

Treasurer Guide 2026

Policies and Procedures

- IRC for 501(c)3
 - <https://www.irs.gov/charities-non-profits/charitable-organizations/exempt-purposes-internal-revenue-code-section-501c3>
- Each Chapter's non-profit status comes from the National Organization
 - Your Chapter EIN is an identification number, it does not designate a tax status, there is an IRS determination letter on the BSMA website that gives us our non-profit status.
- National By-laws
 - Section IX
- National Financial Policy
- Department/Chapter Standing Rules (if applicable)
- Department/Chapter Budget

Responsibilities

- Pay all expenses and bills upon President and Financial Secretary approval if in budget
- Pay all expenses and bills after chapter vote if not in budget upon President and Financial Secretary approval
- Hold the Checkbook (2 Signatures on checks, 3 signors on bank account)
- Hold a Debit Card (FinSec can also hold a debit card for approved expenses)
- National, Departments, Chapters and Auxiliaries are not allowed to hold credit cards
- 1VP is an emergency 2nd signor only on checks
- If using Bill Pay, there must be an email chain verification between the Treas and FinSec
- Cash withdrawal for startup cash must have an email chain, the re-deposit of the withdrawn funds should be a separate deposit that matches the withdrawal
- Record/Reconcile all EXPENSES only
- Keep all receipts and bills

Types of Expenses

- **Management/General**
 - Bank/Merchant Fees
 - Federal/State Licensing
 - Storage
 - PO Box
 - National Convention
 - Dept Convention (if applicable)
- **Membership Dues**
 - National
 - Big Dipper
- **Operating Expenses**
 - Website/Advertising
 - Office Supplies
 - Postage
 - Equipment/Software
- **Program**
 - Care Packages shipping
 - Parade
 - VSO's
 - VAVS
- **Fundraising**
 - Food Purchase
 - Auction Basket
 - Paper Products
 - Raffle Tickets/License

RESTRICTED EXPENSES

- **FUNDS RAISED FOR A SPECIFIC PROGRAM MUST BE USED FOR THAT PROGRAM ONLY**
- **FUNDS DONATED AND EARMARKED BY THE DONOR MUST BE USED FOR THAT PROGRAM ONLY**

Documentation

- **Invoice/Bill**
 - Date of Purchase
 - What was purchased (itemized)
 - Total of the Purchase
 - How long you have to pay (NET 15, 30, 45)
- **Receipt**
 - What was paid
 - How it was paid
 - When it was paid
 - Copy of Contract (if applicable)
 - All correspondence with the company if there is any issue with what you received

Vote or Note?

- **Body/Chapter Vote**
 - If it's not covered in the Budget
 - New Programs after Budget has been approved
- **DEB/CEB Vote**
 - Over budget
- **Note**
 - Anything that falls within all policies and procedures and is included in the budget

YAY or NAY?

- **YAY**
 - Items for NEW members with the implementation of a Membership program
 - Brochures, Coins, Marketing Materials, etc to hand out at Events
 - Donation to another 501(c)3 VSO (Veteran Service Organization)
 - Products to sell in a Department/Chapter Store
 - Items for a Military Unit in need if it will benefit the unit as a whole
 - Delegate Convention Expenses (Financial Policy 4.1.8)
 - Flight
 - Airport Parking
 - Luggage (minimum Airline charge)
 - Hotel Parking
 - Mileage (.14 per mile)
 - Hotel (2 per room, if only 1 person in room they would be responsible for the extra cost)
 - Registration Fee
 - Wreaths/flowers for Community Veteran or Military related Event

- Donation to a Military related 501(c)3 on behalf of a members lost loved one
- Everything that benefits Military and Veteran groups as a whole
- **NAY**
 - Purchases benefitting an individual
 - Plaque, Flowers, etc for a Specific Military Member or Veteran
 - Local family in need (We see this at Christmastime a lot)
 - Anything benefitting a single Veteran or Military member
 - ANYTHING BENEFITTING A SPECIFIC MEMBER/MEMBERS FAMILY
 - Food for a Funeral
 - Purchases monetarily benefitting Members
 - T-shirts, Cups, etc
 - **Pre-signing checks**
 - Home WiFi/Cell Phone Bills
 - Personal Preference expenses
 - Upgraded Flights
 - Seats on Flights
 - Suite instead of regular room
 - Valet vs Self Park
 - Meals during travel (unless included in registration fee like Convention)