



Treasurer Welcome Packet

Greetings,

Congratulations on your new position as neighborhood association treasurer! Serving as the treasurer is a great way to learn more about the neighborhood association and give back to your community.

To make your job easier, we have created this packet with additional links to online resources. You will find information to assist with financial best practices, record keeping, annual budgeting and monthly reporting (**pg. 2-3**).

Treasurers typically serve as the main point of contact with SE Uplift regarding your neighborhood's communication funds and the various fiscal sponsorship accounts for your association, so we have included a brief overview of both programs (**pg. 3-4**).

In addition, treasurers are often responsible for filing the association's annual reports to the Secretary of State and the Department of Justice. Once completed, the report must also be submitted to SE Uplift for archival and reimbursement of associated fees. More information is provided in the packet (**pg. 4-5**).

We hope that you will find the resources in this packet and the additional resources online helpful. Please feel free to contact me with any questions or concerns throughout the year. We're here to help!

Thank you for volunteering to be your neighborhood's treasurer. Your time and energy are truly valued.

Sincerely,

SE Uplift Staff

Financial Best Practices for Neighborhood Associations

SE Uplift encourages neighborhood associations (NAs) to develop and document standard financial practices. These practices don't have to be cumbersome, but it's helpful to have procedures in place to guide your NA's financial health. Here are some items to consider when developing or revising neighborhood financial practices:

- 1. Bank Information:** Document your association's bank account information, including the name of the bank, account numbers and the names of check signers and contact information. This is helpful to have in writing if board members resign suddenly, and changes need to be made to the account.
- 2. Bank statement review:** It's recommended that a board member other than the treasurer open the bank statements and review them before they are sent to the treasurer for archival. Alternatively, SE Uplift can receive bank statements on your NA's behalf and then scan them and send them to the treasurer. This additional financial control could be extremely beneficial for your NA. Please note that all financial records must be retained for seven years. Contact your SE Uplift staff liaison to learn more about archival available for this purpose.
- 3. Fund disbursement:** Most NAs have provisions in their bylaws stating a specific financial dollar amount when board approval is required to expend funds. Typically, this amount is \$50. We recommend that the Chair and another board member be designated as signers. To comply with generally accepted best practices for cash management, the treasurer **should not** be a signer on the account.
- 4. Receipts and Cash Handling for Neighborhood Association Events:** SE Uplift has created an in-kind donation tracking form for events (**available online**) and a check/reimbursement request form (**pg. 9**) to assist with event management. Expenses incurred on behalf of the NA must have a receipt to be eligible for reimbursement. Also, be sure that all expenses over the defined dollar amount have received prior approval, see above #3. We recommend you establish a deadline for the event coordinator to deliver proceeds to the treasurer for deposit in the NA bank account. It is also recommended that all financial paperwork for events be saved in your NA's financial archives, see above #2.
- 5. Financial Reporting:** Financial reports should be provided to the board monthly. In addition, it is recommended that an annual budget be approved by the board and shared with the membership. SE Uplift has created an example

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monthly financial report form (**pg. 6**) and an annual budget (**pg. 7-8**) for your reference.

- 6. Charitable Contributions:** Your NA may want to consider setting aside annual funds for charitable contributions and publicize a clear process for requests for financial support to be made to the board for consideration. An [example of a charitable contribution policy](#) can be found on our community resource library on our website.

SE Uplift's Fiscal Services for Neighborhood Associations

As treasurer of your neighborhood association (NA), you will need an understanding of the following two programs offered by SE Uplift. These next pages provide a brief overview of both programs.

Communications Funds for Neighborhood Associations

Every year SE Uplift provides our 20 NAs with a small amount of funds to help with their communication and outreach efforts. Each NA is required to submit a proposal approved by their board outlining how they plan on using their funds

To see a copy of your most recent communication fund proposal approved by your board, review your NA's fund balance, or discuss the reimbursement process, please contact our Fiscal Sponsorship Program Manager by phone (503-232-0010) or email. Current staff email addresses can be found on our website, and emailed requests can always be sent to operations@seuplift.org.

