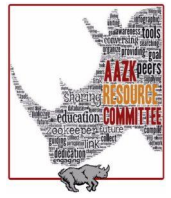




AAZK Chapter Handbook

Section 4: Chapter Finances



This document was produced to help answer common questions faced by AAZK Chapters. The goal of this resource is to act as a guideline that completely and systematically answers common chapter questions with the understanding that all chapters are run differently. This information may serve as a companion, but not as an alternative, to the AAZK National Operations Manual.

Who is responsible for the Chapter finances?	3
Financial Responsibilities, Liabilities & Penalties	3
How long does the Chapter have to retain financial paperwork?	3
Treasurer Timeline	4
National AAZK Important Dates and Deadlines	4
What is the EIN and how is it received?	4
Banking (and all of the questions that go with it)	5
What types of bank accounts can a Chapter open?	5
How does a Chapter obtain a Bank Account?	5
What Chapter officers are required to be on an account?	5
Can a Chapter set up an account to accept credit card payments?	6
Can a host facility keep the Chapter's finances on their books?	6
Is it an AAZK requirement that the Treasurer of a Chapter be bonded (insured)?	6
Taxes: Federal, State & Local 1	7
Federal Nonprofit Status 1	7
State & Local Sales Tax 2	7
Is the Chapter exempt from paying taxes?	7
Does the Chapter have to pay or charge sales tax on items purchased or sold?	7
Does the Chapter have to file Federal Income Tax every year?	8
Does the Chapter have to file State and Local Tax every year?	8
Can our Chapter have a Tax Professional or Service assist with filing our taxes?	8
How can you contact other chapters in your state to see what has worked for them? 2	8
AAZK Chapters in Canada2	9
Gaming/Gambling 1	9
Typical AAZK Chapter activities that are considered Gaming:	9
IRS Reporting for Gaming/Gambling	10

What is tax deductible and what is not?	10
General Guidelines for Tax Deductible Vs. Not Tax Deductible	10
What are the regulations for accepting Chapter donations? 1	11
What are the regulations for donating to other organizations? 1	12
How does a chapter know if an organization is a Federal non-profit or Registered Charity?	12
Can a Chapter donate back to their Facility?	12
Can a Chapter donate to a Go Fund Me© page or something similar?	12
Can a Chapter donate to a government-administered conservation program?	12
Can a Chapter donate to a political campaign or to support union activities?	12
Creating a Chapter Budget	13
How do chapters keep track of finances? 1	13
Track General Chapter funds 3	14
Example of Tracking Funds	14
Track Event/Fundraiser Funds 3	15
Example of Fundraiser Event Spreadsheet	15
Chapter Merchandise	16
Protecting Chapter Assets 1	16
Miscellaneous Questions	17
Can an AAZK Chapter change their name?	17
Can a Chapter purchase a tangible asset?	17
What happens to Chapter funds if the Chapter dissolves?	17
Resource Sources	17

Who is responsible for the chapter finances?

- The Chapter Treasurer is responsible for depositing and disbursing Chapter funds.
 - Some Chapter Treasurers may delegate and obtain assistance of duties from a Co-Treasurer.
 - A Co-Treasurer must be listed on the Chapter Recharter.
 - Some Chapters may also define officer responsibilities in their Chapter bylaws which allows them to assign another officer to help the Treasurer with their duties if needed.
-

Financial Responsibilities, Liabilities & Penalties

- An officer in good standing (maintains current membership with AAZK) is afforded protection in the form of legal defense in case of accusation of malfeasance (this is why AAZK requires officers to be National members). However, if a crime is committed, any individual is subject to prosecution under the governing law.
 - To review:
 - For ***Unintentional Malfeasance***, you are protected and cannot be sued or segregated into any legal action.
 - Individuals may be subject to prosecution only if a ***criminal act*** was committed.
 - Are there penalties for making a “mistake” on the Chapter recharter or with your Chapter’s finances?
 - The Chapter Recharter was designed to mimic a federal tax return. The penalties for a mistake are minimal if any. The AAZK office will work with your chapter to make any corrections needed.
 - For most Chapter’s, the amount that is paid to their state or local for taxes is minimal and if there was a mistake, the penalty is usually minimal if any.
 - If a situation arises and you are unsure if a Chapter Officer is protected, contact the AAZK Offices for further clarification and assistance.
-

How long does the chapter have to retain financial paperwork?

