



**Oncology Nursing  
Society**

# **Chapter Treasurer Handbook**

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## Introduction

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Congratulations on your appointment as chapter treasurer! As an officer, you are entrusted with the responsibility to act in the best interests of your chapter. Your primary duty is to safeguard chapter funds, preventing theft, mismanagement, and losses that could occur due to inaction, such as failing to file required Internal Revenue Service (IRS) forms.

By serving as treasurer, you will gain valuable skills in financial management, reporting, critical thinking, and teamwork. To succeed in this role, remain organized and rely on your board members and chapter president as resources. Former treasurers can provide historical perspective, and this handbook offers practical guidelines. Refer to it frequently and reach out to ONS if you need assistance.

This handbook is designed to guide you through your essential responsibilities, including:

- **Use of the Employer Identification Number (EIN):** Always use your chapter's EIN for all IRS documents and financial transactions.
- **Accurate messaging to donors:** Remember that chapters are not charitable organizations; financial support given to chapters is not tax deductible as a charitable donation.
- **Insurance:** Understand and obtain insurance for all chapter-related events to reduce liability.
- **Reporting:** Prepare and submit financial reports based on your chapter's specific circumstances, including Quarterly Treasurer Reports, IRS Form W-9, and IRS Form 1099-NEC for miscellaneous income.
- **Transition:** At the end of your term, provide all relevant documents and information to the incoming treasurer.

## Employer Identification Number

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Any newly established chapter must obtain an EIN from the IRS. Existing ONS chapters should already possess an EIN; if you need assistance locating your chapter's number, contact [chapters@ons.org](mailto:chapters@ons.org).

The EIN is required on all IRS documents and for your chapter's bank accounts. When using payment platforms, such as PayPal, ensure they are set up using your chapter's name and EIN, rather than personal information.

## Application Process

New ONS chapters can obtain an EIN through the following methods:



- Online: Visit [www.irs.gov](http://www.irs.gov) and submit Form SS-4.
- Mail: Send [Form SS-4](#) to Internal Revenue Service, Attn: EIN Operation, Cincinnati, OH 45999

Once you receive your EIN verification from the IRS, email it to [chapters@ons.org](mailto:chapters@ons.org).

## 501(c)(6) Nonprofit Status

Unincorporated ONS chapters are tax exempt under Section 501(c)(6) of the IRS code. However, they are not charitable organizations, so donations to the chapter are not deductible as charitable contributions. All requests for support should include the following statement:

**[Chapter name] is a nonprofit organization under Section 501(c)(6) of the Internal Revenue Code. It is not a charitable organization under Section 501(c)(3). As such, any support you provide is not deductible as a charitable donation. However, it may be deductible under a different section of the Internal Revenue Code. Please check with your tax advisor.**

## Federal Filing Requirements

Your chapter is exempt from paying federal income tax, except on unrelated business income, which is taxed at normal corporate rates. ONS files a group federal tax return, Form 990, for all chapters, relieving your chapter of most federal tax filing responsibilities. However, if your chapter pays more than \$2,000 per year in services, you may need to file additional IRS forms related to miscellaneous nonemployee compensation. Refer to the [Tax Forms Handbook](#) for further details.

## State Filing Requirements

State definitions of tax-exempt, nonprofit organizations vary. You are responsible for complying with your state's filing requirements, with support from ONS. To determine your state's requirements or to submit your chapter's state informational return, email [chapters@ons.org](mailto:chapters@ons.org).

## Sales and Use Taxes

Although your chapter is federally tax exempt, it may be required to pay sales and use tax on purchases and collect sales tax on product sales. Sales and use tax laws differ by state. For clarification, consult your state's department of revenue or email [FinanceTeamShared@ons.org](mailto:FinanceTeamShared@ons.org).

**Paying sales tax:** Most states require 501(c)(6) organizations to pay sales tax, including for room rentals or supply purchases.

**Exceptions to paying sales tax:** When purchasing items for resale, such as T-shirts for fundraisers, your chapter may be exempt from paying sales tax. Provide a certificate of resale to the vendor to avoid sales tax.

**Paying use tax:** Many states impose a use tax on out-of-state purchases in which sales tax is not collected. If your chapter purchases an item online without paying sales tax, you may need to remit use tax directly to your state. Contact [chapters@ons.org](mailto:chapters@ons.org) for guidance.