Fiscal Sponsorship Program

SE Uplift can provide your NA with fiscal sponsorship, which allows you to fundraise through applying for grants, requesting in-kind donations, financial donations, and business sponsorships with approval from the Executive Committee. With fiscal sponsorship you can solicit tax-deductible donations under SE Uplift's 501c3 tax-exempt status. See the [fiscal sponsorship handbook](#) for our donations policy and further instructions. As the fiscal sponsor, SE Uplift accepts financial donations on behalf of your NA for a specific project and is responsible for providing appropriate financial oversight, while your NA retains responsibility for implementing projects. NAs request reimbursement or submit invoices to access funds for their pre-approved activities and expenses.

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Fiscal sponsorship agreements are for one year and your organization must fill out a renewal application and report. Through the renewal application your neighborhood association must state all expected projects and events for the year and inform SE Uplift of any projects to be terminated. Once SE Uplift's Executive Committee approves your application, SE Uplift Staff will arrange to meet and sign an official fiscal sponsorship agreement with your Treasurer and project coordinator. Your NA can start soliciting donations for all approved projects. Projects may **NOT** use SE Uplift's tax ID number (TIN) while waiting for approval of their fiscal sponsorship application as SE Uplift would be out of IRS compliance, which is why this is never allowed under any circumstances. If a new project arises over the course of the year, simply submit an addendum to add the activity and send the information to the SE Uplift Fiscal Sponsorship Program Manager.

Please note: all NAs are required to apply and be approved for fiscal sponsorship to use SE Uplift's tax ID number to solicit donations. Once approved ALL financial donations generated through fiscal sponsorship must be deposited in a designated account at SE Uplift. ALL in-kind donations generated through fiscal sponsorship must be tracked and reported to SE Uplift. SE Uplift must approve ALL grant applications BEFORE submission.

To see if a current fiscal sponsorship application has been approved for your NA, get assistance with the application process, or discuss the reimbursement process, please contact the SE Uplift Fiscal Sponsorship Program Manager.

Annual State Reports for Neighborhood Associations

There are two organizations that all Portland neighborhood associations must register and file reports with each year: the Oregon Secretary of State Corporate Division and the Oregon Department of Justice, Charitable Activities Section.

1. Oregon Secretary of State, Corporate Division:

Incorporation qualifies your NA as a state public benefit corporation, which allows the board to do business as a legal organization and provides protection for individual board members doing work on behalf of the association. A copy of last year's report will be mailed to your NA prior to your renewal date. You can update a hard copy of the report or [file online](#). If filing online, simply enter in your registry number or lookup your account by name on the site's homepage and then click "renew online."

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- To complete the report, review and update the following: the registered agent for your NA (typically the Chair), the mailing address and principal place of business (we encourage you to list SE Uplift) and the President/Chair and Secretary contact information.
- An example completed annual report can be seen on pg. 9.
- After completing the report, submit it along with the \$50 fee.
- Please send a copy to SE Uplift for archival and reimbursement for the expense.
- Your NA's Next Report Due Date can be found at sos.oregon.gov.

2. Oregon Department of Justice, Charitable Activities Section:

Annual reports are required and published online for donors and other entities to reference when interested in learning more about your organization and its finances. A blank CT-12 form will be mailed to your NA at the end of your association's financial reporting period. CT-12 forms may also be [found online](#). All reports must be signed, so electronic submission is not possible.

- An example completed CT-12 report can be seen on **pg. 10-11**.
- After completing the form, be sure to sign and date it and submit it along with the associated fee. Please note that you must also include a copy of amended bylaws or articles of incorporation if you answered yes to Question # 5.
- Please send a copy to SE Uplift for archival, payment receipt, and reimbursement for the expense.
- More information can be found at the [Department of Justice's website](#).

Budgeting and Financial Reports Example Documents

The following section provides examples of documents commonly used in the treasurer role. If you need these documents in a different format, we are happy to accommodate those requests.

