

The Chapter Treasurer's Handbook

A Basic Overview of Nonprofit Organizational Finances

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Oncology Nursing Society

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For finance-related questions, contact FinanceTeamShared@ons.org. For chapter management questions, contact chapters@ons.org.

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CRITICAL RESPONSIBILITIES OF THE CHAPTER TREASURER

Congratulations on your role in chapter leadership as a treasurer! It may seem like a huge responsibility—and it is. As a chapter officer, you have a fiduciary responsibility, which is a legal obligation to act in the best interest of your chapter and its members. As treasurer, you must safeguard the funds entrusted to you by your chapter's members from theft, misappropriation, and misuse related to inaction. For example, misuse can occur through failure to file IRS forms, thereby generating a penalty.

Here is the good news: As treasurer, you'll hone your skills in time management, financial management and reporting, critical thinking, and team work. The best way to function as a treasurer is to stay on top of your tasks and remember that you are not going into this role alone. Your current board and chapter president are valuable confidants. Past treasurers can assist in providing background information and historical perspective on past issues. In addition, this handbook contains guidelines and best practices for your role. Keep it handy and refer to it often, yet feel free to contact ONS at any time for guidance. (Direct chapter management questions to chapters@ons.org and financial questions to FinanceTeamShared@ons.org.) Use this handbook to guide you through your essential functions, including the following:

- ▶ **Use of the employer identification number (EIN):** Use your chapter's EIN for all Internal Revenue Service documents and financial transactions.
- ▶ **Accurate messaging to donors:** Chapters are not charitable organizations, so chapter financial support is not deductible as a charitable deduction.
- ▶ **Sales tax:** Collect and remit sales tax on products sold for fund-raising (see Sales and Use Taxes on page 4).
- ▶ **Insurance:** To reduce liability, understand and obtain required insurance for all chapter-related events.
- ▶ **Reporting:** Prepare and submit financial reports based on your chapter's circumstances.
 - ▶ Annual Treasurer's Report
 - ▶ IRS Form W-9, Request for Taxpayer Identification Number and Certification
 - ▶ IRS Form 1099-MISC, Miscellaneous Income Reporting
 - ▶ Informational return if required by your state
- ▶ **Transition:** Provide all relevant documents and information to the incoming treasurer at the end of your term.

EMPLOYER IDENTIFICATION NUMBER

Your chapter needs an employer identification number (EIN) from the Internal Revenue Service (IRS). It is used on all returns, statements, and documents filed with the IRS and is the identifying number on your chapter's bank accounts. For example, if your chapter uses PayPal or a mobile credit card processing app, the account must be in your chapter's name and EIN—not your name or social security number.

APPLICATION PROCESS

If you don't know whether your chapter has an EIN, check first with chapters@ons.org to see whether ONS has a record of your EIN. If your chapter doesn't have an EIN, you can obtain one in the following ways.

- ▶ **Online:** Visit www.irs.gov and submit Form SS-4.
- ▶ **Phone:** Call Business and Specialty Tax at 800-829-4933.
- ▶ **Fax:** Submit Form SS-4 to EIN Operation at 855-641-6935.
- ▶ **Mail:** Submit Form SS-4 to IRS, EIN Operation, Cincinnati, OH 45999.

Once you receive verification of your EIN from the IRS, email it to FinanceTeamShared@ons.org.

501(C)(6) NONPROFIT STATUS

Unincorporated chapters of ONS are tax exempt under Section 501(c)(6) of the IRS code. However, these chapters are *not* charitable organizations; therefore, any donations to the chapter are *not* tax deductible as a charitable donation for the donor. All requests for support, written or verbal, should include the following:

- ▶ [Chapter name] is a nonprofit organization under 501(c)(6) of the IRC. It is not a charitable organization under 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 (see page 4), which is taxed at normal corporate rates.

ONS files a group federal tax return, Form 990, for all chapters, so your chapter is relieved of most federal tax filing responsibilities. However, if your chapter pays more than \$600

per year in services, you may have to file the following IRS form related to miscellaneous nonemployee compensation:

- ▶ 1099-MISC, which provides for payment of services exceeding \$600 in a year (see sample form in Figure 1 on page 9)

STATE FILING REQUIREMENTS

Each state varies in its definition of exempt, nonprofit organizations. You are responsible for complying with your state's filing requirements, and ONS can help. To determine your state's requirements and/or to submit a required copy of your chapter's state informational return, email FinanceTeamShared@ons.org.

