



## AMERICAN SOCIETY OF HIGHWAY ENGINEERS SECTION/REGION TREASURER DUTIES

Section and Region Treasurers have certain responsibilities that are ongoing during each fiscal year. The ASHE fiscal year begins June 1 and ends May 31 annually.

### **IRS Classification**

ASHE is classified by the Internal Revenue Service as a 501(c)6 Tax-Exempt Organization. This tax classification applies to all Section and Regions. Sections and Regions are defined by the IRS as Subordinate Organizations to ASHE National based upon the IRS group exemption letter. All Sections and Regions must adhere to strict IRS requirements to protect this status and its privileges. All subordinate organizations to Section and Regions must 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 Section and Region to adhere to the appropriate local and state requirements and codes.

### **Treasurer Responsibilities**

The Treasurer will manage all monies of the Section or Region with exact standards and set a tone of integrity. The Treasurer will be mindful about keeping personal funds separate from ASHE funds. It is the responsibility of the Treasurer to manage 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 with name of bank, address, and account number) and deposited within a week. Cash withdrawals must be documented, and 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.

### **IRS Documentation and Records**

Sections and Regions must keep 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 the IRS Form 990. All 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 examination by the IRS. The National Treasurer may ask for documents to confirm the financial information stated on IRS Form 990 submitted to ASHE National annually by June 15.

### **Bank Accounts**

All Section and Region bank accounts, including investment and special event accounts, must be managed by and are the responsibility of the Treasurer. An account for a Section or Region will be listed as the American Society of Highway Engineers (Section or Region) name or ASHE (Section or Region) name. The IRS requires every exempt organization to have an Employer Identification Number (EIN). All Section and Region accounts must have an EIN sometimes referred to as a FIN or Tin in some documents. All EIN numbers must be on file with the National Secretary and National Treasurer. The National Treasurer will aid in obtaining an EIN number.

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

### **Records Forms and Reports**

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

The Treasurer reconciles receipts from ticket sales, registrations, exhibit space sales etc. A local committee/meeting host may manage much of this, it remains the Treasurers responsibility to reconcile receipts with such things as attendance figures. The Treasurer collaborates 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 when appropriate, for approval by the Section 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 expenses with supporting source of documents from the host committee.

The Treasurer shall keep a calendar of filing requirements to avoid late fees and penalties. The Treasurer in conjunction with the Secretary shall register, when required, with the charitable solicitation office in the Sections home state as well as any state where the Section regularly fundraisers, including by email. The Unified Registration Statement (URS) website: <http://www.urscomply.com> will provide a summary of state by state requirements to determine if you must register, provide a copy of the IRS Form 990, have a CPA audit or review, and whether the state accepts the streamlined URS application. Please keep in mind ASHE is a 501(c)6 organization when checking your state's requirements.

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

Frequent requests are made by 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 reports/forms to the National Treasurer by the dates shown:

**IRS Form 1099-Income paid to individuals on or before January 15**

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

**Contributions Report on or before January 15**

Contributions to a Section 501 (c)6 organization 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 on or before 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 IRS Form 990 on or before June 15**

The year end ASHE financial report IRS Form 990 in PDF format signed and dated is due to the National Treasurer on or before June 15 annually. This form is mandatory. If the form is not received the IRS may contact 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. The form will be distributed annually by the National Treasurer and is posted on the ASHE National website.

**IRS References:**

<https://www.irs.gov>

[https://www.irsgov/forms-pubs/about\\_form\\_w-9](https://www.irsgov/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>