- Under the Internal Revenue Code, all 501(c)(3) organizations (chapters) are required to keep most financial paperwork for a period of three (3) years. Recharter paperwork, which contains financial and banking information along with IRS communication and verification of federal tax filing is kept in perpetuity by AAZK for the Chapter.
-

Treasurer Timeline

National AAZK Important Dates and Deadlines

- **January 1st - December 31st** — AAZK, Inc. Fiscal Year
 - Chapters to follow the same
 - **February 1st - April 1st** — Trees for you and me (TFYM) Tree Blitz
 - **February 1st - November 1st** — Trees For You and Me campaigns
 - **November 1st** — All TFYM funds raised due to AAZK
 - **March 15th** — Chapter Recharter due
 - **May 1st** — Registration due (\$25) for Bowling for Rhinos (BFR) events
 - **June 1st** — International Outreach Committee (IOC) Latin American Keeper Sponsorship
 - **October - December** — Chapter Officer Elections
 - Refer to Chapter Bylaws
 - **November 1st** — All BFR funds raised due to AAZK
-

What is the EIN and how is it received?

- The Administrative Offices of AAZK will apply for Employer Identification Number (EIN) on behalf of chartered Chapters.
 - A Group Exemption Letter is issued to the central organization (AAZK) recognizing subordinate organizations (chapters) on whose behalf the central organization has applied for recognition of exemption.
 - Each Chapter, upon Board ratification of Charter, is included in the Group Exemption Letter.
 - Chapters will receive a Notice of Assignment of an EIN (recognizing a nonprofit exemption) & its own Tax ID number (EIN) upon charter.
 - This means that a Chapter's EIN is NOT the same as AAZK National's EIN.
 - Chapters are sent this letter upon charter award by the Board and are granted 501 (c)(3) status by the federal government.
 - The original copy is kept on file and can be requested by contacting Ed.Hansen@AAZK.org
 - A Federal EIN or Tax ID number grants chartered AAZK Chapters exemption on paying Federal tax on income generated by the chapter.
 - Your Chapter's EIN will be required by your chosen bank.
 - The EIN applies only to federal recognition.
 - State registration may also be necessary. (Please see the How do Chapters navigate state or local tax requirements section below for more information on this topic)
-

Banking (and all of the questions that go with it)

What types of bank accounts can a Chapter open?

- Chapters can open any operational, credit, savings, Money Market, Certificate of Deposit (or similar) account.
 - ***Do some research!*** Look for annual fees, interest rates, cost of things like paper checks, how many signers can be on the account, etc
- Each account must be reported to AAZK on the recharter paperwork.
- Chapters are not permitted to open risk-bearing investment accounts.

How does a Chapter obtain a Bank Account?

- AAZK recommends that chapters open an Unincorporated Business Association or Organization account utilizing their EIN.
 - This type of an account allows a Chapter to conduct authorized business under federally granted non-profit status using their chapter EIN.
 - Most commercial banks/financial institutions or credit unions recognize this type of an account, though the account naming may be slightly different.
- An unincorporated business account does not entitle the account to be free of banking fees.
- Chapter will need a banking authorization letter, which can be provided upon request from AAZK.
- Most banks will also require a copy of the Chapter Bylaws as well as a recent copy of the chapter minutes that states any newly elected officers. ⁴

What Chapter officers are required to be on an account?

