

(DRAFT- Work in Progress) (updated 2/3/2020)  
Treasurer Transition notes

Physical items to hand off:

- Check book
- Past Bank statements (on thumb drive, or on paper)
- Office supplies- envelops, stamps, printer paper, etc.
- Thumb drive – with all files, and password protected user ID and passwords
- Misc. paperwork – session sign-in sheets, release forms, old check books (?)

Check list for new Treasurer

Change contact name:

For Bank account: This has to be done in person probably with the other signer on the account. I will look into this further...

For PayPal:

- You will need to mail the following. (they don't accept email for this)
- NCVA cover sheet I have made one that is very thorough. It is attached at the end of the document, obviously update it to reflect any changes.
  - A signed letter from the President stating why the name change and who to change it to. (I have also attached the one we used)
  - A copy of your government issued ID and a copy of your social security card. They need to assign a SS# to any and every account. At the present moment there is no way around this. Out of courtesy for the previous treasurer please don't delay this step and get their SS# removed asap. It will make your job much easier.

Yearly tasks:

Continuous throughout the year

- Collect cash box from the administrative 'office' . Once a month should be fine. The code for the lock is in the password protected word document on the thumb drive.
- Pay supervisors. Once a month is fine.
- Write invoices for rail board sponsors. Use past invoices for a template. Carbon copy the sponsorship chair and the president on both the invoice and when payment is received.
- Reimburse for NCVA related purchases. (i.e. fleet maintenance parts, etc.) All reimbursements need receipts.
- Create a Treasurer's report for every month (even if there isn't a meeting). (see attached example) The report can be as detailed as you see fit, but when reading the report, summarize and keep it short.

- We are a non-profit 501(c)3. This requires we file various paperwork every year to maintain this status. The following is a list of what's required:
  1. Statement by Domestic Nonprofit Corporation: SOS (SI-100) filed every 2 yrs
  2. Register with Franchise Tax Board every year (199N)
  3. File IRS 990 e-postcard every year by April 15?
  4. File RR-F 1 with Registry of Charitable Trusts every year (due April 15)
  5. File 1099-Misc every year as needed (supervisor payments exceeding \$600) (file before Jan 31)
  6. Renew Benevity every 12 months (charitable donation org, not needed to maintain status with the government)

Reference this link for more information :

[https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/publications/guide\\_for\\_charities.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/publications/guide_for_charities.pdf)

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