

## **So, you have been elected Secretary Treasurer (Treasurer) of your Local?**

### **What now?**

- Think about eating a whole apple, one bite at a time

### **Schedule Time with the Outgoing Treasurer to Receive & Review all Records and Files.**

- QuickBooks file
- Checks
- Local Seal
- Go into Bank / Credit Union to change signature cards and account access controls
- If credit card company separate institution, transfer account controls away from out-going Treasurer
- Obtain access Key or Lock combination for Local's PO Box in order to collect mail /Bills
- Walk through a typical month's responsibilities in order to understand cash flows and how they approach the month.

### **Your First Month in Office (*Breathe!!!*)**

- Per Capitas current and rosters up to date with IAFF, WSCFF, WSLC, and Local CLC.
- Are all Bank Accounts reconciled
- Are the Locals finances recorded / tracked with financial software (QuickBooks) and is there an annual budget?
- Was last years IRS Form 990 completed and submitted to IRS? (are you on a fiscal or calendar year-end)
- Does each Board Member (or any Officer who has a credit Card or submits expenses) have an electronic or hard file they are responsible to track receipts, work replacements, and reimbursements?
- Are all bills paid and current?

### **Longer-Term Projects**

- Do you have paid Officers? If so, are you doing it correctly (withholdings for Employee and Employer). Are you submitting the to the IRS Quarterly?
- Schedule a meeting with the Trustees to share what you have found and set the tone for how you would like to communicate and report on the state of the Locals finances.

- If last years IAFF Audit and Annual budget wasn't presented to the Membership at a posted regular Business meeting do so!
- If your Local doesn't have a basic set of financial policies that speak to spending authority, credit card usage, technology reimbursements, work with an appointed committee to develop and present them to the Board.

### **Preparing for the Annual IAFF Local Audit (within 180 days of end of budget year)**

- Ensure all accounts are reconciled for the year to be audited.
- Assemble the following reports and send to the President and Trustees at least a week prior to your meeting: annual budget vs. actual expenses, chart of accounts and profit /loss reports with year end balance comparisons looking back 1 year.
- Organize all receipts and invoices for inspection (electronic or paper), have all Board Member books available for inspection.

### **Actual Audit Day (*Breathe, you did all the hard work, you just need to conduct a well-organized presentation*)**

- Start with the "State of the Union" How are things? Are dues sufficient to cover liabilities?
- Were there uncategorized or non budgeted expenses? If so, why?
- Present for inspection the following:
  - Union Meeting Minutes and posted notices
  - Receipts and invoices
  - Board Member Books (expenses, receipts, work replacements)
  - Reconciled Bank Statements
- Conduct a systematic review of the budget vs. actual report for compliance with budget and C&B driven spending thresholds.
- Encourage the Trustees to ask questions at any time and foster a transparent tone.
- Encourage Trustees to identify a few random expenses, either using the receipt / invoice vault or a specific quick books transaction and walk it through the entire process, from payment by check, credit card or ACH to quick books recording and then through the bank statement to confirm reconciliation.
- Randomly spot check Officer Work replacements for compliance with policy, authorized number of hours, purpose, etc.