

## NAWGJ Budgeting for Non-Profits – Marian Dykes

There is always a need for good accounting records = especially when you are in a position of trust. Legally this may be referred to as a fiduciary relationship. Directors and officers occupy a fiduciary relationship to the association of which they are directors or officers.

SJD must sign checks! = Buck stops with YOU!

Transparency = most important

Records important to pass on information.

Need to have elected position on board that includes Treasurer = can be included in another job description = will act as 4=eyes check = it's a back up position = for LA NAWGJ add to Administrative Assistant. Have board put in minutes who we are assigning to be the 4-eyes person – defacto – treasurer.

SJD and RJD always wants to do what is in the best interest of the present and future of NAWGJ members. The financial affairs of each state and region must be conducted in a businesslike way.

Need bank account – could have 2<sup>nd</sup> account – account needs to be closed when new person takes office. New person needs to open new account. Nat'l office needs to be aware of all state accounts.

Maintain accurate financial records. Just a checkbook is not sufficient. In addition you should have some kind of accounting system.

Electronic – Quicken

Spread Sheet

Consider maintaining records, reports, receipts on a share drive such as Google Docs.

Enter expense into your accounting system as soon as you make them. Perhaps take a picture and email it to yourself.

Take pictures of receipts and store online

Group receipts according to expense categories and submit them according to category.

Organize the receipts so that it is easy to find the receipts that make up the total for each category.

Use the Excel spreadsheet that has formulas. If a formula breaks, reinstate the formula rather than calculate totals manually.

The beginning balance needs to be the ending balance of the last report.

Deposit NAWGJ funds – receive money – make deposit – don't keep cash

Disburse funds and pay bills promptly as approved.

Paying bills

How to write a check – don't put name on check, just NAWGJ-LA & Address

Petty cash

Reconcile bank statements

Inform the state/region with of its financial status

Inventory assets – Under \$400, let board know and put in minutes, Anything over \$400 – share with board to buy things – over \$400, get RJD approval

Set financial policies and publish them in advance

Prepare the budget, present it to the board for approval, and ensure that state activities adhere to the budget

Retain financial records – 4 years

Funds are to be used for gymnastics educational purposes only – not for memorials, gifts, etc. NAWGJ allows a max of \$100 to be sent for funds, memorials, gifts, etc. SJD can spearhead collecting from membership and send to someone, but funds do not pass thru the NAWGJ account.

Can give gift \$100 or less to judge retiring from judging & NAWGJ.

Commonly asked expense questions

Must meet state required needs before any payout = must have newsletter before you can pay clinic fees, etc.

No receipt or lost receipt – if under \$50 – make note and reimburse yourself

Separate fax/phone line

Internet provider fees and DSL charges

Web pages – design fees, annual fees for space and name, web master fees to update page -done in name of NAWGJ

Cell phone charges and cell phones

Debit card

Credit card and rebate from credit card – must be personal card – not NAWGJ credit card

Travel – cash advance, tips, double occupancy, per diem/meals

Gifts, weddings, funerals, - \$100 or less ok

Mileage – who, when, how much – Mapquest receipt

Association fees – coaches association, USECA, etc

If you pay individuals, before writing check, get completed W-9 even if payment is less than \$600

Don't email W-9 – Snail mail or fax only.

Send each year to Patti and don't wait until December. Send early!

Don't worry about corporations, everyone else does, including LLC.

Quarterly Financials –

Prepare financial ASAP after closing date and submit to RJD

If late, puts more stress on RJD

Can send by email but also must send receipts

RJS's primary responsibility is stop check for appropriate receipts and expenditures, not just to check math.

Spreadsheet checks mats, so RJG makes sure money is being spent within mission of NAWGJ and not misusing funds

They need receipts for every expenditure and receipts need to be found easily

Talk about fraudulent use of funds and why we have to be so careful when using other people's money and the damage to ones reputation if they engage in inappropriate expenditures.

Do 4 eyes correctly – check everything, every receipt, every check, etc.

Common sense to do it right – write down details of each transaction at the time it occurs. Transparency is the best practice!

Write check to self but not to cash when reimbursing yourself.

Connie Maloney

Member club application – working on something for NAWGJ states – each state will have different number but National NAWGJ will pay the yearly fee.

Only SJD is tagged to account – can add another MD – email Connie to add someone else to sanction

Safe Sport – U-110

Okay for now, but will be required, so get it done!

Business as usual at USAG office – new Safe Sport director coming in soon and new CEO should be in place this fall.

CPE Clinic Approval Forms

SJD and SC approve the clinic and clinicians – office doesn't approve it but it must be sent to Connie so it can be listed on website. Let membership know. – Can asked for it to be closed to state membership, just note it on the form.

Can add clinic to Meet Sanction if needed. Testing is sanctioned but Connie takes care of it.

R&P Changes

2.5% increase – national COP increase

Mileage – don't deduct 30 miles

No carpools required. If you do carpool, mileage to meet carpool is allowed to be charged

All judges can drive separately and charge full mileage.

NAWGJ cannot mention word "carpool". It is totally up to each individual judge.

Rooms – still trying – but in the interim, can ask the MD for own room and pay for ½

New Testing

Aug – July – last year of this cycle

Last time for Opt test is end of February 2018

Compulsories are good till 2021

August 2018 – 11<sup>th</sup> or 12<sup>th</sup> – in Region 6 – Rhode Island

Week of August 13<sup>th</sup> can start testing instate. – Get on calendar now!

Nat'l & Brevet testing

Will get list of all eligible and all will be asked to let them know where they plan to test

Congress fri and sat; sat evening prep course; Sunday test (separate fee because will be missing

Sunday congress sessions)

Materials will be available same as last time – online! No live lectures, just practice judging.

Testing at SJD meeting.

3 weeks before giving test, will get new test after Aug 1<sup>st</sup>.

Send request minimum of 5 weeks before test date.

Test administrator Forms – USE NEW FORMS – find them on the web!

Return packet

Group with clip all A's and B's separately