

Treasurer Job Description
Gateway Arch East Music Teachers Association
Submitted 2-14-20 by Joan Witte

Ongoing:

- Deposit Membership rebates from MTNA as they are received (near the beginning of the month). Keep a list of members and send information to the yearbook editor and the membership chairperson to keep names and contact information current. Compare all information from each member's MTNA listing with what was published in the previous year's yearbook, and make note of any changes. New members should be reported to the newsletter editor and membership chair.
- Reconcile bank statements monthly.
- Pay presenters at meetings. If the treasurer is not present or the presentation is being given remotely, then mail the check immediately after the program is concluded. Contact the program coordinator to get a copy of the contract ahead of time, which will contain the name of the presenter(s), the amount to be paid, and the mailing address to send the check if not paying in person.
- Reimburse AIM chairs for AIM expenses and officers for expenses incurred. Keep a copy of all receipts on file and record the check number with the receipt when reimbursing the expense.
- Prepare an income/expense report to submit to the newsletter editor whenever a newsletter is published or provide copies of reports to hand out at meetings.
- Remove outdated records from the file annually, following the schedule provided by MTNA. (See attached 2-page record retention policy.) Shred any documents containing personal information or sensitive financial information.

June: Prepare a proposed budget for the upcoming fiscal year to discuss at the summer Executive Board meeting and adopt at the first full business meeting of membership.

November: Pay conference expense for President and Member of the Year, as per GAE policies. Reimburse webmaster for Wix domain fee after receiving a copy of the invoice.

November-January: Fill out the dues verification sheet online after receiving an email notice from MTNA. The form must be submitted by the deadline given, even if there are no changes for the year.

Spring: Collect and deposit AIM fees from participating teachers. Contact the AIM schedulers to verify that all teachers entering students have paid the required fees.

File e-postcard for IRS Form 990-N for Small Exempt Organizations by May 15 (or any time after December 31) for the previous tax year. Even though our fiscal year runs July 1 through June 30, our tax year for IRS purposes runs Jan. 1 through Dec. 31.

How to file the e-Postcard electronically (there is no paper form):

1. Go to www.irs.gov/eo. (The website does not work properly with the Safari browser, but does work with Chrome. Joan has not tested other browsers.)
2. Under “Annual Filing and Forms”, click the link for [annual reporting and filing](#).
3. Click the link for [Annual electronic notice \(e-Postcard\) for small exempt organizations](#).
4. Under “About Filing”, click the link for the [User Guide \(PDF\)](#). Read it very carefully before filing. When changing treasurers, the new treasurer must set up his/her own account online before filing, since the account is for the person filing, not for the organization they are reporting. If you have questions, there are links on this page online with more information.
5. When you are ready to file, click the [Form 990-N Electronic Filing System \(e-Postcard\)](#) link under “Ready to File?”.
6. If you have not set up an account yet, click “Create Account” to do so. If you already have an account, log in on this page.
7. After you log in, you will need to create an e-Postcard Profile. Click “Manage e-Postcard Profile” to get started. Your use type is an Exempt Organization. The EIN is 37-1160765. The organization name is MUSIC TEACHERS NATIONAL ASSOCIATION INC. When you have completed this page, then click “Create New Filing.”
8. Select the EIN you for which you want to file from the drop-down menu, then click “Continue”. (Unless you are filing for more organizations than just GAE, you will only have that as a choice.)
9. Answer the two questions: “Has your organization terminated or gone out of business?” and “Are your gross receipts normally \$50,000 or less?”, then click “Continue.”
10. On the next page, enter “Gateway Arch East Chapter” under DBA Name. For the address of the organization, enter the treasurer’s mailing address. For the organization’s website address, enter www.gatewaymusicteachers.org. For the principal officer, the type of name is “Person,” and the officer is the GAE president. Enter the current president’s name and mailing address.
11. When you have completed that page, click “Save Filing” to save the data entered and edit if needed. When you are finished, click “Submit Filing.” Print a copy of the receipt to keep on file.
12. The filing status will show as “Pending” on the confirmation page. You will need to log back in after a few weeks to see if the status has been changed to “Accepted.” When it is accepted, then print a copy of that page to keep on file.
13. If you forget to file before May 15, there is no penalty for filing late. However, you must be sure to file for each tax year. If an organization fails to file Form 990-N for three consecutive years, it will lose its tax exempt status.

Apr-May: Send check to the SWIC Foundation as budgeted with "Fine Arts Fund" as the gift designation. Go to <https://www.swic.edu/community/foundation/ways-to-give/> and click "Gift Form" under the "Mail In" heading. Fill out the form and mail along with the check to Southwestern Illinois College, Foundation Office, 2500 Carlyle Avenue, Belleville, IL 62221. The current donation is \$100 as a thank you for allowing us to use the music department facilities for AIM exams.

Apr-Aug: Write out checks for AIM Level 9-12 student awards. Level 12 students have until Aug. 31 to complete the repertoire portion of the exam. Students must pass both the theory and performance portion of the exam in order to receive an award check.

SAMPLE RECORD RETENTION POLICY

Record Retention and Document Destruction Policy (based on National Center for Nonprofit Associations policy)

MTNA shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, MTNA shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, MTNA has the following document retention requirements:

Type of Document	Minimum Best Practice Requirement
Accounts receivable & payable ledgers & schedules	7 years
Affirmative Action Plan* - (EO 11246, Vietnam Era Veterans Readjustment Act and the Rehabilitation Act of 1973)	Updated annually then 1 year after expiration of plan
Articles of Incorporation, charter, bylaws, minutes and other incorporation records	Permanently
Audit reports, Financial Statements (year end): general/private ledgers, trial balance, journals	Permanently
Bank Reconciliation	7 years
Bank statements, deposit records, electronic fund transfer documents, & cancelled checks	7 years
Chart of accounts	Permanently
Checks (for important payments & purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Donations	7 years

EEOC reports	Permanently
Employee demographic info & compensation records* (Davis-Bacon Act, Service Contract Act & Walsh-Healy Public Contracts Act)	7 years
Employment applications* (depending on the # of employees, employers must retain applications & other personnel records relating to hires, rehires, tests, promotions, transfers, demotions, selection for training, layoff, recall, termination or discharge) (Civil Rights Act of 1964, Title VII, ADA, ADEA)	7 years from making the record or taking the personnel action
Expense Analyses/expense distribution schedules	7 years
Garnishments	7 years
Grants (un-funded)	7 years
Grants (funded)	7 years after closure
I-9's*	7 years after date of hire or 1 year after termination
Insurance Policies (expired)	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Invoices (to customers, from vendors)	7 years
Inventory records	7 years
Loan documents and notes	Permanently
OSHA logs* (Records related to medical exams – 30 years after termination)	5 years
Patents and related papers	Permanently
Payroll records & summaries including records related to employee's leave* (Equal Pay Act, FLSA)	7 years
Personnel files (terminated employees) (Title VII, ADA, ADEA)	7 years after termination
Polygraph test results and records* (Employee Polygraph Protection Act)	3 years
Purchase orders	7 years
Retirement and pension records including Summary Plan Descriptions* (ERISA)	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements* (FICA, FUTA, Federal Income)	7 years
Workers compensation documentation	10 years after 1 st closure

* Federal requirements for organization with government contracts or subcontracts.