

CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Instructions for Regional Registrar to Report Funds

The IRS is requiring additional information in our annual return. I must be able to report the country of origin of all funds that the Consortium receives. The Audit Committee also wants to be able to tie each deposit to the source of the funds. A sample spreadsheet to report the information is attached. (It is similar to the spreadsheet of confirmed PayPal deposit I send you each month in which there is a PayPal payment for your conference.) The Membership Secretary may add items to this.

The procedure to handle funds is:

1. All checks should be made payable to the Consortium and deposited in a Consortium account. We are subject to strict fines for not fully reporting all our income and expenses. Cash received should either be deposited in a Consortium account or converted into a check and sent to the Membership Secretary with the notation that the amount was cash received.
2. Funds received should be deposited or sent to the Membership Secretary within thirty days of receipt.
3. If you receive a purchase order for payment, you can submit it to me for invoicing; I will inform you and the Region Treasurer when payment is received. (Do not submit POs that are accompanied by a check. Inform me if you receive a payment sent to you.)
4. If someone needs a W-9 form or the EIN from the Consortium, forward the request to me. If you handle it, you may end up with a 1099 form which may result in an IRS audit.
5. I (as well as the Membership Secretary) need to be informed of all deposits made, along with a report that explains to me the source of the funds. A spreadsheet similar to the monthly sheet I send you about confirmed PayPal deposits can be used, adding a total at the bottom or top. (Just change the field that gives the invoice number to a field that identifies the type of payment, cash, check, etc. For checks, include the check number and name on the check - if different than that of the registrant. This information is needed in case a check gets returned.)
6. Be sure to check the totals by adding the check totals and the totals of the individual items, making sure that both totals match the deposited amounts.

I will inform you of any problems with the deposits, including any returned checks. You will be responsible for collecting on

any returned checks (and the bank charges if you have stated such on the registration material.)

Cash received at the conference can be used for prizes or any small reimbursements, but receipts must be submitted and a report of the source and disbursements of the cash must be submitted to me and to the Membership Secretary. The Regional Treasurer has the form to use for people to acknowledge receipt of cash.

Methods to get funds deposited:

1. Deposit into a Bank of America branch.
 - a. Get a pdf of the checking account deposit slip, take it into the bank, and make a deposit. (You may need to tell them that it is a North Carolina account.)
 - b. Get a Bank of America ATM card. Deposit these funds into the money market (savings) account.

In either case make a pdf of the deposit slip and send it with attached report to both the Membership Secretary and the Treasurer

2. Deposit into a Wells Fargo branch.
 - a. Get a pdf of the checking account deposit slip or actual deposit slips, take it into the bank, and make a deposit. (The present deposit slips are for Wachovia; they will be good for several years.)
 - b. Get a Wells Fargo ATM card. Deposit these funds into the money market (business savings) account.

In either case make a pdf of the deposit slip and send it with attached report to both the Membership Secretary and the Treasurer

3. Send the checks to the Associate Treasurer (contact me for that address if needed - do NOT use the address shown below!). (Cash should be converted into a check; a letter stating the source of the cash should be included.) Send with the requested report to the Membership Secretary. Send a copy of the report to the Treasurer.

Make sure those associated with your region are aware of these policies.

Contact me if you need have any questions of need any additional information.

Susan Dean
Consortium Treasurer
5 Maple St.
Walton, NY 13856
treasurer@ccsc.org