

KEEPING YOUR EYE ON THE FINANCIAL BALL...

A message from
**Nassau County
Comptroller
Howard S.
Weitzman**



**Dear Parent & Youth
Sports board member,**

As parents, many of you volunteer your time to serve as board members and officers on your child's sports league or organization. Maybe you've suddenly found yourself in the position of treasurer and you wonder, "What do I do now?"

While you don't need to be an accountant to perform the duties of your league's treasurer, a little education and awareness can go a long way in avoiding some financial pitfalls.

I hope that you will find reading this tip sheet helpful and that you and your children enjoy a successful, safe and fun-filled sports season.

Warm Regards,

A handwritten signature in blue ink that reads "Howard Weitzman". The signature is fluid and cursive, written over a white background.

Howard Weitzman

What does a treasurer do?

A treasurer pays bills and keeps accurate and up to date records of an organization's money.

- Makes deposits and writes checks-
- Prepares and presents treasurer's report-
- Prepares records for annual audit-
- Keeps receipts and cancelled checks-

A treasurer should know how to:

- Help the organization's officers estimate annual revenues and expenses-
- Prepare an annual budget-
- Check all expenditures against the budget to ensure that the budget will not be exceeded-
- Open and maintain a checking account-

A treasurer should provide:

- Assistance with the preparation of the organization's written plan towards achieving short and long term financial goals. This plan should be reviewed annually by the officers and board members.

Your organization should:

Require dual signatures on accounts- Two officers' signatures (other than treasurer) should be required.

It's also a good idea to require an audit committee to review financial records annually. The audit committee should consist of members who have no signing or approval authority.

While the misuse of funds is an unusual occurrence, it pays to be aware of some

RED FLAGS



Invoices without shipping documents.



Payments to unusual vendors, high volume of purchases from new vendors or the same vendor.



Vendors without physical addresses.

These troubling signs should not be ignored.

TAX LAWS FOR NOT-FOR-PROFITS-

What you need to know:

Your organization is governed under the section of the Internal Revenue Code commonly referred to as

"501(c)(3)" which provides tax exempt status. Though not subject to income taxes, the organization is required to file a "Form 990" with the IRS and may be subject to state reporting requirements.

For further information, log onto www.irs.gov and www.oag.state.ny.us.

For more information, or if you have specific questions, call the Comptroller's Office at



516-571-2532