- Multiple officers should be listed as a signer on the Chapter bank account. (Good options are: the President, Treasurer, and Co-Treasurer (if your chapter has one). As a signer, the officer has access to the account allowing them to deposit or withdraw funds on the Chapters behalf.
 - The two (2) signature policy is no longer strictly enforced by AAZK with the addition of debit cards and payment accounts.
 - Remember every time the Chapter holds an election where an officer's name on the account(s) is replaced, the Chapter is required by regulation to change the names on the account, meaning: both the new officer and old officer must do so in person at the banking institution.
- A system of approval should be in place so the chapter maintains ultimate authority over chapter expenses. Chapter leadership is held accountable for all transactions. (See Protecting Chapter Assets below)
- Financial malfeasance will be investigated and theft of funds will be subject to prosecution under local statutes if the amount or circumstances under investigation is deemed significant.

Can a Chapter set up an account to accept credit card payments?

- Yes!
 - Paypal, Venmo & Square are common options, but remember to research what works best for your chapter.
 - Service Fees may apply and will need to be documented in the Chapter Recharter.
 - Section 5: Income and Expenses Form - Expenses Section Line 9 (Bank Charges/Fees)
 - There may be options for setting up a Personal or Business account. It does not matter which your chapter decides to do.
 - All banking information needs to be set to your Chapter's account.
 - If a name or chapter EIN is required to set up the account, use that of your chapter Treasurer and change as needed.
 - Changing this information can be done by contacting the company directly.
 - If an IRS letter is requested, you can contact the AAZK offices for the Chapter's Notice of Tax ID award.

Can a host facility keep the Chapter's finances on their books?

- Yes!
 - There are a number of student Chapters in which the universities track the finances for each.
 - There are also AAZK Chapters that operate in affiliation with private or government facilities. These facilities maintain AAZK finances as part of the municipal government agreement.
 - Non-profit organizations or facilities can also keep a Chapter's finances on their books.
 - Contact AAZK if this is requested for assistance in partnership negotiations.

Is it an AAZK requirement that the Treasurer of a Chapter be bonded (insured)?

- No.
 - If the Chapter has multiple bank accounts or holds significant earning fundraisers, it might be a good idea.
 - Bonding process is complicated and may require the Treasurer to remain in office for multiple terms.
-

Taxes: Federal, State & Local ¹

Federal Nonprofit Status ¹

- All U.S. Chapters of AAZK are considered subordinate organizations to the central organization and therefore tax exempt from federal taxes on income generated by the chapter.
 - Each U.S. Chapter is required to have its own Employer Identification Number (EIN), granted by the administrative office of AAZK
 - All Canadian Chapters of AAZK must follow regulations from the Canadian Revenue Service (CRA).
 - Please refer to the AAZK Chapters in Canada section below for more information.
- Federal non-profit Status does not exempt an AAZK Chapter from paying State or local sales tax on items purchased by the Chapter
- Recognized Federal non-profits are sometimes required to hold a Business License but requirements differ from State to State and city to city.

State & Local Sales Tax ²

- Every AAZK Chapter is required to investigate whether their State (Province) or local jurisdiction (County, Parish, or city) requires the payment of sales tax on goods sold by the chapter.
 - Sales tax may be required by local jurisdictions and applied to the sale of all tangible goods sold for fundraising, including Live or Silent Auctions
 - States may require monthly payment of sales tax or may require quarterly or annual payments of sales tax based upon actual or anticipated revenue from sales
 - Exemption from paying sales tax is at the discretion of the State or local jurisdiction and may depend upon formal recognition of non-profit status or registration as a charity as required by the State
- Every AAZK Chapter is required to investigate whether their State, Province, or local jurisdiction requires the filing of Income Tax at the State, Province or local level
 - Federal non-profit Status does not exempt the chapter from having to file State or local sales tax.
- Every state is different, however chapters can start looking for the information listed above by looking under their State's Department of Revenue.

Is the Chapter exempt from paying taxes?

- **Yes** - from Federal tax on any income the Chapter generates.
- **Maybe** - The Chapter has to check with the state to confirm that being a federal nonprofit with a federal tax ID relieves the chapter of having to pay tax at the state level on income. In 90% of the states that have income tax, the federal status provides an exemption.
 - This may require registration as a charity.

