

## Treasurer

**1. Purpose:** To further define the duties and responsibilities of the Treasurer

**2. Scope:** The principal function of the Region Treasurer is to collect and disburse monies, keep accurate records of all transactions and to report monthly to the Board of Directors the financial condition and operation of the organization. Also advises the Board of Directors on making financial decisions and projections.

**3. Procedures:**

Key Information:

- TIN/EIN: 94-2821850
- California Entity Number: C-0469817
- The Sacramento Valley Region's Accounting Year is a calendar year starting January 1 and ending December 31.
- All bank accounts are at Wells Fargo
- All financial records for the most recent 7 years must be kept in the Treasurer's possession.
- The Treasurer will hold copies of the *Articles of Incorporation* and the *IRS Determination Letter* (Sacramento Valley Region is a 501 (c) (7) non-profit), APPENDIX

Signature Authority

Only the President and Treasurer have signature authority. During a transition period between officers, typically the month of January, there may be additional signors on the account including the Past President and Past Treasurer. At the time the new officers are added, the old will be deleted.

- Current Credit Card Holders President, Treasurer, Social Director, and Member-at-Large
- Bill Pay on the checking account is active and can be used as required.
- Only one signature is required for each transaction
- A copy of the current online banking ID and Password are supplied to the President in a sealed envelope. ID and Passwords should be changed regularly and when the President and Treasurer change. All information regarding accounts must be validated each year for disaster recovery.

Financial Reporting:

- Prepare a financial report before each Board Meeting sending it to the Board of Directors a few days before the meeting. The report should contain:
  - Profit and Loss statement for the period
  - Profit and Loss statement for the year-to-date.
  - Balance Sheet to date.

- A narrative which contains key information from the three statements: banking totals, income for the period and year, total assets, major period expenses and incomes. This narrative also includes reporting on closed and unclosed events.
- A closed event is one that all revenues and expenditures have been posted the accounting records. The event chair should agree that all receipts and disbursements are completed. An unclosed event is one that has receipts, deposits or expenditures that are outstanding.
- The narrative should also note any unusual financial events with explanations as well as items for Board discussion.
- Job Profitability Summary - Any event with a deposit should be included in the unclosed event category - even between years.
- Keep an up to date record of sponsor/advertiser activities including payments, ad and web placements, and notations for specific situations.
- Keep an up to date record of monies collected and earmarked for donation to our charity at the end of the year.
- Keep an up to date record of monies collected and earmarked for Share the Wealth.
- Annually publish in the Drifter , or other communication, a full report on the financial status of the Region.
- Once per year, at the end of the fiscal year, work with the Financial Review Committee (Executive Committee) to review the "books". The past president will handle the appointment of a member-at-large to do this review.
- Provide another column in our financial reports to show year to date actuals compared to budget effective 1/1/2018.

#### Budgeting

- Preliminary Budget - based on prior year's results, adopted at January meeting as Preliminary. The preliminary budget should be presented at the November board meeting as a preliminary budget.
- Annual Estimated Budget - annual estimated budgets submitted by BOD by the February Board meeting. Annual plan to be reviewed and approved by not later than March Board meeting. Reporting on Budget - Quarterly prepare (July and October ) for the Board a full financial report with commentary regarding the Budget, Actual versus Estimated.

#### Accounting Methods:

- The "books" are kept using QuickBooks Pro which will be updated as necessary.. Cloud backup must be maintained using Carbonite and a thumb drive. There should be a minimum of 13 backups per year. One per month and one yearly close.
- The books will be kept using the Cash method.
- The current Chart of Accounts will be attached to this document in the Appendix.
- All receipts are to be maintained in a file in an orderly fashion. It is has been the practice to keep all transactional receipts and statements in a large annual binder utilizing monthly "slash pockets".

- The bank accounts are to be reconciled monthly when the bank statements are received. Monthly bank statements are to be retained in the records.

#### Repeating Transactions:

- All credit card monthly statements are mailed to the Post Office Box.. The Treasurer will pay all credit card bills each month in a timely manner.
- Periodically all "reward points" awarded to the four credit cards are consolidated and redeemed for cash to be deposited in the checking account.
- During Autocross season a check to the Stockton Fairgrounds is prepared in anticipation of each event and mailed to the Fairgrounds a few days before the event.
- A quarterly rebate from National is directly deposited into the Region's checking account. This deposit is to be entered into QuickBooks. Reimbursements to members for cash outlays on behalf of the Region are to be paid upon receipt of suitable documentation (receipts and explanation). As a courtesy to the members reimbursements should be turned around in no more than 48 hours.
- Deposit all checks to the Region in the checking account.
- Work with the Region Advertising Manager to invoice and collect annual sponsorship funds.
- Work with Autocross and Concours chairs to invoice and collect annual sponsorship funds through the Niello Porsche liaison

#### Paypal

Income from Paypal which are payments from Autocross entrants are deposited into the Wells Fargo bank account net of fees. The Treasurer should detail the transactions that are contained in the deposit. The detail should be kept in a spreadsheet so that the accounting records have a copy of the detailed transactions which were included in the deposit. The income should be posted as income and the fees should be posted as an expense. It should not be netted.