Example Financial Report for ABC Neighborhood Association

July 2019

Neighborhood Checking Account at Umpqua Bank

Date	Detail	Expenses	Income	Account Balance
July 1, 2019				\$15,492.00
July 5, 2019	Annual report to Secretary of State	\$50.00		\$15,442.00
July 12, 2019	Reimbursement from SE Uplift for Secretary of State fee		\$50.00	\$15,492.00
July 20, 2019	Refreshments for Ice Cream Social	\$144.21		\$15,347.79
July 30, 2019	Vendor table at Belmont Street Fair	\$50.00		\$15,297.79
	Account interest		\$1.52	\$15,299.31
July 31, 2019				\$15,299.31

Fiscal Sponsorship Accounts at SE Uplift, April 1-June 30, 2021

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Project	Account Balance as of April 1, 2019	Total Expenses	Total Income	Account Balance as of June 30, 2019
Community Garden	\$6396.65	\$2131.55	\$50.00	\$4365.10
Annual Picnic	\$1735.32		\$1250.00	\$2985.32

Example Annual Budget for ABC Neighborhood Association

FY 2021-2022

Requested FY21-22 Expenses		
Category	Item	Estimated Cost
General	Postage	\$ 25.00
	Meeting Refreshments	\$ 200.00
	Miscellaneous Community Contributions	\$ 950.00
	General - Total	\$ 1,175.00
Communications	Materials for kiosks	\$ 800.00
	Zoom Subscription	\$ 150.00
	Promotional Materials for NA	\$ 300.00
	Website Registration	\$ 20.00

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	Communications - Total	\$ 1,270.00
Events (cleanup and picnic)	Event flyers and post cards	\$ 500.00
	Refreshments	\$ 325.00
	Events- Total	\$ 825.00
Sustainability	No Budget Request	\$ -
Land Use	No Budget Request	\$ -
	Total Expenses	\$ 3,370.00
Expected FY21-22 Revenue		
Activity	Estimated Income	
SE Uplift Communication Funds Reimbursement	\$500.00	
Merchandise Sales	\$200.00	
Burgerville Fundraiser	\$500.00	
Misc Donations	\$200.00	
Total Revenue	\$ 1,400.00	
Net Total Annual Budget	\$ (500.00)	

Example Check/ Reimbursement Request Form

Date _____

Make check payable to:

Name/Vendor _____

Address _____

City/State _____ Zip _____

Amount \$ _____ Date approved by board (over \$50) _____

Purpose (list expense(s) and associated project or event) _____

Requested by:

Name _____

Board/Committee Position _____

Phone/ Email _____

All receipts and/or invoices MUST be attached for reimbursement. Checks with accompanying documentation will be dispersed upon verification of available funds.

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Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

Phone: (503) 986-2200
www.filinginoregon.com

2016 ANNUAL REPORT
Registry Number: 30084800
Date of Incorporation: 06/07/2006
Fee: \$50
Due Date: 06/07/2016
Type: DOMESTIC NONPROFIT CORPORATION

ABC Neighborhood Association
3534 SE Main St
PORTLAND OR 97214

Name of Domestic Nonprofit Corporation

ABC Neighborhood Association

Jurisdiction: OREGON

Non Profit: Public Benefit With Members

The following information is required by statute. Please complete the entire form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

Registered Agent

Laurie Stevens
10 Garden Road
Portland, OR 97206

If the Registered Agent has changed,
the new agent has consented to the appointment.
Oregon street address required.

1) Type of Business

2) Principal Place of Business (Address,city,state,zip)

3534 SE Main St
Portland, OR 97214

3) Mailing Address (Address,city,state,zip)

3534 SE Main St
Portland, OR 97214

4) President (Name & Address)

Laurie Stevens
10 Garden Road
Portland, OR 97206

5) Secretary (Name & Address)

~~Erica Martin
5 Simple Lan
Portland, OR 97202~~
Mark Evans
20 Gravel St
Portland, OR 97214

6) Signature

Laurie Stevens

7) Printed Name

Laurie Stevens

8) Date

5/3/16

9) Daytime Phone Number

503 - 888 - 2222

Make check payable to "Corporation Division" and mail completed form with payment to the address above.

Note: Filing fees may be paid with a major credit card.

Submit the card number and expiration date on a separate page for your protection.