Does the Chapter have to pay or charge sales tax on items purchased or sold?

- **Maybe** - State may require the chapter to register for exemption as a Charity.
 - Confirm by contacting the State Secretary (or similar).
 - This includes Live and Silent Auction Items.

Does the Chapter have to file Federal Income Tax every year?

- **Yes.....*BUT that is why each chapter completes a Chapter Recharter!***
 - AAZK files federal taxes for all AAZK Chapters located in the United States with an average income under \$50,000 per year for the previous 3 years.
 - Chapter Financial Statement from Chapter Recharter is used for filing federal taxes.
 - If the Chapter annual Income is above \$50,000 per year or accepts donations over \$5,000.00, the chapter is required to file their own Federal Income Tax with the IRS.
 - Complete IRS Form 990 EZ.
 - Provide AAZK with a copy of the Federal Tax Reporting.

Does the Chapter have to file State and Local Tax every year?

- **Maybe** - check state and local regulations for nonprofits.

Can our Chapter have a Tax Professional or Service assist with filing our taxes?

- **No** in most cases.
- **Only if** your Chapter generates over \$50,000 and you have to complete an IRS Form 990 EZ.
 - Search out pro bono tax help from volunteers, Chapter members, or your affiliate facility. They may be able to assist you with this.
 - Always make sure to communicate with the AAZK Office if you need assistance or have further questions regarding your taxes and/or Chapter Recharter.

How can you contact other chapters in your state to see what has worked for them? ²

- Depending on what state you live in, there may be several other AAZK Chapters in your state
 - You can find other Chapters in your area by visiting the AAZK website at <https://aazk.org/find-chapters/>
This page has a link of the local Chapters and locations as well as it may contain a link to their webpage
-

AAZK Chapters in Canada²

- Chapters in Canada are required to follow regulations of the Canada Revenue Agency (CRA) and their Provinces.
 - AAZK Chapters in Canada operate as an Unincorporated Association.
 - Under simple operation, there are no tax laws applicable to this group other than a Constitution and a promise of fair business practices.
 - No proof of operation in this category is required.
 - Chapters in Canada must register as a Charity with Canada to be exempt from any tax on income.
 - Sales tax is dependent on the charitable status of the chapter and exemptions that may be available to a charity within each province.
 - A tax treaty between the US and Canada recognizes the original US non-profit status as conveyed by the US. This also would allow Canadian Chapters to be tax exempt from income created “cross-border”.
 - In order to issue a receipt for a personal or business donation in Canada, a group operating as an Unincorporated Association must register as a Charity in Canada.
 - A nonprofit (NPO) in Canada cannot issue a donation receipt for a donation.
 - In Canada, registered charities and non-profit organizations (NPOs) both operate on a non-profit basis, however they are not the same.
 - [What is the difference between a registered charity and a non-profit organization? - Canada.ca](#)
 - Follow guidelines of the Canada Revenue Agency (CRA) for tax reporting.
-

Gaming/Gambling¹

Per the Internal Revenue Service

Gambling income includes, but is not limited to, winnings from lotteries, raffles, horse and dog races and casinos, as well as the fair market value of prizes such as vehicles, houses, trips or other non cash prizes.

***AAZK Chapters are required to contact State AND Local authorities for verification and to secure any and all permits or licenses required.**

- Every state is different, however Chapters can start looking for gaming/gambling information by looking under their State's Department of Revenue.