SALES AND USE TAXES

Your chapter is a tax-exempt organization, but only for federal income tax. Your chapter may have to pay sales and use tax on purchases and collect sales tax on product sales. States differ on sales and use tax laws. Your state's Department of Revenue can assist with questions about clarification. Or, email FinanceTeamShared@ons.org.

Paying sales tax: Most states require 501(c)(6) organizations to pay sales tax, including when renting a room or buying supplies.

Exceptions to paying sales tax: When your chapter purchases items, such as T-shirts to sell as fund-raisers, your chapter does not need to pay sales tax. Be prepared to provide a copy of your certificate of resale to the T-shirt vendor to avoid paying sales tax.

Paying use tax: Many states have a use tax for out-of-state purchases when sales tax is not collected. For example, your chapter might purchase an item online and not pay sales tax on the transaction. Your state may collect tax on that transaction when you remit the sales tax from product sales.

Collecting sales tax: Depending on your state requirements, your chapter may be required to collect sales tax on items sold (e.g., T-shirts) as part of an event. Follow these steps if your state requires collection of sales tax:

- ▶ Submit a registration form with your state's Department of Revenue to receive a sales tax number and certificate of resale.
- ▶ Collect the appropriate sales tax.
- ▶ Ascertain when sales tax returns and funds are due to your state.
- ▶ Submit funds to your state. Contact your state's Department of Revenue for instructions on submission options.

UNRELATED BUSINESS INCOME

While fulfilling its mission, a tax-exempt organization does not have to pay tax on profits generated to meet that mission. These are what the IRS refers to as *related activities*. Examples include sponsored informational dinner programs for nurses and annual education programs with exhibit tables.

What is an unrelated activity? Anything that does not provide information and educational opportunities, except interest and dividends, is classified as unrelated business taxable income and will be taxed. The following general items will generate unrelated business income tax (UBIT) for your chapter:

- ▶ Advertising (always taxable for not-for-profit organizations)
- ▶ Product sales not 100% conducted by volunteers

AVOID UNRELATED BUSINESS INCOME TAX

- ▶ Refer to requests for support as *sponsorship*, never as advertising. Sponsorship has benefits as well as limitations.
 - ▶ The sponsor's name or a product name and logo can appear in materials, as in the following examples.
 - ▶ This event is sponsored by Susan's Electronics Store.
 - ▶ We thank tonight's sponsor—Susan's Electronics Store.
 - ▶ Your chapter or the sponsor cannot discuss the quality of the product, refer to pricing, or compare it to other products.
 - ▶ You can't say, "We appreciate support from Susan's Electronic Stores—the best place to buy cell phones."
 - ▶ The sponsor cannot claim a charitable deduction.
 - ▶ When asking for support, either in writing or direct oral communication, your chapter must state, "[Chapter name] is a nonprofit organization under 501(c)(6) of the IRC. It is not a charitable organization under 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."
- ▶ When selling items, only unpaid volunteer chapter members should make the sales. Do not hire and/or pay sales people.

REVENUE AND EXPENSES

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

Deposits: Be sure to deposit all chapter-related revenue in your chapter's bank account in a timely manner. Include relevant details on your deposit slips: who the check is from, the amount, and the check number.

Nonsufficient funds: If a deposited check is returned, deposit it again. Checks usually clear the second time. If it does not, subtract the amount from cash. Don't show the returned check as an expense.

Nonrevenue item: Amounts moved from savings or investment accounts are not considered revenue.