ANRPF1-
05/03/16

Example Department of Justice Annual Report

Form <h1 style="text-align: center;">CT-12</h1> <p style="text-align: center;">For Oregon Charities</p>	<h2 style="margin: 0;">Charitable Activities Section</h2> <h2 style="margin: 0;">Oregon Department of Justice</h2> <p style="font-size: small; margin: 5px 0;">1515 SW 5th Avenue, Suite 410 VOICE (971) 673-1880 Portland, OR 97201-5451 TTY (800) 735-2900 Email: charitable.activities@doj.state.or.us FAX (971) 673-1882 Website: http://www.doj.state.or.us</p>	For Accounting Periods Beginning in: <h1 style="font-size: 2em;">2015</h1>
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Section I. General Information

1. Registration #: 34000 Cross Through Incorrect Items and Correct Here:
(See instructions for change of name or accounting period.)

ABC Neighborhood Association Registration #:

~~35 Martin Street~~ Organization Name:

~~Portland, OR 97202~~ Address: 3534 SE Main St

Phone: ~~503-444-4990~~ Address: 3534 SE Main St

Period Beginning: 01/01/2015 Period Ending: 12/31/2015 City, State, Zip: Portland, OR 97214

Phone: 503-232-0010 Fax: Amended Report?

Email: Period Beginning: / / Period Ending: / /

2. Did a certified public accountant audit your financial records? - If yes, attach a copy of the auditor's report, financial statements, accompanying notes, schedules, or other documents supplementing the report or financial statements. Yes No
3. Is the organization a party to a contract involving person-to-person, advertising, vending machine or telephone fund-raising in Oregon? Yes No
 If yes, write the name of the fund-raising firm(s) who conducts the campaign(s): _____
4. Has the organization or any of its officers, directors, trustees, or key employees ever signed a voluntary agreement with any government agency, such as a state attorney general, secretary of state, or local district attorney, or been a party to legal action in any court or administrative agency regarding charitable solicitation, administration, management, or fiduciary practices? If yes, attach explanation of each such agreement or action. See instructions. Yes No
5. During this reporting period, did the organization amend its articles of incorporation, bylaws, or trust documents, OR did the organization receive a determination letter from the Internal Revenue Service relating to its tax-exempt status? If yes, attach a copy of the amended document or letter. **Select "Yes" if bylaws were updated during reporting period and attach copy of new bylaws to completed form.** Yes No
6. Is the organization ceasing operations and is this the final report? (If yes, see instructions on how to close your registration.) Yes No
7. Provide contact information for the person responsible for retaining the organization's records.

Name	Position	Phone	Mailing Address & Email Address
Susan McCartney Person filling out the form	Treasurer	503-555-5000	12 Maple Street, Portland, OR 97214 Susan.M@gmail.com

8. List of Officers, Directors, Trustees and Key Employees – List each person who held one of these positions at any time during the year even if they did not receive compensation. Attach additional sheets if necessary. If an attached IRS form includes substantially the same compensation information, the phrase "See IRS Form" may be entered in lieu of completing that section. (Oregon law requires a minimum of three directors.)

(A) Name, mailing address, daytime phone number and email address	(B) Title & average weekly hours devoted to position	(C) Compensation (enter \$0 if position unpaid)
List contact info for all board members during reporting period. Attach an extra sheet if needed.		
Name: <u>Laurie Stevens</u> Address: <u>10 Garden Rd, Portland, OR 97206</u> Phone: <u>(503) 888-2222</u> Email: <u>L.Stevens@hotmail.com</u>	Chair, 4 hrs/wk Approximate # of hrs	\$0
Name: <u>Mark Evans</u> Address: <u>20 Gravel St, Portland, OR 97214</u> Phone: <u>(503) 666-6200</u> Email: <u>mcat@gmail.com</u>	Secretary, 2 hrs/wk	\$0
Name: <u>Susan McCartney</u> Address: <u>12 Maple St, Portland, OR 97214</u> Phone: <u>(503) 555-5000</u> Email: <u>Susan.m@gmail.com</u>	Treasurer, 1 hr/wk	\$0