The Registrar for Autocross and Autocross Chair should receive a copy of the detail.

#### Refunds

The treasurer shall process all refund requests that meet the club's cancellation policy in a timely manner.

#### Federal and State Requirements:

- Federal form 990 Tax Forms are to be filed each year before May 15. The total amount of transactions for the year determines the form to be filed.
- State form 199 "California Exempt Organization Annual Information Return" is to be filed with the Franchise Tax Board before May 15 each year. The total amount of transactions for the year determines the form to be filed.
- California and Federal rules can be different and filing requirements should be checked every year for both State and Federal.

- Autocross participants from other clubs are considered "Event Members" -- their entry fee also pays for a one day membership in the Sacramento Valley Region. In as such, any profit from such transactions are not considered Unrelated Business Income.
- UBIT (Unrelated Business Income Tax) is due according to the Federal and State Laws primarily from sales of advertising in the newsletter and interest from banks.
- The Treasurer should ensure and advise the BOD of the compliance with the rules to retain non-profit status. At a minimum annually and preferably quarterly as part of the Budget review in July and October.

#### Statement of Information SI-100

- Domestic nonprofit corporations and all limited liability companies must file a statement every two years. **Filing tip for entities that must file every two years:** If the entity's year of incorporation, registration, formation, or conversion was an even numbered year, file every even numbered year. If the year of incorporation, registration, formation, or conversion was an odd numbered year, file in every odd year.
- Sacramento Valley Region will need to file again in April 2018.  
<http://www.sos.ca.gov/> Copy of last filing is in the Appendix.

#### Electronic Assets and Computer

- Maintains record of location and passwords of licenses of software
- Cloud Storage (name of account and how paid)
- Carbonite paid annually
- Login credentials are provided to the President (see bank accounts above)
- The club treasurer is provided a club owned laptop computer for the use of club financial record keeping only.
- The treasurer is responsible for timely update of software that is used for the purpose of keeping and maintaining the club's financial records.
- password change at term limits
- security updates

#### Deposits for Dinners, Tours, Events

- The Treasurer is involved and often takes the lead in contract negotiations with various event venues; i.e. restaurants, hotels, etc.
- The Region utilizes both a conventional checkbook and QuickBooks computer checks (preferred). Ensure that there is an adequate quantity of both types of checks on hand.

## APPENDIX

1. Articles of Incorporation
2. Federal Non-Profit Determination Letter
3. Chart of Accounts 2017

ARTICLES OF INCORPORATION

OF

PORSCHE CLUB OF AMERICA,  
SACRAMENTO VALLEY REGION

402817

FILED

In the Office of the Secretary of State  
of the State of California

APR 20 1964

FRANK H. [unclear] Secretary of State

By [Signature]

I

The name of this corporation shall be PORSCHE CLUB OF AMERICA, SACRAMENTO VALLEY REGION.

II

The purposes for which this corporation is formed are:

(a) The specific and primary purposes are the furtherance and promotion of the following:

1. The highest standards of courtesy and safety on the roads.
2. The enjoyment and sharing of good will and fellowship engendered by owning a Porsche and engaging in such social or other events as may be agreeable to the membership.
3. The maintenance of the highest standards of operation and performance of the Marque by sharing and exchanging technical and mechanical information.
4. The establishment and maintenance of mutually beneficial relationships with the Porsche Dealers and Porsche Works to the end that the Marque shall prosper and continue to enjoy its unique leadership and position in sports car annals.
5. The interchange of ideas and suggestions with other Porsche Clubs throughout the world, and in such co-operation as may be desirable.
6. The establishment of such mutually co-operative relationships with other Sports Car Clubs as may be desirable.

(b) The general purposes and powers are:

1. To engage in any business related or unrelated to those described in clauses 1, 2, 3, 4, 5, and 6 of this article

second and from time to time authorized or approved by the Board of Directors of this Corporation.