ALLOWABLE (TAX-FREE) INCOME

- ▶ Membership dues
- ▶ Admissions to seminars or roundtables related to oncology nursing (program participation fees)
- ▶ Subscriptions to a chapter newsletter or educational publication

- ▶ Interest and dividends
- ▶ Exhibit fees
- ▶ Income from volunteer activities
- ▶ Grants (Be sure to notify the business the grant will *not* be deductible as a charitable donation.)
- ▶ Sale of donated merchandise
- ▶ Sporadic fund-raising activities (e.g., T-shirts, keychains)

EXPENSES

Expenses are outflows of resources resulting from activities that generate revenue. They are classified 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 for ideas in creating your own.
- ▶ Accounting and bank service charges
- ▶ Rent and post office box rent
- ▶ Honoraria or speaker fees
 - ▶ When honorarium of \$600 or more is paid to an individual in a calendar year, report it on IRS Form 1099-MISC.
 - ▶ In advance of paying any honorarium, obtain the recipient's information via 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 \$600 or more is paid to an individual, you must report it on IRS Form 1099-MISC.
 - ▶ 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-MISC. A travel or Congress scholarship doesn't meet that requirement though and may need to be reported to the IRS.
 - ▶ Be sure to document the recipient's name and address.
- ▶ Fund-raising
- ▶ Miscellaneous (Be specific about any expenses included in this category.)

Signature authority for checks: Two signatures are required on all checks over \$500. In addition to your signature, a member of your board of directors (preferably the president) must sign. Be sure that individual is an authorized signatory with your bank.

RECORD KEEPING

You must control, disburse, and record accurate descriptions of all revenue and expenses. Make payments by check or credit card to maintain an accurate record of the transaction. When listing expenses, include a brief explanation, such as "Reimbursing Jill Jones \$23 for June newsletter postage."

Use record-keeping software, such as Microsoft Excel or Quicken, to keep track of transactions. Ensure the following:

- ▶ Document the check number with the description.
- ▶ Date and record each entry separately.
- ▶ Use categories for record keeping as listed in this section for income and expenses.

Best practices each month and each quarter: At the end of each month and in coordination with your chapter president, perform a bank reconciliation and then sign off on its completion. Most banks provide instructions for performing reconciliations, so contact your chapter's institution for guidance.

Complete a quarterly recap for all accounting transactions. This reduces the time spent preparing the annual Treasurer's Report. You don't have to send this to ONS.

CHAPTER BOARD REPORTING

As part of your role and the chapter board's fiduciary responsibility, provide your board with regular financial updates. Do so at each meeting, but prior to each meeting, provide the following so board members can review and develop questions.

- ▶ Net income to date with a comparison to the previous year and to the budget
- ▶ A list of assets, including official documentation: For example, if your chapter's only asset is cash, provide an end-of-month bank statement. If your chapter has other assets (e.g., certificate of deposits, investments), provide statements showing the end-of-month totals.
- ▶ Your assessment and analysis of the financial situation (e.g., We're ahead of last year's actual because our vendor fair was more profitable than expected.)

THE TREASURER'S REPORT

Each year, you'll prepare and submit your Treasurer's Report. ONS uses this information to submit group tax Form 990 to the IRS on behalf of all chapters. The report is for the prior fiscal year from January 1–December 31 and is a recap of revenue and expenses. Review and sign the report with your chapter president and ensure your president authorizes ONS to include your chapter on Form 990. This authorization is provided by checking a box on the online Chapter Annual Report. Then, submit the signed report by January 31. Unsigned reports will be returned and considered delinquent if not returned to ONS by the due date. It is critical to meet the January 31 deadline so ONS can file group Form 990 on time. If Form 990 is filed late, the IRS will assess a penalty ranging from \$20–\$100 per day that will be charged to the chapter that is late submitting its report.

The Treasurer's Report form and instructions can be requested from chapters@ons.org. Should the IRS communicate with you or your chapter, email any documents to FinanceTeamShared@ons.org.

INSURANCE

INSURANCE AND LIABILITY

Each ONS chapter is provided with general liability coverages through the ONS Primary General Liability policy and Catastrophe Umbrella policy. The following are the limits of liability that ONS provides under the Primary General Liability policy.

1. \$1,000,000 maximum limit for each occurrence; includes \$1,000,000 maximum limit for personal injury and advertising coverage
2. \$2,000,000 total annual maximum limit for all occurrences that would happen during a year
3. \$2,000,000 separate total annual limit for products and completed operations

The following limits of liability under the Catastrophe Umbrella policy are provided over and above the Primary General Liability.