**Collecting sales tax:** If required by your state, your chapter must collect sales tax on items sold. Follow these steps:

1. Register with your state's department of revenue to receive a sales tax number and certificate of resale.
2. Collect the appropriate sales tax.
3. Determine when sales tax returns and payments are due.
4. Submit funds to your state as instructed by the department of revenue.

## Unrelated Business Income

Tax-exempt organizations do not pay tax on profits generated from activities that fulfill their mission, known as related activities. Examples include sponsored educational programs with exhibit tables. Activities not providing information or educational benefits—other than interest and dividends—are considered unrelated business taxable income and are subject to tax. Common sources of unrelated business income include advertising and product sales not conducted entirely by volunteers.

## Avoid Unrelated Business Income Tax

- Refer to support requests as “sponsorships,” not “advertising.” Sponsors’ names or logos may appear in materials, but product quality, pricing, or comparisons should not be mentioned.
- Sponsors cannot claim a charitable deduction.
- State the nonprofit status and tax deduction limitations when soliciting support, either in writing or verbally.
- Only unpaid volunteers should handle sales; do not hire or pay salespeople.

## Revenue and Expenses

All chapter revenue and expenses must directly relate to ONS and chapter purposes. Revenue is the inflow of resources generated from operating activities.

**Deposits:** Deposit all chapter-related revenue promptly into your chapter's bank account, detailing the check source, amount, and check number on deposit slips.

**Insufficient Funds:** If a deposited check is returned, attempt to deposit it again. If it is returned a second time, subtract the amount from cash and contact the payer to avoid potential bank fees. Do not record the returned check as an expense.

**Nonrevenue item:** Transfers from savings or investment accounts are not considered revenue.

## Allowable (Tax-Free) Income

- Membership dues
- Admissions to seminars or roundtables related to oncology nursing
- Subscriptions to chapter newsletters or educational publications
- Interest and dividends
- Exhibit fees
- Income from volunteer activities
- Grants (Notify the donor that the grant is not tax deductible as a charitable donation.)
- Sale of donated merchandise
- Sporadic fundraising activities, such as shirts or keychains

## Expenses

**All checks over \$500 require two signatures:** yours and a board member's (preferably the president), who must be an authorized signatory with the bank. Expenses represent outflows of resources from revenue-generating activities and are categorized as follows:

- Printing
- Postage
- Supplies: This is for equipment costing less than \$500. If equipment costs \$501 or more, it is classified as an asset.
- Meetings and travel: Your chapter can develop travel and expense reimbursement policies. See the [ONS Reimbursement Form](#) as a template.
- Accounting and bank service charges

- Rent and post office box rent
- Honoraria or speaker fees
  - When honorarium of \$2,000 or more is paid to an individual in a calendar year, report it on IRS Form 1099-NEC.
  - Before paying any honorarium, obtain the recipient's information on Form W-9.
  - Do not pay the honorarium until Form W-9 has been received.
- Grants, scholarships, and awards
  - When an award or grant of \$2,000 or more is paid to an individual, you must report it on IRS Form 1099-NEC. This can be avoided if reimbursing the recipient for their documented expenses.
  - Recipients of scholarships to educational institutions with a curriculum and regularly scheduled classes are exempt from paying income tax, so you won't need to submit Form 1099-NEC. A travel or ONS Congress® scholarship doesn't meet that requirement and may need to be reported to the IRS.
  - Be sure to document the recipient's name and address.
- Fundraising
- Miscellaneous (Be specific about any expenses included in this category.)

## Financial Reporting

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As treasurer and as part of the board's fiduciary responsibility, regularly update your board on the chapter's financial status at each meeting. Prior to meetings, provide the following for board member review and questions:

- Net income to date, compared to the previous year and to the budget
- List of assets with official documentation (bank statements, certificates of deposit, investment statements)
- Your assessment and analysis of the financial situation (e.g., comparing actuals to previous year or noting profitable events)

## Quarterly Treasurer's Reports

Each quarter, prepare and submit a Quarterly Treasurer Report. ONS uses this information to complete the group IRS Form 990 for all chapters.

Quarterly Treasurer Report deadlines:

- April 30 (Q1, including chapter renewal fee)
- July 31 (Q2)
- October 31 (Q3)
- January 31 (Q4)

Review and sign each report with your chapter president to ensure transparency. For the Q4 report, authorize ONS to include your chapter on Form 990 by checking the required box on the online Q4 Treasurer's Report. Submit the signed report by January 31; unsigned reports will be returned and considered delinquent if not received by the due date. Timely submission is critical, as late filing of Form 990 can result in substantial IRS penalties charged to the chapter and chapter probation or disbandment.

