statement for the year?

7. Reviewer(s) should sign the report and provide contact telephone number/s.

## **IRS Form 990**

Annually by May 15<sup>th</sup>, you are required to file form 990 with the IRS. MMGA and most likely your chapter will file form 990-N. This is an electronic post card that lets the IRS know you are still operating as an affiliate of MMGA and your annual income is below \$50,000.

*See Exhibit X for an example of a filed 990-N receipt.*

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## Exhibit I – Chapter Treasurer Agreement

*Your Chapter Name Here*

### Chapter Treasurer's Agreement and Responsibilities

As a chapter's treasurer, you are responsible for taking care of the chapter's money and bank accounts. Specifically, you are in charge of "keeping the books." This responsibility requires honesty, integrity and cooperation with your board of directors and members. Please review the following items to verify that you understand and accept these responsibilities.

- I will inform the bank in which my chapter funds are deposited that I am the new treasure, and sign the appropriate forms so I can write checks drawn on the account.
- I will report required information whenever requested by my chapter and by MMGA and follow the policies established by MMGA in the Financial Handbook and Standard Operating Procedures Manual.
- I will handle all money matters for my chapter.
- I will keep an accurate record of how all money is used.
- I will deposit all funds my chapter earns or received in the bank as soon as possible after receiving them.
- I will pay all of the chapter's bills promptly as directed by the president and approved by the board of directors
- I will prepare and present a summary of income and expenses at each board of directors and membership meeting. I will also report the current balance of all accounts
- I will prepare and Annual Financial Report for all accounts and submit to MMGA annually by the April 1 deadline.

Treasurer Sign \_\_\_\_\_

Print Name \_\_\_\_\_

President Sign \_\_\_\_\_

Print Name \_\_\_\_\_

Dated \_\_\_\_\_

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## Exhibit II – Monthly Treasurer’s Report

1. State the beginning balance:

Date: \_\_\_\_\_

Balance:

2. Indicate money received:

**DATE**

amount \$		for what purpose	- -
amount \$		for what purpose	- -
amount \$		for what purpose	- -
amount \$		for what purpose	- -
amount \$		for what purpose	- -

Total received: \$0.00

3. State the expenses:

amount \$  to: \_\_\_\_\_  
 for what purpose \_\_\_\_\_

Total expenses: \$0.00

4. Indicate closing balance:

Date: \_\_\_\_\_

Closing balance: \$0.00

For the (add bank name here) checking account , do the following:

Add back checks that haven't shown up on the bank statement **(plus)**

\$0.00

Subtract deposits not showing up on the bank statement **(minus)**

\$0.00

Adjusted balance should agree with bank statement **(equals)**

\$0.00

Include a clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Treasure's signature

President's signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## **MICHIGAN MASTER GARDENER ASSOCIATION** **2014 PROJECTED BUDGET**

<u>INCOME</u>	<u>Budget FY 2014</u>	<u>Actual YTD FY 2014</u>	
Dues	\$ 8,500	\$ -	
Affiliation Fees	\$ 2,750	\$ -	New & Renewing Affiliation Fees
Book Sales	\$ 5,000	\$ -	
Auction/Raffle	\$ 1,500	\$ -	
Unrestricted Donations	\$ -	\$ -	
Leadership Meeting	\$ 1,000	\$ -	
<b>TOTAL INCOME</b>	<b>\$ 18,750</b>	<b>\$ -</b>	
<u>EXPENSES</u>			
Insurance - Farm Bureau	\$ 7,000	\$ -	
Business /License Fees	\$ 125	\$ -	
Sales Tax	\$ 425	\$ -	
Business Supplies	\$ 200	\$ -	
Printing & Postage	\$ 100	\$ -	
Marketing	\$ 150	\$ -	
Website/Domain Names	\$ 300	\$ -	
Professional/Legal Fees	\$ 3,500	\$ -	
Credit Card Expense	\$ 150	\$ -	PayPal Expense
Books	\$ 3,000	\$ -	
MG College/Annual Meeting	\$ 300	\$ -	
Leadership Meeting	\$ 1,500	\$ -	
<b>TOTAL EXPENSES</b>	<b>\$ 16,750</b>	<b>\$ -</b>	
<b>INCOME (DEFICIT)</b>	<b>\$ 2,000</b>	<b>\$ -</b>	
		<b>\$ -</b>	
Net Profit	\$ 2,000	\$ -	

Approved 11/11/2013



# Michigan Master Gardener Association, Inc.

## Exhibit V – Deposit Reconciliation

### Deposit Reconciliation

Period: \_\_\_\_\_

To: \_\_\_\_\_

#### RECEIPTS

Receipt No. \_\_\_\_\_ to \_\_\_\_\_

#### DEPOSIT

Cash \$ \_\_\_\_\_

Coins \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

(Overage) Shortage \$ \_\_\_\_\_

Net Deposit \$ \_\_\_\_\_

Total Receipts \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Deposits should be made weekly UNLESS total receipts equal \$250.00 or more, then deposits should be made daily.

### Deposit Reconciliation

Period: \_\_\_\_\_

To: \_\_\_\_\_

#### RECEIPTS

Receipt No. \_\_\_\_\_ to \_\_\_\_\_

#### DEPOSIT

Cash \$ \_\_\_\_\_

Coins \$ \_\_\_\_\_

Checks \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

(Overage) Shortage \$ \_\_\_\_\_

Net Deposit \$ \_\_\_\_\_

Total Receipts \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Deposits should be made weekly UNLESS total receipts equal \$250.00 or more, then deposits should be made daily.