1. \$2,000,000 maximum limit for each occurrence
2. \$2,000,000 maximum yearly limit for all occurrences regardless of the number of occurrences

DEFINITION OF INSURED

Under the policies mentioned above, the following are insured:

1. Any chartered chapter of ONS during the policy period
2. Any volunteer committee member of any organization so designated but only with respect to activities performed for the chapter

COVERAGE

Under these policies, ONS provides coverage for everyday activities that are conducted as an affiliated chapter of ONS. The coverage protects your chapter if it would cause bodily injury to the public or damage the general public's property due to negligent acts as a chapter. The policy would respond and provide the limits as stated above, subject to the standard exclusions within the policies.

GENERAL EXCLUSIONS

The following are some major general exclusions of which your chapter should be aware:

1. Injuries to any employee: If your chapter hires an employee, your chapter must provide workers compensation coverage if the employee is injured.
2. Bodily injury or property damage because of the ownership, maintenance, or use of any automobile, aircraft, or watercraft that would be owned, rented, or operated by your chapter
3. Property such as office furniture and fixtures that the chapter may own, rent, or borrow. This coverage can be purchased separately for each chapter.
4. Participation in sporting events, athletic events, contests, or exhibitions, whether sponsored or conducted by your chapter or any member of it

5. Fireworks display or musical concert conducted or sponsored in whole or in part by your chapter
6. Balloon rides or mechanically operated amusement devices, etc.
7. Premises that your chapter does not own or rent for activities, except premises that your chapter may hire or rent for specified days for meeting purposes, such as hotel areas or convention areas

LIABILITY FOR CONFERENCES, ETC.

When your chapter collects money for an event, such as a conference, theater production, sports outing, or travel tour, it assumes some responsibility for performance. Even if a cosponsoring organization is responsible for the event and your chapter merely lends its name to promotional materials, your chapter could still be held liable. Your chapter also could be held liable even if it delegates the responsibility for collecting money to the cosponsoring organization or a third party.

If your chapter prefers to be free of all liability, it must waive all responsibility for the performance by stating so on the promotional materials. It should state that all inquiries and correspondences should be directed to the other organization and that the chapter is not responsible for any rate changes or cancellations for the airfares, hotel accommodations, ticket prices, etc. However, even if your chapter attempts to remove all liability, it can still be sued for the involvement in an event and would need defense coverage for this exposure.

Example of liability: Several chapters arrange outings to baseball games. During a recent player strike, games were canceled. The teams refunded the money paid in advance for tickets. If they had not, the chapters conceivably could have been held liable for the money they collected for the tickets. Your chapter can help to protect itself by dealing with reputable organizations.

Certificate of insurance: When your chapter is dealing with another organization or cosponsoring organization, vendor, hotel, or meeting place facility, always request a certificate of insurance from those entities and ask that your chapter is named as an additional insured or, preferably, an additional named insured. Email a copy to chapters@ons.org for review before proceeding with the event or signing any contracts.

DIRECTORS AND OFFICERS LIABILITY

Limited chapter Director and Officer liability insurance is provided. Those serving on a Board of Directors or as an Officer of the chapter are covered under the policy. The policy covers claims resulting from management decisions that have adverse financial consequences.

OFFICER (EMPLOYEE) DISHONESTY INSURANCE

The Officer (Employee) Dishonesty Insurance offers a blanket limit of \$60,000. The bond provides protection for your chap-

ter if an officer would commit a dishonest act and abscond with funds or merchandise belonging to the chapter.

CLAIMS

It is the responsibility of your chapter to notify ONS at chapters@ons.org immediately upon discovering any acts which may need to be covered by the policies stated above. Coverage may be denied if you do not provide timely notice.

BUDGET PREPARATION

It is the treasurer's job to pull together a budget, and the entire board should be involved in the process. The board should set the goals for the coming year, which provides the starting point for you to develop the chapter budget. Categorize revenue and expenses as follows, which also mirrors your Treasurer's Report.

