

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

SECTION/REGION TREASURER

(Treasurer)

DUTIES

IRS Classification

ASHE is classified, by the Internal Revenue Service, as a 501(c)6 Tax-Exempt Organization. This tax classification applies to all the Sections and Regions. Sections and Regions are defined by the IRS as Subordinate Organizations to ASHE National based upon our IRS group exemption letter. All Sections and Regions must adhere strictly to IRS requirements to protect this status and its privileges. All subordinate organizations to Sections and Regions must also adhere to IRS requirements, such as a Student Chapter. Each state has its own tax codes and in many cases requirements for tax-exempt organizations. It is the responsibility of the Sections and Regions to adhere to the appropriate local and state requirements and codes.

IRS Documentation and Records

Sections and Regions must keep books and records to confirm compliance with the IRS tax rules. The Sections and Regions must be able to document the sources of receipts and expenditures reported on ASHE Form 990. (*See ASHE Form F7-IRS-Form-990-Data-Sheet.doc*) Records must support income, expenses and credits reported to the National Treasurer by ASHE Form 990. All books and records must be available for inspection by the IRS. If the IRS examines an organization's returns, the organization must have records to explain items reported. A complete set of financial records will speed up the examination by the IRS. On occasion the National Treasurer may ask for documents to confirm the financial information stated on the ASHE Form 990.

Treasurer Responsibilities

The Treasurer shall handle the monies of the Section or Region with high standards and set a tone of integrity. The Treasurer shall be especially scrupulous about keeping personal funds completely separate from ASHE funds. The Treasurer is responsible for Section or Region funds and the appropriate documents to support income, expenses and credits. Files and records should be maintained in accordance with accepted accounting practices. Incoming checks should receive

immediate restrictive endorsement (preferably a bank stamp, or handwritten “FOR DEPOSIT ONLY, ABC Bank, Account #123456”) and be deposited within a week. Cash withdrawals must be documented. Outgoing checks must be supported by an approved invoice, receipt or a voucher. It is the responsibility of the Section or Region to provide bonding for the treasurer.

Remember, you’re not doing the job of treasurer if you don’t insist on receipts from everyone.

Bank Accounts

All Section and Region bank accounts, including investment and special events accounts, must be managed by and are the responsibility of the Treasurer. An account for a Section or Region shall be listed as the “**American Society of Highway Engineers (Region or Section) Name**” or “**ASHE (Region or Section) Name**”. Do not list the account as just the “American Society of Highway Engineers” or just “ASHE”. Every exempt organization is required by the IRS to have an Employer Identification Number (EIN), whether or not it has any employees. All Section and Region accounts must have an EIN sometimes referred to as FIN or TIN in some documents. All EIN numbers must be on file with the National Secretary and National Treasurer. The National Treasurer will provide assistance in obtaining an EIN number.

Section accounts shall have at least two Section Officer’s listed on the signature card. All checks issued by Sections shall have two Section Officer’s signatures and never be signed in advance. Section and Region Board of Directors have the option of setting a policy permitting one signature for small checks below a specific amount, in order to help discouraging checks from being signed in advance. Each Section account must be listed with the National Treasurer and National Secretary, including location and most recent end-of-year balance.

Records, Forms & Reports

The Treasurer maintains records of financial transactions of the Section and Region prepares periodic financial reports, as may be required by ASHE National, Section Directors or Region Directors. The Section or Region Board of Directors shall keep the Section or Region financial records open for inspection and review. The IRS and/or ASHE are required to disclose the information on the Form 990 when requested by anyone, including non-members.

The Treasurer reconciles receipts from ticket sales, registrations, exhibit space sales, etc. While a local committee/meeting host may handle much of this, it remains the Treasurer's responsibility to reconcile receipts with such things as attendance figures. The Treasurer works with the local committee to establish procedures for maintaining records of the receipts and expenses. All transmitted funds should be directed directly to the Treasurer.

The Treasurer must prepare a list of cash disbursements, showing check number, date, payee and amount, with explanations where appropriate, for approval by the Section and/or Region Board of Directors at its regular meetings.

All income and expenses related to meetings, special events, and outings must be recorded by the Treasurer. Never record only the net income or the total expenses for a meeting, special event, or outing. The Treasurer must obtain an accounting of the expenses with supporting source documents from the host committee.

The Treasurer shall keep a calendar of filing requirements to avoid late fees and penalties. The Treasurer in concert with the Secretary shall register, when required, with the charitable solicitation office in the Section's home state as well as any state in where the Section regularly fundraise, including by email. Go to the Unified Registration Statement (URS) website for a summary of state by state requirements to determine if you must register, provide a copy of IRS Form 990, have a CPA audit or review, and whether the state accepts the streamlined URS application. Remember ASHE is a 501c6 when checking your states requirements.

The Treasurer shall check on regulatory requirements before undertaking activities as serving liquor at a special event, conducting a raffle, or starting a bingo night. Such laws vary from state to state. Most state nonprofit associations have helplines or publish FAQs and other guides covering these types of issues.

Frequently requests are made of the Treasurer for IRS W-9. It is the responsibility of the Treasurer to complete the form and finalize the request. Assistance with this form can be requested through the National Treasurer.

Once a year, the Treasurer should submit the financial records for examination by an independent reviewer. This reviewer should be an individual not involved in the financial decisions of the Section or Region.

The Treasurer is responsible for completing the following reports/forms and forwarding the reports/forms to the National Treasurer by the dates shown:

IRS Form 1099 – Income Paid to Individuals, January 15.

The Treasurer is responsible for identifying all individuals who received money for various duties performed or travel expenses in excess of the filing requirements set forth in the Internal Revenue Service Form 1099. Assistance with this form can be requested through the National Treasurer.

Contributions Report, January 15.

Contributions to section 501(c)(6) organizations are not deductible as charitable contributions on the donor's federal income tax return. They may be deductible as trade or business expenses if ordinary and necessary in the conduct of the taxpayer's business. Contributions of \$250.00, or more, in value (goods and services) must be acknowledged by the Section in writing.

Advertising Income Report, July 15

Sections that use advertising income to offset the cost of producing Section publications, such as newsletters, directories, magazines, etc., are required to report this income to National by July 15 for the preceding Fiscal Year.

Year End Fiscal Report [Form 990], June 15

The year-end ASHE Financial Report, Form 990 in PDF format, signed and dated is **due to the National Treasurer by June 15. This form is mandatory. Without this form the IRS will most likely be contacting the Section or Region stating that a tax return was not filed.** This report includes the total income and expenses for the fiscal year from June 1 to May 31. Copies of this form are found on the ASHE website in Word format.

IRS References

<https://www.irs.gov/>

<https://www.irs.gov/forms-pubs/about-form-w-9>

<https://www.irs.gov/pub/irs-pdf/p557.pdf>

<https://www.irs.gov/pub/irs-pdf/p4221nc.pdf>

https://www.irs.gov/pub/irs-tege/notice_1335.pdf

<https://www.irs.gov/charities-non-profits/publications-and-notices-for-exempt-organizations>