# Michigan Master Gardener Association, Inc.

## Exhibit VI – Check Request Form/Reimbursement order

### CHECK PAYMENT/REIMBURSEMENT ORDER \* Michigan Master Gardeners Assn., Inc.

PAYEE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_  
ACCOUNT \_\_\_\_\_  
REQUESTED BY \_\_\_\_\_

DESCRIPTION	AMOUNT

Payment Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_ Mtg Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_ Posted (Initials): \_\_\_\_\_  
\_\_\_\_\_

### CHECK PAYMENT/REIMBURSEMENT ORDER \* Michigan Master Gardener Assn., Inc.

PAYEE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_  
ACCOUNT \_\_\_\_\_  
REQUESTED BY \_\_\_\_\_

DESCRIPTION	AMOUNT

Payment Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_ Mtg Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_  
Posted (Initials): \_\_\_\_\_

# Michigan Master Gardener Association, Inc.

## Exhibit VII – Chapter Assets Inventory Record

### *Your Chapter Name Here* **Chapter Assets/Inventory Record**

Item Description	Quantity	Item Location	Year Purchased	Purchase Price/Estimated Cost	Year Discarded	Why Discarded

**DATE** \_\_\_\_\_

**Individual completing inventory record:** \_\_\_\_\_

Michigan Master Gardener Association, Inc.

# Annual Summary Financial Report

**Chapter Name:** \_\_\_\_\_

**EIN:** \_\_\_\_\_ **Prepared by** \_\_\_\_\_

**Annual Reporting Dates:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Account balance at beginning of year			\$
Taxable sales revenue (list each separately)	\$		
Examples: Silent Auction			
Cookbook Sales			
Other			
Total			
<b>Sales subtotal</b> (add 1-3 above)	\$		
<b>Grant and other nontaxable activities</b> Revenue (list each separately)			
Garden Grant	\$		
Other			
Other			
<b>Nontaxable sales subtotal</b>	\$		
<b>Total Revenues for year</b> (add sales and non-sales subtotals)		<b>plus</b>	\$
<b>Expenditures</b>			
Office Supplies	\$		
Garden Project Supplies			
Meeting Expenses			
<b>Sales Tax</b>			
<b>Total expenses for year</b> (add lines above)		<b>minus</b>	\$
<b>Account balance at end or year</b>		<b>equals</b>	\$
Add back checks that haven't appeared on bank statement		<b>plus</b>	\$
Subtract deposits that haven't appeared on bank statement		<b>minus</b>	
<b>Adjusted balance</b> (should agree with bank statement; include a clear copy of bank statement that agrees with this total adjusted balance)		<b>equals</b>	\$

**Exhibit VIII – Annual Financial Report**

## Michigan Master Gardener Association, Inc.

### **Exhibit IX – Instructions for completing Annual Financial Report**

Instructions for Completing the Annual Financial Report for Fiscal Year January 1 – December 31.

<b>Report Line</b>	<b>Line Instructions</b>
First Line	Fill in the information requested
Account balance at beginning of year	Enter the balance your group had on hand in a bank or credit union. This balance would be the ending balance on the December bank statement.
Taxable sales revenue	Here is where you list the income your group gained in the last calendar year from selling <b>only</b> tangible personal property (such as food for immediate consumption, plants, cookbooks compost or garden stones. List the total amount raised. If you have more than two lines of income, include a separate sheet showing the listing and enter the total on line 5, other.
Sales Subtotal	Enter the total o the amounts from your listed taxable sales.
Grants & other nontaxable activities	Here is where you report income from activities that are not taxable. If you have more than 2 lines, please attach a separate sheet with additional listings.
Nontaxable sales subtotal	Add together both subtotals.
Total revenue for the year	Add together both subtotals
Expenditures	Use lines provided to summarize your expenses for each event or activity. You may use your budget items when supplying this list. Use a separate sheet showing additional items.
Sales Tax	What you enter here depends on the amount of money shown on the line for taxable sales. If sales are \$4,999 or less-you owe no sales tax If sales are \$5,000 or more-you need to pay the state of Michigan Dept. of Treasury. This filing is due by 2/28 each year. You must file for a sales tax license regardless whether you owe sales tax.
Total Expenses for year	Total the expenses and enter them where indicated.

# Michigan Master Gardener Association, Inc.

## Exhibit X – IRS 990N Receipt

Form 990-N (e-Postcard) Online - View and Print Return

Page 1 of 1

Information copy. Do not send to IRS.

Form **990-N**  
Department of the Treasury  
Internal Revenue Service

**Electronic Notice (e-Postcard)**  
for Tax-Exempt Organizations not Required To File Form 990  
or 990-EZ

OMB No. 1545-  
2085

**2013**

Open to Public  
Inspection

A For the 2013 calendar year, or tax year beginning 1/1/2013, and ending 12/31/2013.

B Check if applicable

Terminated, Out of Business

Gross receipts are normally  
\$50,000 or less

C Name of organization: MICHIGAN MASTER GARDENER  
ASSOCIATION INC  
d/b/a:

% Jan Rise Treasurer  
1728 Green Avenue  
Bay City, MI, US, 48708

D Employer  
Identification  
Number

45-5595331

E Website:

www.michiganmastergardner.org

F Name of Principal Officer: Elizabeth A Lindsley

731 Seventh Street  
Ann Arbor, MI, US, 48103

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.