Access the Quarterly Treasurer Report forms and instructions on the [Chapter Leaders Community](#). If contacted by the IRS, email any correspondence or documents to [FinanceTeamShared@ons.org](mailto:FinanceTeamShared@ons.org).

## Chapter Renewal Fee

The renewal fee supports insurance, hosting, and education. Fees are based on chapter size, and ONS will send annual invoices to the mailing address provided for the chapter treasurer.

Chapter Size	Renewal Fee Amount
Small (Less than 50 members)	\$550
Medium (50-99 members)	\$650
Large (100-199 members)	\$750
Extra Large (200-399 members)	\$850
Mega (400+ members)	\$950

Payments are due **April 30** each year and can be submitted via the following methods:

- **Direct bank transfer:** ONS's account and routing number for electronic payment are listed on your chapter's invoice.
- **Check:** Please mail all checks to:

Oncology Nursing Society  
PO Box 3510  
Pittsburgh, PA 15230-3510

# Insurance

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## Insurance and Liability

Every ONS chapter is covered by the ONS Primary General Liability policy and Catastrophe Umbrella policy. Coverage limits include:

- \$1,000,000 maximum per occurrence, including personal injury and advertising coverage
- \$2,000,000 total annual maximum for all occurrences
- \$2,000,000 annual limit for products and completed operations
- Catastrophe Umbrella: \$2,000,000 maximum per occurrence and yearly limit

## Definition of Insured

The insured parties under these policies include:

- Any chartered ONS chapter during the policy period
- Any volunteer committee member performing chapter activities

## Coverage

ONS insurance covers routine chapter activities, protecting against bodily injury or property damage to the public due to negligent acts. The policies respond within stated limits, subject to standard exclusions.

## General Exclusions

Major exclusions include:

- Injuries to employees (requires workers compensation coverage)
- Bodily injury or property damage from vehicles, aircraft, or watercraft owned, rented, or operated by the chapter
- Office furniture and fixtures (can be covered separately)
- Sporting or athletic events, contests, or exhibitions
- Fireworks displays or musical concerts
- Balloon rides or amusement devices
- Premises not owned or rented for activities, except for specified meeting purposes

## Liability for Conferences

When your chapter collects money for events, it assumes responsibility for performance. Even if another organization is responsible or collects money, your chapter can be held liable. To limit liability, state on promotional materials that the chapter is not responsible for rate changes or cancellations, and direct all inquiries to the cosponsoring organization. Despite these steps, legal action can still occur, so defense coverage is essential.

For example, if your chapter arranges outings and events are canceled, the chapter could be liable for refunds. To mitigate risk, work with reputable organizations.

When collaborating with other organizations, vendors, or facilities, request a **certificate of insurance** naming your chapter as an additional insured. Email the certificate to [chapters@ons.org](mailto:chapters@ons.org) for review before proceeding or signing contracts. In the event a venue requests to be added to the ONS Certificate of Insurance, please reach out to [chapters@ons.org](mailto:chapters@ons.org).

## Directors and Officers Liability

Chapter directors and officers have limited liability insurance. The policy covers claims from management decisions with financial consequences.

## Officer (Employee) Dishonesty Insurance

A blanket dishonesty insurance policy covers up to \$60,000, protecting your chapter if an officer commits a dishonest act resulting in loss of funds or merchandise.

## Claims

If your chapter discovers acts that may require insurance coverage, immediately notify ONS at [chapters@ons.org](mailto:chapters@ons.org). Coverage may be denied if notice is not timely.

# Budgeting

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The treasurer prepares the budget with board input. The board sets goals for the coming year, which guides budget development. Categorize revenue and expenses as follows, consistent with Quarterly Treasurer Reports:

## Revenue:

- Dues from ONS
- Program participation fees
- Interest
- Donations and grants
- Oncology Nursing Foundation award income
- Miscellaneous support (not corporate)
- Exhibit fees
- Fundraising
- Miscellaneous (Specify included revenue.)

## Expenses:

- Printing
- Postage and post office box rent
- Supplies
- Meetings and travel
- Bank charges
- Honorarium and speaker fees
- Donations
- Grants, scholarships, and awards
- Oncology Nursing Foundation donations
- Fundraising expenses
- Charter renewal fee
- Miscellaneous (Specify included expenses.)