Typical AAZK Chapter activities that are considered Gaming:

- The awarding of a Door Prize where admission is charged for the Event
- The sale of Raffle Tickets to win a Prize.
- A 50/50 Raffle. The acceptance of monetary donation in which 50% of the cash is awarded to a winner and 50% of the cash is retained by the chapter.
- A Reverse Raffle. Where every ticket in the raffle pool is drawn and the winner of the raffle is the individual whose ticket number corresponds with the final ticket drawn from the pool.
- Bingo or Keno Games (though one-time fundraising events are sometimes exempt)

IRS Reporting for Gaming/Gambling

- The IRS requires Chapters and individuals to report winnings from gambling that exceed \$600.00
 - If prizes are valued at over \$600.00, Chapters will be required to:
 - Secure the tax information of the winner.
 - Conveying IRS Form W2G to the winner.
 - File IRS Form 5754, reporting the award value.
 - Chapters may be liable for any, or a portion of, federal tax on the amount of monetary awards or goods.
-

What is tax deductible and what is not?

- It is the responsibility of the **purchaser** to figure out what is tax deductible under quid pro quo.
 - Quid pro quo means contributions or donations in which the donor receives goods or services in exchange for their contribution.
 - In order for the purchaser to make a tax deduction, the contribution or donation must exceed the fair market value of the goods or services received.
- Chapters can offer receipts with the chapter's EIN to the purchaser for their records.
- Remember all states and local laws are different. Always check with the guidelines for non-profits in your state and local jurisdictions.

General Guidelines for Tax Deductible Vs. Not Tax Deductible

- **Tax Deductible**
 - Entry (ticket) fee- this is dependent on what comes with purchase.
 - Donations - with nothing in return.
 - **NOT Tax Deductible**
 - Receiving something of value for purchase.
 - Purchase of an item(s) at a charity event/fundraiser.
 - Sale of a shirt (merchandise).
 - Purchase of an auction item.
 - **Exception:**
 - *AAZK Chapters in Canada cannot issue a donation receipt for a donation. Please make sure to follow the guidelines of the Canada Revenue Agency (CRA) and/or contact Ed Hansen, AAZK CEO/CFO for additional assistance.*
-

What are the regulations for accepting Chapter donations? ¹

- As a Federal non-profit, AAZK Chapters may accept monetary donations and donations of Goods or Services from the public or a business.
 - Ensure that your Treasurer is aware that they need to track these items when they are elected.
 - Donations are Chapter income and are reported on the Chapter Income and Expenses Form of the Chapter Re-charter Packet
 - AAZK has available the AAZK Donation Tracking Spreadsheet created to track all donations for a specific Chapter fundraising event
 - Chapters may request this form by contacting the AAZK office. In doing so, AAZK provides counseling on donation tracking.
 - AAZK has a specific Financial Reporting Form and Donation Tracking Spreadsheet for the AAZK Event Bowling for Rhinos.
 - Donations made to the Chapter **under \$250.00**
 - Normally the responsibility of the donor
 - Verified by the canceled check, credit card transaction receipt or issuance of a receipt by the Chapter
 - Donations **greater than \$250.00**
 - Required to be acknowledged by the Chapter when requested by the donor
 - Acknowledgement can be an official thank you letter with containing the Chapter's tax ID number
 - Donations **over \$1000.00** must be approved before acceptance
 - Approval can be gained by contacting AAZK CEO/CFO at Ed.hansen@aazk.org
 - Donations **over \$5,000.00**
 - Reported directly by the chapter to the IRS on an IRS990EZ income tax form
 - Artwork requires an independent appraisal of the item by a certified independent appraiser and third party proof of value.
 - Donations of \$5000 or greater require completion of IRS form 990 EZ Tax form.
-

What are the regulations for donating to other organizations?¹

- Chapters wishing to donate chapter funds to other organizations must ensure those organizations are either a 501c3 non-profit or registered charity.
 - When donations are made, make sure your Chapter keeps track of the organization's EIN number; these will get reported in the Chapter Recharter each year.

How does a chapter know if an organization is a Federal non-profit or Registered Charity?

- Chapters may request an IRS W9 form from the organization.
- Chapters may utilize Guidestar[©] as a resource for non-profits in the United States.
- AAZK maintains a database of International Charities that AAZK Chapters have donated to.
 - AAZK also maintains a relationship with a number of organizations that are considered conservation partners. A list of these partners can be found on the AAZK website.