2. To have and exercise all rights and powers from time to time granted to a corporation by law.

### III

This Corporation is organized pursuant to the General Non-Profit Corporation Law of the State of California.

### IV

The county in this state where the principal office for the transaction of the business of this corporation is located is Sacramento County.

### V

The names and addresses of the persons who are to act in the capacity of directors until the selection of their successors are:

<u>NAME</u>	<u>ADDRESS</u>
DAVID WERNER, President	4620 Marconi Avenue Apartment No. 21 Sacramento 21, California
JOHN E. MEUNIER, Vice-President	4511 Minnesota Avenue Fair Oaks, California
SANDRA OCHSNER, Secretary	5527 E Street Sacramento 19, California

### VI

The authorized number and qualifications of members of the corporation, the difference classes of membership, if any, the property, voting and other rights and privileges of members, and their liability to dues and assessments and the method of collection thereof, shall be as set forth in the By Laws.

### VII

This corporation is one which does not contemplate pecuniary gain or profit to the members thereof and it is organized solely for nonprofit purposes. Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the

Corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operating exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code. If this Corporation holds any assets on trust, such assets shall be disposed of in such manner as may be, directed by decree of the Superior Court of the county in which this Corporation's principal office is located, upon petition therefor by the Attorney General or by any person concerned in the liquidation.

VIII

The name of the unincorporated association which is being incorporated is PORSCHE CLUB OF AMERICA, SACRAMENTO VALLEY REGION.

IN WITNESS WHEREOF, the undersigned, being the President and the Secretary, respectively, of the PORSCHE CLUB OF AMERICA, SACRAMENTO VALLEY REGION, the unincorporated association which is being incorporated hereby, have executed Articles of Incorporation this 2 day of March, 1964.

  
David Werner, President

  
Sandra Ochsner, Secretary

STATE OF CALIFORNIA     )  
                                  )    ss  
COUNTY OF SACRAMENTO   )

On this 2nd day of March, 1964, before me, \_\_\_\_\_  
Edward J. Anzore, a Notary Public for the State of  
California, with principal office in Sacramento County,



personally appeared DAVID WERNER and SANDRA OCHSNER, known to me to be the persons whose names are subscribed to the within Articles of Incorporation, and acknowledged to me that they executed the same.

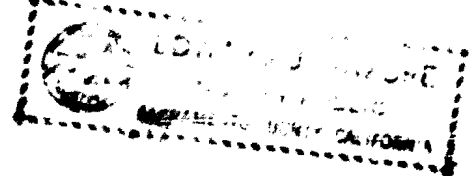
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.

Edward J. Anzore  
Notary Public in and for the  
County of Sacramento, State of  
California

AFFIDAVIT

STATE OF CALIFORNIA )  
                              )  
COUNTY OF SACRAMENTO )

ss



DAVID WERNER and SANDRA OCHSNER, being first duly sworn, each for himself, deposes and says:

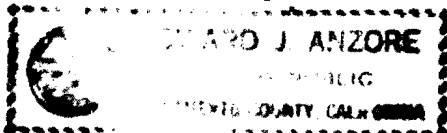
That DAVID WERNER is the President and that SANDRA OCHSNER is the Secretary of PORSCHE CLUB OF AMERICA, SACRAMENTO VALLEY REGION, the unincorporated association mentioned in the foregoing Articles of Incorporation; that said association has duly authorized its incorporation and has authorized the undersigned, as said officers, to execute the Articles of Incorporation.

David Werner  
David Werner

Sandra Ochsner  
Sandra Ochsner

Subscribed and sworn to before me  
this 27<sup>th</sup> day of March, 1964.

Edward J. Anzore  
Notary Public in and for the County  
of Sacramento, State of California



Internal Revenue Service  
District Director

Department of the Treasury

Date: 24 JUN 1982

EP/EO:1  
SF:DO:82-1036  
Employer Identification Number:

94-2821850  
Internal Revenue Code  
Section 501(c)(7 )

7  
Porsche Club of America Sacramento  
Valley Region  
P.O. Box 254651  
Sacramento, CA 95825

Accounting Period Ending:

December 31  
Form 990 Required:  Yes  No

Person to Contact:  
Desk Officer  
Contact Telephone Number:  
(415)556-5353

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So, please make sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Internal Revenue

(over)

P.O. Box 36040, San Francisco, Calif. 94102

Letter 948(DO) (3-79)

Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in Code section 513.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

Contributions made to you are not deductible by the donors as charitable contributions as defined in section 170(c) of the Code.