REVENUE

- › Dues received from ONS
- › Program participation fees
- › Interest
- › Donations and grants
- › ONS award income
- › Oncology Nursing Foundation award income
- › Miscellaneous support (not corporate)
- › Exhibit fees
- › Fund-raising
- › Miscellaneous (Be specific about any revenue included in this category.)

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 support
- › Fund-raising expenses
- › Charter renewal fee
- › Miscellaneous (Be specific about any expenses included in this category.)

BUDGET PREPARATION

Once the goals have been set by the board, you'll need to identify the budget for each goal. First, determine which goals are new and which are the same as last year. For those that are similar to last year, use last year's actual (not budgeted) revenue and expenses as your starting point. Consider this process in the following example:

- › Your chapter's goal is to increase meeting attendance by 10%, thereby increasing meeting revenue by 10%.
- › Look at actual attendance revenue for the current year's meetings and increase it by 10% in the budget.
 - › Because the goal is also to increase attendance at the meeting, you may need to increase your expense budget, too.
- › If a similar event or activity has not been held in the current year, use the previous year's actual amounts or the current year's budget to develop the new budget.

For new goals, use the board's discussion to assist in the budget development. Let's say a new goal is to begin a program to reimburse members for Congress expenses, with a maximum of \$2,000 per person. What did the board discuss related to the total number of chapter members who could be reimbursed? Was the financial assistance for any expenses or only for registration and travel? Use this and similar information to form the budget.

The budget must also include everyday chapter activities that may not be part of the goals. Again, use actual amounts to plan the budget rather than increasing last year's budget by a percentage. Your best benchmark is actual dollars spent. Use this and adjust for any new facts and circumstances.

As treasurer, your budgets should be very detailed. However, when providing the budget to your board, you may find that less detail is appropriate for their review and approval. Figure 2 on page 10 provides an example of a budget worksheet. The example does not contain all the items of revenue or expenses described. You can combine all your meetings into one budget column, so long as you know what is included. You will likely be asked to clearly explain the items during the review and approval process.

CHARTER RENEWAL FEE

Your chapter pays an annual charter renewal fee to ONS to retain your charter. As treasurer, you'll receive an invoice for this fee each year in the second quarter. This fee is an assessment for insurance coverage, the registration fee for your chapter's representative to attend the Chapter Leadership Workshop, and the accounting fee for the annual IRS Form 990.

BALANCING THE BUDGET

After you have budgeted for all chapter goals, subtract the expenses from the revenue. If enough money is budgeted to meet your chapter's goals, stop here. If revenue is insufficient, prioritize your chapter's goals. Remove less important goals so your chapter can operate cost-effectively while fulfilling its goals. Then, think about ways to increase revenue.

Alternatively, you may have a positive outcome, with revenue exceeding expenses. In that case, consider a *reserve policy*, which can help your chapter survive difficult economic times in the future (e.g., failure of a historically successful event). If the board opts to utilize reserves to meet an important chapter goal(s), the chapter may have a negative budget.

Establishing a reserve policy is a what-if exercise as you are trying to determine how much money will be needed to cover po-

tential expenses. Many have found it effective to hold an amount equal to six months of operating revenues in reserve. It ultimately rests with your chapter's board of directors to decide whether such a fund should be accumulated and, if so, how much.

APPROVAL PROCESS

Once your budget is completed, share it with your board of directors for review and approval. That approval must be documented in the minutes of your chapter's board of directors or the membership meetings. Once approved, the budget must be available for all members. Then, send the approved budget and Treasurer's Report (see page 5) to chapters@ons.org.

UNBUDGETED EXPENSES (VARIANCES)

Unanticipated expenses typically are not included in a budget. These expenditures (variances) must comply with the following for approval prior to purchase:

- ▶ Expenditures of \$500 or less must be approved by a simple majority of your chapter's board of directors.
- ▶ Expenditures of more than \$500 must be approved by a simple majority of the chapter's board of directors and the general membership must be notified of the variance.

MANAGING EXCESS CHAPTER FUNDS

If your chapter has a large treasury—more than is needed for day-to-day operations and a small reserve—the board should consider ways to reduce the level of excess funds, providing more benefits to chapter members, including the following.