Can a Chapter donate back to their Facility?

- **YES** - it is encouraged by AAZK in the spirit of partnership.
 - If your facility is for profit or a government facility, your chapter may not make a straight donation but can help in other ways.
 - Purchase items (food, enrichment, supplies, etc.) and donate back to the facility.
 - Donate to a supported non-profit organization.

Can a Chapter donate to a Go Fund Me[©] page or something similar?

- **NO** - A personal Go Fund Me page donation is considered a gift and not acceptable under IRS regulations for a nonprofit organization as a donation.
- **YES** - A verified Go Fund Me[©] page set up as a Charity Fundraiser is generally an acceptable form of donation under IRS regulation.

Can a Chapter donate to a government-administered conservation program?

- **Normally, NO.** - A government is a “for profit” business.
 - However, most government administered conservation programs have support entities that are nonprofit or they partner with a nonprofit that dedicates funds for a specific conservation program.

Can a Chapter donate to a political campaign or to support union activities?

- Under the IRS Code, all 501(c)3 organizations (Chapters) are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.
- As to union activity, 501(c)(3) organizations can work with other types of organizations, including unions and 501(c)(4) organizations, as long as the joint activity is nonpartisan. Under the terms of the incorporation agreement which is the platform for the federal non-profit endowment, an AAZK Chapter(s) shall not take any representative role or position, nor lobby, in salary or benefit negotiations that directly or indirectly affects an employer.

Creating a Chapter Budget

- Budgeting expenses can help set financial goals for your Chapter.
 - Helps membership understand where the Chapter stands financially for the year.
 - A key component of any financial information for your chapter is TRANSPARENCY.
 - Invite the entire membership to participate in budget planning. Have an open meeting for those that want to attend.
 - Allow members to share their thoughts beforehand if they cannot attend the meeting.
 - After the budget has been created, have your membership vote on the final outcome. Allow for any additional comments and keep notes as to why things might have been modified from previous years.
-

How do chapters keep track of finances?¹

- It is good practice for the treasurer to create a system for tracking ALL funds that go in and out of a Chapter bank account.
 - It is good practice to have the method of accounting be reviewed by at least one other Chapter officer each month.
 - There are several types of programs that can be used for tracking funds
 - Paper registry
 - Excel (PC)
 - Numbers (MAC)
 - Google Sheets (can be converted to PC or Mac)
 - Quicken (possible fees)
- Choose the program that works best for your Chapter and make sure the treasurer regularly updates it.
 - Keep a hard copy of the document as well as back up the file in a cloud drive. For example, shared google drive.
 - Setting up a spreadsheet based on recharter reporting will make the recharter process much easier.
 - Finances for fundraisers are reported separately from general funds, so it is helpful to track them separately.
- **Chapters must retain their financial paperwork for 3 years!**
 - Under the Internal Revenue Code, all 501(c)(3) organizations (Chapters) are required to keep most financial paperwork for a period of three (3) years.
 - Recharter paperwork, which contains financial and banking information along with IRS communication and verification of federal tax filing is kept in perpetuity by AAZK for the chapter.
- A few important things to keep track of:
 - Record check numbers of all written incoming and outgoing checks. Record what checks are written for.
 - All donations, including goods and services (See Regulations for accepting donations below).
 - Record petty cash amounts before and after all events/fundraisers
 - For consistency, it helps to keep a constant amount in a secured cash box. For example, \$300 is always kept in a cash box.

