CONSORTIUM FOR COMPUTING SCIENCES IN COLLEGES

Instructions for Regional Treasurers

Duties

1. Prepare Budgets
2. Approve Expenditures, placing them in the appropriate budget category.
3. Monitor Expenditures, making sure expenditures are covered by the budgeted amount. If an item exceeds a budgeted item, you will need to explain to me how the item is to be covered, either by using another budgeted amount or by additional income received than budgeted. You do not need to explain additional expenses due to increases in registrations for those items tied to registration, such as the head tax and meals (or other items you have listed as a cost per registrant.) Also any amount over your budget for extra meals and proceedings will automatically cover any additional expenses for meals or for proceedings.

The IRS is requiring additional information in our annual return. I must be able to place all expenditures into one of three categories (tax exempt expenditures, fund-raising, or administration.) For your conferences, any expenses directly related to the conference would fall under the tax exempt category. This includes all expenses for conducting the conference, soliciting speakers and papers for the conference, and preparing the proceedings. Fund-raising or publicity would include all expenses related to getting people to attend the conference. (All expenses that result after anyone has registered would fall under the tax exempt category.) Administrative expenses are those that are related to running the organization, such as committee meetings and communication expenses among the committee and with any national officer. (Web expenses will be divided equally between the exempt and fund-raising categories.) If you are not sure where to classify a particular item, just tell me as much about the expense as possible and I will classify it.

The procedure for me to disperse funds is as follows:

1. I can only disperse funds (except for advances to a college or university or a deposit to a supplier) on the receipt of an invoice (for which I can only pay the company issuing the invoice), a travel reimbursement form, or a personal reimbursement form. (Current versions of these are attached.)
2. Payments to individual will be made only to reimburse for expenses for which receipts are submitted (except as allowed

on the forms.) The only two exceptions to this are honoraria to speakers and paper/poster/programming contest awards; however these persons will need to submit an appropriate form (a request for payment or receipt for cash, check, or gift card.) The IRS requires that we be able to report any funds that we disperse to any person who is not a US citizen or resident.

3. Any reimbursement for travel must be submitted on a travel reimbursement form with the person receiving the reimbursement completing the second tab and the conference chair completing the third tab.
4. I will need your approval of each amount before I can disperse the funds. Let all persons who may need to be reimbursed know about the appropriate forms and the need for your approval. They can e-mail me a pdf of the appropriate form; they should copy you. Your approval needs to state the name of the person/organization, the amount, and the budget categories into which it fits.
5. I will need the address, phone number (if a check is requested) and e-mail address of the payee to be on the forms.
6. I would prefer to receive electronic copies of the form. The forms can either be submitted to you and you can forward them on to me with your approval, or they can be submitted to both you and me by e-mail where you will follow up with an e-mailed approval. Forms can also be mailed or faxed to me.
7. We are not registered as an employer; thus we cannot disperse funds to individuals (except invoiced amounts from independent contractors) for services rendered. I cannot reimburse any person for such payments that they make. Services must be invoiced directly to me.

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

I will not provide gift cards for use as prizes as has been done in the past. If your conference chooses to award gift cards, this reimbursement is accomplished (as for other purcheses)via the usual expense reimbursement forms. For each dispersement at the conference (whether by cash, check, or gift card), a receipt signed by the recipient must be submitted to me.
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 Consortium has several credit cards which can be used to pay for expenses. You will need to authorize such uses. Provide contact information for me to call the company with the numbers and the authorization to use the card.

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 Associate Treasurer with the notation that the amount was cash received.

Funds received should be deposited or sent to the Associate Treasurer (contact me for address if needed) within thirty days of receipt.
If you receive a purchase order for payment, you can submit it to me for invoicing; I will inform you and the Registrar when payment is received. (Do not submit POs that are accompanied by a check; inform me if you receive payment before the conference.)

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. I need to be informed of all deposit made, along with a report that explains to me the source of the funds.

For each deposit you make, I need a pdf of the deposit slip and a spreadsheet similar to the PayPal confirmed deposit spreadsheets that I will send you and the Registrar in any months in which your conference receives a PayPal payment. If your deposit contains any registration funds, a copy of the spreadsheet needs to be sent to the Membership Secretary. (This information also will need to be given to your Regional Registrar. You can add whatever data you or the conference needs to the spreadsheet; I'll just ignore the extra informaiton.)

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

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