- ▶ Increase the amount of educational and travel scholarships to chapter members.
- ▶ Charge less or nothing at all for chapter meetings.
- ▶ Offer free networking meetings for chapter members.
- ▶ Donate or increase your contribution to the Oncology Nursing Foundation.
- ▶ Consider other options to benefit your chapter members.

INDEPENDENT CONTRACTORS

Your chapter may need to temporarily retain an independent contractor for services such as administrative or bookkeeping support or speaker fees. If so, Forms 1099-MISC and W-9 must be completed, and Form 1099-MISC must be submitted to the IRS. Failure to do so can lead to significant consequences, including IRS penalties and/or liens against personal property.

FORM 1099-MISC

For people receiving compensation outside of an employment situation, you **must** report the following earnings on Form 1099-MISC (see Figure 1 on page 9):

- ▶ At least \$600 in rents, services (including parts and materials), prizes and awards, other income payments, and medical and healthcare payments
 - ▶ Report all payments, excluding expense reimbursements, of \$600 or more in a calendar year to a single individual.
 - ▶ Remember: Educational scholarships are exempt (see Expenses on page 5).

Deadlines: Form 1099-MISC is due to the independent contractor by January 31 and to the IRS by February 28.

FORM W-9

IRS Form W-9 (see Figure 3 on page 11) must be completed by the independent contractor for chapter files and for use in preparing IRS Form 1099-MISC *before* the contractor is paid. This will help avoid IRS penalties in some situations.

Just as your chapter must ask for an IRS Form W-9 from an independent contractor, a company may ask your chapter for Form W-9 before providing payment. This occurs most often in relation to payments for a table at a vendor fair. If asked, you should complete Form W-9 on behalf of the chapter (see Figure 4 on page 12 for an example of Form W-9 submitted by a chapter).

RECORD RETENTION

To maintain adequate financial records and ensure the satisfaction of the IRS or ONS during an audit, some records must be retained. Use these guidelines to determine retention timelines. Retain any permanent records in a fireproof safe or storage facility, and be sure to pass records on to the incoming treasurer at the end of your term.

The documents can be stored as paper, electronic documents, or a combination of the two. If stored electronically, either on an external hard drive or cloud-based, keep an exact digital representation of the document with all pages included, especially any signature pages. Either form of storage should be secure from the public and family members. If items are protected by a lock and key or electronic password, provide the key or password to your successor. No matter how you store the documents, they should be easily obtainable within a reasonable amount of time when requested.

PERMANENT

- ▶ Correspondence (legal and important matters only)
- ▶ Minute books, including bylaws and charter

SEVEN YEARS

- ▶ Canceled checks
- ▶ Quarterly or annual Treasurer's Reports with bank reconciliations attached
- ▶ Depreciation schedules
- ▶ Revenue deposit receipts
- ▶ Expense ledgers with copies of all paid invoices

- › Names, addresses, and donation amounts for all people who contributed to the chapter
- › Names, addresses, and amounts of all recipients of scholarships, awards, grants, and honoraria given by the chapter
- › Invoices from vendors
- › IRS Forms 1099-MISC and W-9

THREE YEARS

- › General correspondence

AT THE END OF YOUR TERM

When you discontinue your role as treasurer or assume a new position within the chapter, follow these steps to ease the transition for the incoming treasurer.

- › Complete all reports and balance the accounts.
- › Provide an orientation for the new treasurer. Meet to share expectations and realities of the position.
 - › Discuss ongoing board activities.
 - › Provide the budget, noting the timeline and process.
 - › Share this handbook, highlighting its content.
 - › Describe the Treasurer's Report and other filings with ONS and the IRS.
 - › Add the new treasurer to the chapter's bank account and remove your name.
 - › Share difficulties of the role and how to mitigate them.
- › Provide all records in your possession to the incoming treasurer.
 - › This can be part of the orientation if practical.
 - › Review accounts and describe how they flow each month.
 - › Highlight the record retention policy.