## Budget Preparation

Once the board sets its goals, identify the budget for each. Distinguish new goals from ongoing ones. For recurring goals, use actual revenue and expenses from the previous year as a starting point. For example, if the goal is to increase meeting attendance by 10%, project a corresponding increase in meeting revenue and adjust expenses accordingly.

For new goals, consult board discussions to guide budget allocation. For instance, if initiating a program to reimburse ONS Congress expenses, clarify eligibility and qualifying expenses, using actual spending data to build your budget.

As treasurer, prepare detailed budgets and present summaries for board approval. After budgeting for all goals, subtract expenses from revenue. If funds are sufficient, the process is complete. If not, prioritize and eliminate less important goals or seek additional revenue sources. If revenue exceeds expenses, consider creating a reserve fund, such as six months' operating revenues, to prepare for uncertainties. The board determines the use and accumulation of reserves.

## Approval Process

Share the completed budget with the chapter board of directors for review and approval and document approval in board or membership meeting minutes.

## Unbudgeted Expenses (Variances)

Unanticipated expenses not included in the budget must be approved as follows:

- Expenditures of \$500 or less: Approved by a simple majority of the board of directors
- Expenditures over \$500: Approved by a simple majority of the board and the general membership must be notified of the variance

## Managing Excess Chapter Funds

If your chapter has more funds than needed for regular operations and reserves, consider ways to provide additional benefits to members, such as:

- Increasing educational and travel scholarships
- Reducing or waiving fees for chapter meetings
- Offering free networking events
- Donating more to the Oncology Nursing Foundation
- Exploring other options that benefit chapter members

## Tax Forms (W-9 and 1099-NEC)

Your chapter may need to engage independent contractors for services such as administrative or bookkeeping support or speaker fees. In such cases, complete Forms W-9 and 1099-NEC and submit Form 1099-NEC to the IRS. Failure to do so can result in significant penalties, including liens against personal property.

Report compensation of at least \$2,000 for rents, services, prizes, awards, or medical payments on Form 1099-NEC. Report all payments, excluding expense reimbursements, of \$2,000 or more in a calendar year to an individual. Forms W-9 may also be needed for vendor payments.

For more information and instructions on Form W-9 and 1099-NEC, please see the [Tax Form Handbook](#).

## Record Retention

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Maintain key financial records according to recommended timelines for IRS or ONS audits. Store permanent records securely, such as in a fireproof safe, external hard drive, or cloud storage, including all pages and signatures. Only authorized personnel should have access; share locks or passwords with your successor. Ensure records are readily accessible when needed.

### Permanent:

- Legal and important correspondence
- Minute books, bylaws, and charter

### Seven years:

- Canceled checks
- Quarterly Treasurer Reports with bank reconciliations
- Depreciation schedules
- Revenue deposit receipts
- Expense ledgers and paid invoices
- Donor names, addresses, and donation amounts
- Recipient names, addresses, and amounts for scholarships, awards, grants, and honoraria
- Vendor invoices
- IRS Forms 1099-NEC and W-9

### Three years:

- General correspondence

## Payment Platforms

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Chapters may collect online payments using authorized digital platforms, such as PayPal, Venmo, or Stripe. PayPal is preferred, as it allows connection of a business account to the chapter site for payment and event registrations.

All chapter financial transaction accounts must be established as business accounts, not personal ones. This ensures compliance with legal and tax requirements and provides transparency and accountability for chapter funds. Register accounts with the chapter's EIN, not an individual's personal information. Business accounts offer enhanced security and detailed reporting, making it easier for treasurers to track donations, dues, event fees, and other revenue.

For assistance with online payment accounts, contact [chapters@ons.org](mailto:chapters@ons.org).

## End of Your Term

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When your term as treasurer ends or you assume a new chapter role, follow these steps to ensure a smooth transition for the incoming treasurer:

- Complete all reports and balance accounts.
- Provide an orientation for the new treasurer, sharing expectations and realities of the position.
- Discuss ongoing board activities.
- Provide the budget, noting the timeline and process.
- Share this handbook and highlight its contents.
- Review Quarterly Treasurer Reports and other filings with ONS and IRS.
- Add the new treasurer to the chapter's bank account and remove your name.
- Transfer all records in your possession to the incoming treasurer.
- Review accounts and describe standard monthly activities.
- Emphasize the record retention policy.

*Revised 3/26.*