Track General Chapter funds ³

- General funds provide the resources necessary to sustain the Chapter's day-to-day activities and pays for any operating expenses.
- The Treasurer can create and regularly update a spreadsheet to track chapter funds. (See example spreadsheet below)
 - Remember to create space to track check numbers or the type of deposit or withdrawal.
 - Have space to track more details about what the deposit or withdrawal was for.
 - It is good to categorize the overall type of transaction – is this something that went toward a fundraiser, chapter expenses, professional development, etc.
 - Color coding categories also helps!
 - Create a space to note whether it was a deposit (income) or credit (expense).
 - There can be a column that records what the Chapter bank account is after the transaction
 - Larger Chapters may have several sheets/tabs in a spreadsheet document to track other financial details or individual fundraisers information.
 - Spreadsheet functions can be added into expense/income columns to allow for quick summation of each column

Example of Tracking Funds

	A	B	D	E	F	G	H
1	I	Check #	Recharter Category	Note	Deposit	Credit	Checking
42	5/18/2020		Fundraiser	medals for BFR		\$1,162.73	\$5,819.25
43	5/19/2020		Fundraiser	from Amazon Smile purchases	\$5.00		\$5,824.25
44	5/20/2020		Legal Fees	OPT 2017-2019 interest & fees		\$309.92	\$5,514.33
45	5/20/2020		Fundraiser	BFR participant registration	\$598.10		\$6,112.43
46	5/26/2020		Chapter Biz	Zoom Pro - monthly		\$16.23	\$6,096.20
47	5/26/2020	DEP	Dues	from Rhonda	\$15.00		\$6,111.20
48	5/26/2020	DEP	Donation	Fidelity Charitable	\$200.00		\$6,311.20
49	5/26/2020	DEP	Fundraiser	Eco-Cell payout	\$55.00		\$6,366.20
50	5/27/2020	ACH	Fundraiser	BFR payout	\$4,299.48		\$10,665.68
51	5/27/2020		Other	King Soopers gift cards to DA members		\$450.00	\$10,215.68
52	5/27/2020		Other	King Soopers gift cards to BP members		\$350.00	\$9,865.68
53	5/29/2020		Other	King Soopers gift cards to DZ members		\$100.00	\$9,765.68
54	5/31/2020	INT	Interest	Money Market Account	\$5.97		\$9,765.68
55	6/2/2020	1176	Fundraiser	BFR registration reimbursement (cash)		\$25.00	\$9,765.68
56	6/24/2020	DEP	Fundraiser	BFR payout	\$145.52		\$9,911.20
57	6/27/2020		Chapter Biz	Zoom Pro - monthly		\$16.23	\$9,894.97
58	6/30/2020	INT	Interest	Money Market Account	\$4.12		\$9,894.97
59	7/8/2020		Fundraiser	Comedy Night auction		\$120.00	\$9,774.97
50	7/9/2020	ACH	Fundraiser	Comedy Night ticket donation (\$2.63 fees)	\$67.37		\$9,842.34

Track Event/Fundraiser Funds ³

- Events or fundraisers are a popular source of income for chapters.
- Identify what funds from an event will be used for
 - Be specific
 - Example: Prusten Project; to purchase an additional sound monitor, Professional Development grants for local chapter members, or toward general chapter funds.
 - Be thorough; involve all chapter members in the process, incorporate members through emails if you can't do it during meetings.
 - When donating funds to another organization, it must be a 501c3 non-profit. Make sure you can access the organization's EIN number. You will need this number later for your chapter's recharter or taxes
- Create a spreadsheet, label it with fundraiser name and year. (See example fundraiser spreadsheet below).
 - Create columns for event expenses.
 - Ex/ Marketing material cost, venue costs, food costs.
 - Create a column for event Income
 - Ex/ this includes donations, profits from silent auction items and raffles.
 - Tracking how much money is made on each item or event will allow tracking popular items from year to year.
 - Create a column for event Donations
 - Ex/ event space, silent auction items, raffle items, etc.