FIGURE 1. SAMPLE IRS FORM 1099-MISC

Note. This triplicate form cannot be downloaded for use. Instead, order them directly from the IRS at www.irs.gov (Forms and Pubs menu) or call 800-829-3676.

| 9595 | | <input type="checkbox"/> VOID <input type="checkbox"/> CORRECTED | | OMB No. 1545-0115 | | Miscellaneous Income | | | |
|---|--|--|--|--------------------------------------|--|---|--|--|--|
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. | | 1 Rents | | \$ | | 2017 Form 1099-MISC | | | |
| | | 2 Royalties | | \$ | | | | | |
| | | 3 Other income | | \$ | | | | | |
| PAYER'S federal identification number | | RECIPIENT'S identification number | | 4 Federal income tax withheld | | Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2017 General Instructions for Certain Information Returns. | | | |
| | | | | 5 Fishing boat proceeds | | | | 6 Medical and health care payments | |
| | | | | \$ | | | | \$ | |
| RECIPIENT'S name | | 7 Nonemployee compensation | | \$ | | | | 8 Substitute payments in lieu of dividends or interest | |
| Street address (including apt. no.) | | 9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/> | | \$ | | 10 Crop insurance proceeds | | | |
| City or town, state or province, country, and ZIP or foreign postal code | | 11 | | \$ | | 12 | | | |
| Account number (see instructions) | | FATCA filing requirement <input type="checkbox"/> | | 2nd TIN not <input type="checkbox"/> | | 13 Excess golden parachute payments | | 14 Gross proceeds paid to an attorney | |
| \$ | | \$ | | \$ | | \$ | | \$ | |
| 15a Section 409A deferrals | | 15b Section 409A income | | 16 State tax withheld | | 17 State/Payer's state no. | | 18 State income | |
| \$ | | \$ | | \$ | | | | \$ | |

Form 1099-MISC Cat. No. 14425J www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

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FIGURE 2. CHAPTER BUDGET WORKSHEET EXAMPLE

Note. This does not include all expenses and revenue. It is for example purposes only.

| | Actual Y-T-D | General operations | | Meeting #1 | | Meeting #2 | | Fund Raising #1 | | Total Budget |
|----------------------------|------------------|--------------------|-------------------|-----------------|-----------------|--------------------|-----------------|------------------|---------------|------------------|
| | | Actual Y-T-D | Budget | Actual Y-T-D | Budget | Budget prior yr | Budget | Actual Y-T-D | Budget | |
| Dues from ONS | 450.00 | 450.00 | 600.00 | | | | | | | 600.00 |
| Program fees | 2,700.00 | | | 1,200.00 | 1,300.00 | 1,500.00 | 1,750.00 | | | 3,050.00 |
| Interest | 45.00 | 45.00 | 50.00 | | | | | | | 50.00 |
| Support and grants | 1,500.00 | | | 600.00 | 750.00 | 900.00 | 1,000.00 | | | 1,750.00 |
| Exhibit fees | 5,500.00 | | | 2,500.00 | 3,000.00 | 3,000.00 | 3,500.00 | | | 6,500.00 |
| Fund raising sales or Misc | 750.00 350.00 | | | | | | | 750.00 900.00 | | 900.00 - |
| Total Revenue | 11,295.00 | 845.00 | 650.00 | 4,300.00 | 5,050.00 | 5,400.00 | 6,250.00 | 750.00 | 900.00 | 12,850.00 |
| Printing | 100.00 | | | 50.00 | 50.00 | 50.00 | 50.00 | | | 100.00 |
| Postage | 50.00 | | | 25.00 | 25.00 | 25.00 | 25.00 | | | 50.00 |
| Supplies | 75.00 | 75.00 | 50.00 | | | | | | | 50.00 |
| Meeting meals | 750.00 | | | 750.00 | 800.00 | | | | | 800.00 |
| Meeting space | 500.00 | | | 500.00 | | | | | | - |
| Meeting travel | 25.00 | | | 25.00 | 25.00 | | | | | 25.00 |
| Non-Meeting travel | 25.00 | 25.00 | 25.00 | | | | | | | 25.00 |
| Bank charges | 120.00 | 120.00 | | | | | | | | - |
| Honorarium | 2,000.00 | | | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | | | 2,000.00 |
| Grants and Awards | 3,500.00 | 3,500.00 | 3,500.00 | | | | | | | 3,500.00 |
| ONS Foundation Support | 2,000.00 | 2,000.00 | 2,000.00 | | | | | | | 2,000.00 |
| Charter renewal fees | 750.00 | 750.00 | 750.00 | | | | | | | 750.00 |
| Fund Raising Expenses | 350.00 | | | | | | | 350.00 | 400.00 | 400.00 |
| Misc | 500.00 | | | | | 500.00 | 500.00 | | | 500.00 |
| Total Expenses | 10,745.00 | 6,470.00 | 6,325.00 | 2,350.00 | 1,900.00 | 1,575.00 | 1,575.00 | 350.00 | 400.00 | 10,200.00 |
| Net Income/(Loss) | 550.00 | (5,625.00) | (5,675.00) | 1,950.00 | 3,150.00 | 3,825.00 | 4,675.00 | 400.00 | 500.00 | 2,650.00 |