It should be noted that a section 501(c)(7) organization is permitted to receive up to 35 percent of its gross receipts, including investment income, from sources outside its membership without losing its tax-exempt status. Of the 35 percent, not more than 15 percent of the gross receipts may be derived from the use of the club's facilities or services by the general public.

Letter 948(DO) (3-79)

Porsche Club of America  
Account Listing

March 5, 2017

Account	Type	Description
PayPal	Bank	PayPal
Petty Cash	Bank	
Wells Fargo Checking 6257	Bank	
Wells Fargo Savings 5978	Bank	
Wells Fargo Time Deposit 8092	Bank	
Accounts Receivable	Accounts Receivable	Unpaid or unapplied customer invoices and credits
Deposits	Other Current Asset	deposits put down to be returned
Inventory Asset	Other Current Asset	Costs of inventory purchased for resale
Other Receivable	Other Current Asset	Overpayment of reimbursements that are to be repaid to the club.
Undeposited Funds	Other Current Asset	Funds received, but not yet deposited to a bank account
Furniture and Equipment	Fixed Asset	Furniture and equipment with useful life exceeding one year
Furniture and Equipment: Trailer	Fixed Asset	
Marketable Securities	Other Asset	Investments in stocks or bonds, singly or in mutual funds
Other Assets	Other Asset	Assets used for program-related purposes other than current or fixed assets
Security Deposits Asset	Other Asset	Deposits and other returnable funds held by other entities
Accounts Payable	Accounts Payable	Unpaid or unapplied vendor bills or credits
Wells Fargo Credit Card	Credit Card	
Wells Fargo Credit Card: Wells Fargo Credit Card - 7338	Credit Card	7338- Collin Fat
Wells Fargo Credit Card: Wells Fargo Credit Card - 7452	Credit Card	7452 - Joy Nieslony
Wells Fargo Credit Card: Wells Fargo Credit Card - 9211	Credit Card	9211 - Steve Barker
Wells Fargo Credit Card: Wells Fargo Credit Card - 9472	Credit Card	9472 - Kirk Bradford
Wells Fargo Credit Card: WF Credit Card - 8810	CLOSEC Credit Card	8810 - Janet Conner
Wells Fargo Credit Card: WF Credit Card - 8828	CLOSEC Credit Card	8828 - Collin Fat
Wells Fargo Credit Card: WF Credit Card - 8836	CLOSEC Credit Card	8836 - Steve Baraker
Wells Fargo Credit Card: WF Credit Card - 8840	CLOSEC Credit Card	8844 - Kirk Bradford
Other Liabilities	Long Term Liability	Liabilities other than payroll, accounts and grants payable, deferred revenue, loans, bonds, or mortgages
Opening Balance Equity	Equity	Opening balances during setup post to this account. The balance of this account should be zero after completing your setup
Perm. Restricted Net Assets	Equity	Other Income
Temp. Restricted Net Assets	Equity	Other Income
Unrestricted Net Assets	Equity	Other Income
Direct Public Support	Income	Contributions (including the amount of dues greater than the value of benefits received), gifts, donations, grants, bequests, legacies, pledges
Direct Public Support: Corporate Contributions	Income	Contributions from corporations, sponsorships
Direct Public Support: Gifts in Kind - Goods	Income	Donated goods, non-cash gifts and contributions, donated inventory
Event Income	Income	Fundraising special events, dinners, carnivals, raffles, bingo, other gaming
Event Income: Charity Income	Income	
Event Income: Event Fees	Income	
Event Income: Member Donations	Income	Payments by attendees that exceed the retail value of the goods or services given
Event Income: Share the Wealth	Income	
Event Income: Special Events Sales (Nongift)	Income	
Investments	Income	Payments by attendees for the retail value of goods or services given
Investments: Interest-Savings, Short-term CD	Income	Revenue from investments in cash, securities, and property
Other Types of Income	Income	Interest received from savings, CDs, and other short-term investments
Other Types of Income: Advertising Sales	Income	Revenue from program-related sales, advertising, etc.
Other Types of Income: Inventory Sales	Income	Sales of advertising space in publications, etc.
Other Types of Income: Miscellaneous Revenue	Income	Gross sales of inventory held for re-sale
Program Income	Income	Revenue from occasional or non-material activities
Program Income: Badge Income	Income	Program service fees, member dues and assessments
Program Income: Drifter Subscriptions	Income	
Program Income: Dual Member Dues	Income	
Program Income: Member Assessments	Income	Assessments of members that compare reasonably with the benefits provided, whether used or not
Program Income: Membership Dues	Income	Member dues that compare reasonably with membership benefits available, whether used or not
Program Income: PCA Rebate	Income	
Cost of Goods Sold	Cost of Goods Sold	Costs of items purchased and then sold to customers
Cost of Sales - Inventory Sales	Cost of Goods Sold	Costs related to sales of program-related inventory - supplies, materials, direct and indirect labor, not marketing or distribution
Reconciliation Discrepancies	Expense	Discrepancies between bank statements and company records
Business Expenses	Expense	Expenses of creating and maintaining the organization's business entity
Business Expenses: Awards and Grants	Expense	Program-related awards, grants, benefits, individual assistance
Business Expenses: Bank Fees	Expense	