Example of Fundraiser Event Spreadsheet

The screenshot shows a Google Sheets spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Date	Expenses	Amount	Income	Amount	Donation	Value	Donated From
2	4/30/2021	Event Fee to National	25			Lakefront Brewery Custom Bike	\$700.00	Lakefront Brewery
3	6/2/2021			Merch Sales Cash/Venmo	225	Rhino Behind the Scenes Tour	\$250.00	Henry Vilas Zoo
4				Total Merch Sales	462.13			
5				Raffle Tickets	190			
6				Donations - Cash	48			
7				Square Deposit Card Sales	237.13			
8				Total Cash Drop	463			
9								
10	6/4/2021	Square Fees	\$7.87	Check from BG	1872			
11	6/9/2021			TOTAL BFR INCOME	2585.13			
12		TOTAL BFR EXPENSES	32.87					
13								
14								
15								
16								
17								
18								

The spreadsheet interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help), a toolbar with various icons, and a bottom navigation bar with tabs for 'Incoming', 'Outgoing', 'Merch Sales', 'F-Calendars', 'F - BFR', and 'F - DFC #2'. The status bar at the bottom indicates 'Explore'.

Chapter Merchandise

- Selling Chapter merchandise can be a great way to raise funds for your chapter.
 - There are several different avenues for selling chapter merchandise
 - In-person events/fundraisers
 - Chapter website
 - Online shops such as Square, Etsy or similar.
 - Both will ask for verification of non-profit status.
 - These sites possibly would get more traction.
 - Here are some tips to remember when selling chapter merchandise:
 - Remember to work with your host facility when it comes to selling artwork created by animals at the facility.
 - Incorporate service fees, tax and shipping into the price of items.
 - Use Eco-friendly shipping materials.
 - Make sure you have accurate pictures and descriptions of the items for sale.
 - Provide tracking information for customers.
 - Use dedicated Chapter members to fulfill orders.
 - Quick responses to questions and good packaging helps keep shop ratings up which then attracts more people to the shop.
 - Don't forget to promote your shop - use social media to help promote!
-

Protecting Chapter Assets¹

- Officers assume responsibility for the Chapter's assets when they are elected. There are several ways that officers can work to protect their Chapter's money or property.
 - Insure that two Chapter Officers' signatures are present and required on all chapter accounts
 - Typically the President and Treasurer
 - Remember, if a treasurer is leaving a Chapter/Facility, before they leave they need to go to the bank with the new treasurer for a name change before a banking official.
 - Create a policy on Chapter approval of purchases
 - Immediately deposit funds in secure Chapter bank account
 - Protect petty cash by securing funds in a locked cash box, in a secure locked location
 - Secure any merchandise or inventory in a locked and secure area
 - Report theft of cash or property in amount of \$100.00 or greater to AAZK Administrative Offices immediately upon discovery
 - Many of these policies can be included in your local Chapter bylaws to help protect assets.
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Miscellaneous Questions

Can an AAZK Chapter change their name?

- **Yes** - but it's complicated.
 - The process can take up to two (2) years and involves the IRS and your banking establishments.
 - Contact the AAZK office directly for detailed information about this process.

Can a Chapter purchase a tangible asset?

- **Yes.** Purchase of a computer or tablet for the purpose of assisting with Chapter management is acceptable provided the purchase is approved by the Chapter membership. Chapters may also purchase other goods such as a storage facility, if approved by both the facility on which the storage unit is to be placed and by the Chapter membership. Chapters are expressly prohibited from the purchase of titled property (vehicle) or real estate. Upon dissolution of the chapter all chapter property becomes the property of AAZK to determine final divestment.

What happens to Chapter funds if the Chapter dissolves?

- Per AAZK Bylaws, all funds on deposit in every Chapter banking account revert to AAZK. This is frequently not palatable to a dissolving AAZK Chapter membership.
- ***Please note:*** *Purging accounts to other non-profits or charities is discouraged by AAZK as this can be considered financial malfeasance. AAZK seeks to negotiate the distribution of any funds held on account by the chapter in partnership that ensures legal compliance with an understanding of a chapter's wishes balanced against the financial health of the Association.*

Resource Sources

1. AAZK Operations Manual
2. AAZK website: www.aazk.org
3. Rocky Mountain AAZK
4. Pittsburgh AAZK Chapter
5. St. Louis AAZK Chapter
6. Greater Orlando AAZK Chapter

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