NHLA Treasurer Training

December 2015

Contents

NHLA Treasurer

Cara Barlow
Director, Derry Public Library
64 East Broadway
Derry NH 03038
603-432-6140
carab@derrypl.org

NHLA Assistant Treasurer

Deann Hunter
Adult Services Librarian, Laconia Public Library
695 Main Street
Laconia, NH 03246
524-4775
dhunterlpl@metrocast.net

Where Can I Find NHLA Financial Forms?

A. Go to the NHLA website < http://nhlibrarians.org/>
B. Hover over "About" on the menu bar
C. Hover over "Financials" in the pull-down menu
D. You will see links to the Payment and Deposit Forms.
E. If you want the forms in Excel format, email the Treasurer.

Requesting Payment

A. Scan the bill or invoice
B. Fill out the NHLA Payment Request Form.
    a. Be sure to note on the form **what the payment is for**, so we know what account to debit the payment to.
    b. If the payment needs to be sent out by a certain date, please note that on the form.
C. Attach both documents to an email with subject line" NHLA Payment Request"
D. Send the email to both the NHLA Treasurer and Assistant Treasurer

Once the Assistant Treasurer/Treasurer receive the request and supporting documents:

A. The Assistant Treasurer approves or asks for clarification regarding the payment request.
B. If the payment is approved the Treasurer cuts the check and mails it to the address detailed in the payment request.

****

If you send a NHLA Payment Request without supporting documentation the Assistant Treasurer will return it to you.

If you send a NHLA Payment Request that doesn't detail the purpose of the payment the Assistant Treasurer will return it to you.

If you have any questions or concerns, please email the Treasurer.

Deposits

Checks need to be deposited within the month and fiscal year that they are received.

When depositing:

A. Scan all checks
B. Stamp all checks with your NHLA Section "for deposit only" stamp. The stamp is inscribed with "FOR DEPOSIT ONLY," the Section name and the Section account number.
C. When you make the deposit, keep the bank deposit slip
D. Complete a NHLA Deposit Form

Within five workdays of making the deposit, email to the Treasurer**:**

A. Scans of the checks
B. Scan of the bank deposit slip
C. The completed NHLA Deposit Form

Once we receive the deposit form and supporting documents:

- The NHLA bookkeeper will update the NHLA QuickBooks account so that it reflects the activity in the Section bank account

****

We must receive the deposit information **BEFORE** the end of the month in which the deposit was made. If you make a deposit on the last day of the month, please send the documentation to the Treasurer ASAP.

The NHLA Bookkeeper runs monthly reconciliations of the accounts – she can't complete the reconciliation until she has documentation of the activity that happened that month.

Transferring Funds

Each Section has its own savings account, but NHLA has only one checking account.

A. When you ask the Treasurer to make a payment, she transfers the amount out of your Section's savings account and into the NHLA checking account so that she can cut a check.
B. The Treasurer is required to fill out an NHLA Transfer Form each time she transfers money between accounts.
C. This means that you will occasionally receive an email from with the Treasurer with a completed NHLA Transfer Form attached.
D. You should keep these forms and compare them to your Section's monthly bank statements.
E. If you see a transfer listed on your Section's bank statement that doesn't have a matching NHLA Transfer Form, or if you notice a mistake in the dollar amount on the Transfer Form, PLEASE CONTACT THE TREASURER.

Bank Statements for Sections

Each Section has its own savings account at Citizens Bank

A. Within the first week of the month the Treasurer should email the Section Treasurer a PDF of the Section's bank statement for the previous month.
B. If you don't receive the statement, please email the Treasurer.
C. When a Section Treasurer receives their Section's bank statement, they should compare the withdrawals, transfers and deposits against their records. If the activity doesn't match please contact the NHLA Treasurer.
D. You should keep either a paper copy or PDF copy of your Section's bank statements for your records.

Keeping Records

How each Section keeps its records is up to the Section and that Section's bylaws.

One way is to set up a Dropbox account for your Section and store your NHLA money-related documents there. If you use Dropbox or a service like it, please ensure more than one person knows how to access the account.

Paypal Account and Credit Card

If you need a payment made by credit card or via Paypal, please contact the Treasurer.

A. A payment request using the credit card or Paypal account will need to be accompanied by the NHLA Payment Request Form and a scan of the bill or invoice.
B. If a payment is made **to** your Section using Paypal, that dollar amount will be transferred to your Section's account by the end of the month.
C. After the transfer is made, the Treasurer will email you a NHLA Transfer Form stating the amount transferred.

Invoicing Vendors

Sometimes you may need to invoice a vendor.

The Treasurer can create a regular invoice (if the vendor is going to pay by check) or a Paypal invoice (if the vendor is going to pay via credit card), and send it to the specified vendor.

Please contact the Treasurer if you need assistance with an invoice.

Paying Speakers More than $500…

If you are paying a speaker more than $500 the Treasurer will need a completed IRS W-9 form from the speaker.

You can get the W-9 form from the IRS website. https://www.irs.gov/uac/About-Form-W9

Membership Fees

Beginning in January 2016, membership registrations and the majority of the payments will be done online using NHLA's Wild Apricot website.

Approximately once a month the Treasurer transfers the membership payments to the appropriate NHLA Section savings accounts.

When a transfer made into a Section account, the Treasurer completes a NHLA Transfer Form and emails it to the appropriate Section Treasurer.

Date You Should Be Aware Of

Monthly

A. By the end of the first week of the month you should have received a PDF of your Section's most recent bank statement. Please email the Treasurer if you don't receive it.

B. By the end of the month you should have submitted to the Treasurer all documentation of deposits you made into your Section's account.

Annually

A. NHLA works on a July 1 – June 30 fiscal year.

B. <u>February - April</u>
    a. This is when the Treasurer is working on the proposed budget for the upcoming fiscal year. The Treasurer may contact Sections for input and to confirm numbers.

C. <u>June</u>
    a. This is when the NHLA Executive Board approves the proposed budget.

D. <u>November</u>
    a. The NHLA membership votes on the budget at the Annual Meeting.