**Porsche Club of America**  
**Account Listing**  
March 5, 2017

<b>Account</b>	<b>Type</b>	<b>Description</b>
Business Expenses: Business Registration Fees	Expense	Permits, registrations, licenses, moving, royalties, bank charges, credit card fees
Business Expenses: Event Expenses	Expense	
Business Expenses: Fines, Penalties, Judgments	Expense	Fines, penalties, judgments, fines, late payment fees
Business Expenses: PayPal Fees	Expense	
Business Expenses: Taxes - Not UBIT	Expense	Taxes other than unrelated business income tax
Business Expenses: UBITaxes	Expense	Taxes on unrelated business income
Contract Services	Expense	Fees for outside services
Contract Services: Accounting Fees	Expense	Outside (non-employee) accounting, audit, bookkeeping, tax prep, payroll service, and related consulting
Contract Services: Legal Fees	Expense	Outside (non-employee) legal services
Contract Services: Outside Contract Services	Expense	Outside contractors (non-employee) for projects, consulting, short-term assignments for internal organization activities
Facilities and Equipment	Expense	Expenses related to office, storage, and other space
Facilities and Equipment: Depr and Amort - Allowable	Expense	Depreciation and amortization allowable for government grants
Facilities and Equipment: Equip, Rental and Maintenance	Expense	Rental and maintenance of office, program, and other equipment
Facilities and Equipment: Property Insurance	Expense	Insurance on property (not investment) owned by the organization
Facilities and Equipment: Rent, Parking, Utilities Operations	Expense	Office and parking space, storage, basic utilities
Operations: Badge Purchases	Expense	Expenses related to providing program services and maintaining operations
Operations: Books, Subscriptions, Reference	Expense	Books, subscriptions, reference materials, periodicals for use
Operations: Computer Software	Expense	Software for database management, record keeping, Drifter Layout, etc.
Operations: Office Supplies	Expense	Supplies, materials, food and beverages, plaques, medicines
Operations: Postage, Mailing Service	Expense	Postage, parcel delivery, local courier, trucking, freight, outside mailing services
Operations: Printing and Copying	Expense	Printing, copying, duplicating, recording
Operations: Telecommunications, Hosting	Expense	Telephone equipment and service, telegraph, internet access, fax, conference calls, website hosting
Other Types of Expenses	Expense	Expenses listed on line 43 of Form 990
Other Types of Expenses: Advertising Expenses	Expense	Advertisements in outside publications, websites, etc.
Other Types of Expenses: Insurance - Liability, D and O	Expense	Non-employee or property insurance - liability, malpractice, directors
Other Types of Expenses: Memberships and Dues	Expense	Dues and memberships for civic, service, professional, or other organizations
Other Types of Expenses: Other Costs	Expense	Miscellaneous, small, or non-recurring expenses
Other Types of Expenses: Staff Development	Expense	Staff continuing education, training, development
Other Types of Expenses: Tax-Exempt Donations	Expense	
Travel and Meetings	Expense	Expenses related to travel, meetings, conferences
Travel and Meetings: Conference, Convention, Meeting	Expense	Conducting, or sending staff to, program-related meetings, conferences, conventions
Travel and Meetings: Travel	Expense	Hotels, airfares, local transportation, car rentals, taxis, per diems, meals
Ask My Accountant	Other Expense	Transactions to be discussed with accountant, consultant, or tax preparer
Capital Purchases	Other Expense	Capital purchases made through a grant (only use temporarily if you want purchase to show on Profit and Loss reports)
Capital Purchases: Grant Capital Purchase- Vehicle	Other Expense	Vehicles purchased through a grant
Capital Purchases: Grant Capital Purchase - Equip	Other Expense	Equipment purchased through a grant
Payments to Affiliates	Other Expense	Payments to affiliated organizations - dues to state or national parent organizations
Purchase Orders	Non-Posting	Purchase orders specifying items ordered from vendors