FIGURE 3. SAMPLE IRS FORM W-9 COMPLETED BY AN INDEPENDENT CONTRACTOR

Note. Visit www.irs.gov to download a form.

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|---|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|
| Form <b style="font-size: 24pt;">W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service | <h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> | Give Form to the requester. Do not send to the IRS. | | | | | | | | | | | | | | | | | | | | | | |
| Print or type See Specific Instructions on page 2. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Jane R. Smith | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 Business name/disregarded entity name, if different from above | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 Address (number, street, and apt. or suite no.) 126 Wood Street | Requester's name and address (optional) | | | | | | | | | | | | | | | | | | | | | | |
| | 6 City, state, and ZIP code Pittsburgh, PA 15220 | | | | | | | | | | | | | | | | | | | | | | | |
| | 7 List account number(s) here (optional) | | | | | | | | | | | | | | | | | | | | | | | |
| <h3>Part I Taxpayer Identification Number (TIN)</h3> <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Social security number <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">-</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">3</td> </tr> </table> OR Employer identification number <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | 1 | 1 | 1 | - | 2 | 2 | - | 3 | 3 | 3 | 3 | | | | | | | | | | | |
| 1 | 1 | 1 | - | 2 | 2 | - | 3 | 3 | 3 | 3 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| <h3>Part II Certification</h3> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (defined below); and The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| Sign Here | Signature of U.S. person ▶ | | | | | | | | | | | | | | | | | | | | | | | |
| | Date ▶ _____ | | | | | | | | | | | | | | | | | | | | | | | |

FIGURE 4. SAMPLE IRS FORM W-9 COMPLETED BY A CHAPTER TREASURER FOR A COMPANY

Note. Visit www.irs.gov to download a form.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|---|---|---|---|---|---|--|--|--|---|--|--|---|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|---|
| Form <b style="font-size: 24pt;">W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service | <h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2> | Give Form to the requester. Do not send to the IRS. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Print or type See Specific Instructions on page 2. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Oncology Nursing Society | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 Business name/disregarded entity name, if different from above Chapter name here - Mid Pittsburg Chapter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ unincorporated association | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u> 1 </u> Exemption from FATCA reporting code (if any) <u> A </u> <small>(Applies to accounts maintained outside the U.S.)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 Address (number, street, and apt. or suite no.) chapter address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 City, state, and ZIP code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 List account number(s) here (optional) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Social security number <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> <tr> <td colspan="3">-</td> <td colspan="3">-</td> <td colspan="4"></td> </tr> </table> or Employer identification number <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25px;">1</td><td style="width: 25px;">2</td><td style="width: 25px;">-</td><td style="width: 25px;">3</td><td style="width: 25px;">4</td><td style="width: 25px;">5</td><td style="width: 25px;">6</td><td style="width: 25px;">7</td><td style="width: 25px;">8</td><td style="width: 25px;">9</td> </tr> </table> | | | | | | | | | | | - | | | - | | | | | | | 1 | 2 | - | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| - | | | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | - | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | |
| Part II Certification Under penalties of perjury, I certify that: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sign Here | Signature of U.S. person ▶ | Date ▶ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Oncology Nursing Society

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For finance-related questions, contact FinanceTeamShared@ons.org.

For chapter management questions, contact chapters@ons.org.