

# AMERICAN SOCIETY OF HIGHWAY ENGINEERS

## SECTION TREASURER DUTIES

ASHE is classified, by the Internal Revenue Service, as a 501(c) Tax-Exempt Organization. This tax status applies to Sections as well. Since Sections are a part of National ASHE who prepares the tax forms for the Sections, the organization must adhere strictly to IRS requirements to protect this status and its privileges.

Sections have become big business in recent years, and many have their own operating reserves, investments and Section property. Since auditors must consider Section funds, as well as those of National, the accuracy of Section financial records and prudent management of these funds will reflect well upon the responsibility of those who have been entrusted with the care and custody of the members' funds.

The Section Treasurer should maintain files and records in accordance with accepted accounting practices, including records documenting unrelated business income and file required reports to the National Office on a timely basis. The individual Section does bonding of the Section Treasurer.

The Section Treasurer is responsible for Section funds, their receipts, safekeeping and disbursement. All Section bank accounts, including investment and special events accounts, must be managed by and are the responsibility of the Section Treasurer. All accounts must have a FIN, Federal Identification Number, or sometimes referred to as EIN or TIN for IRS purposes. This may be obtained by completing Form SS-4, which is available at financial institutes or via internet. The account should be listed as the American Society of Highway Engineers (Region or Section) Name. **The account information must be provided to the National Treasurer and National Secretary for National's records.**

**Section accounts must have at least two Section Officer's listed on the signature card and all checks issued by Sections must have two Section Officer's signatures. Each Section**

**account must be listed with the National Treasurer and National Secretary, including location and most recent end-of-year balance.**

The Section Treasurer maintains records of financial transactions of the Section and prepares periodic financial reports, as may be required by the National Office. The Section Executive Committee keeps the Section Treasurer's books open at all times for inspection.

The Section 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 Section Treasurer's responsibility to reconcile receipts with such things as attendance figures. The Section Treasurer works with the local committee to establish procedures for maintaining records or receipts and expenses.

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

All of the Sections income and expenses is related to Section meetings and special functions. Net income and detailed receipts and disbursements for these functions are recorded in the Section books. Never record only the net income. Reports on the net income from particular meetings, however, will be helpful to the Executive Committee.

When advances are given to local host committees for budgeted expenses, these should be offset against the income received. If the advances are for a subsequent year, they should not be recorded in expenses for the current year, but held in a separate account as an advance.

The Section Treasurer must obtain an accounting of the expenses with supporting source documents from the host committee.

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

- January 15 – IRS Form 1099 – Income Paid to Individuals (Section files 1099 with Individual and IRS, copy sent to National office for files). *Scholarship recipients are excluded.*
- January 15 – Contributions - Written Acknowledgement (Copies to National)
- June 15 – Year End Financial Report (Form 990) All Sections
- July 15 – Advertising Income Report

## **IRS Form 1099 – Income Paid to Individuals**

The Section 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.

The most common situation for a Section is compensation for a Section Secretary and/or Section Treasurer. Another case might be a fee paid to a free-lanced editor or designer for Section publications.

The Section Treasurer must complete and file IRS Form 1099 and comply with all reporting and filing requirements relative to said Form 1099. A copy of IRS Form 1099 must be sent to the National Treasurer on or before the filing requirements set forth in IRS Form 1099.

Form 1099 requires the following information:

- Name
- Social Security Number
- Home Address (Including City, State, Zip)
- Amount Paid
- Salary (Payment for Services)
- Expense Insurance
- Travel Expenses (or Per Diem)

## **Contributions**

Anyone can contribute to a Section of ASHE. The association is a 501(c) 6 Organization, and as such, we can accept tax-deductible contributions. Individuals and organizations, members and

non-members alike are encouraged to support ASHE and its Sections. Contributions of \$250.00, or more, in value (goods and services) must be acknowledged by the Section in writing.

### **Advertising Income Report**

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] (All Sections)**

The year-end Section Financial Report, Form 990 (two copies), is **due in the National Office by June 15**. This report includes the total income and expenses for the year recorded on the ASHE National approved form.