

TREASURER & QUARTERMASTER DUTIES

Banking, PO Box, QM Store, Donations, Taxes, Dues/Membership cards & DD 214

The following procedures are followed for topics listed above.

1. **Dues:** Dues are mailed to the Treasurer. He will make copies of the checks and send to the Secretary. New members usually send an application and DD 214. These are scanned and sent to Secretary, listing what was paid on application, i.e. Annual or Life. Membership cards are sent to life members and one time for troopers paying annual dues, we use to send every year but costs to mail make it not cost effective.
2. **Revised Mailing Labels:** the treasurer will receive returned mail that indicates if a person has moved, Change of Address (COA), is deceased, or temporarily away. He will scan and forward these to the secretary.
3. **Banking:** Banking is done thru PNC Bank, Lexington KY. We have a checking account we use for deposits and check writing. I keep a book near my computer which has all my passwords for this account. We currently have 1 CD at Bank. The CD pays interest monthly. All these are listed on the monthly spread sheet which is sent to all the officers. Each deposit is by check, money order or PayPal, Cash is taken in at some reunions, but I encourage folks to use checks. All checks & MO are scanned and sent to Secretary. Treasurer keeps a copy of every check & MO deposited and all PayPal transfers. Details are always grouped my month to reflect what was deposited and paid during each month; we balance the account every month. Checks are used to pay all invoices such as donations to 25th IDA, NL (Smith printing), Quartermaster Store (QM) purchases & Web Hosting. Postage, PO Box rental, shipping supplies, boxes for shipping is done via my personal credit card which I reconcile 3-4 times a year or when I have big purchases like for a reunion or some special order. All receipts and Credit Card notes are kept for each month's charges done for the Chapter. I also fill out a ledger paper by line number for each cost I claim being paid on my credit card. These are permanent records I keep with all checking details.
4. **Income Tax Papers:** Each year we are required under our 501 (c) 19 to fill out Federal tax forms. We are now doing them online and have copies from past years. I send all the officers a copy of what has been filed with the IRS.
5. **Quartermaster Store:** I keep an inventory in my home which includes all the items we carry on our web page, we also list these items on our quarterly NL. I use several vendors for QM items, currently Cosmic, does the T shirts, hats, polo's, sweats & Jackets. Goldner Associates, Nashville, TN has been making the reunion pins for the past 4-5 reunions and have made the mini crest for the last 12 years. Brass, coins, crossed Sabers, Buckles and other specialty items have been purchased thru Dustin Wilcox, Absolute Custom Coins. He has recently changed his company name. These purchases are always made by my personal Credit Card. No one will place orders without full payment; receipt is always within 5-6 weeks.
6. **Post Office Box:** I go to the PO Box 2-3 times a week to mail items, and check for mail. Rental is paid on this box annually, usually by Credit Card then I am reimbursed when I reconcile charges.

7. **Reunion Duties:** I make sure we have a reunion pin at least a 6-8 months before our reunion is scheduled. Pins are sent to the person doing registrations; Dave Cox is doing Harrisburg, 3 in a row for him. Barry Anderson is our artwork fellow and always comes forward with fresh ideas.
T shirts, hats, jackets and all the items we have for sale in QM store are boxed up and taken to the reunion for QM sales. All the items are stored at my home. I usually have 3-4 people who help me run the sales desk. Anything I don't have in stock is taken as a sales order and ordered when the reunion is over. I had 3 or 4 this past reunion where I took the order and gave them a receipt, works well.
I purchased a SQUARE to accept credit cards, this helped my sales. Officers must visit the reunion sites at least 2-3 times to work out Hotel choice, room rates, meals, tours etc. for every reunion.
8. **Business Meeting:** Business meeting slides are made for the Reunion using the latest banking details, no older than 30 days.