



**District Treasurers Meeting
July 23, 2018 – 8:00 AM
New Mexico Activities Association Conference Room**

Minutes

Present: Pat Gaskill, Southwest District; Dustin Seifert, Southeast District; Northwest District, Jennifer Lasley & Marletta Newman; and Miguel Jaramillo, Central District; Don Gerheart, Executive Director NMMEA and Neil Swapp, Incoming Executive Director.

Absent due to scheduling conflicts: Sharla Stern, North Central District and Caitlyn Camacho, Albuquerque District.

1. Call to Order
Don Gerheart, NMMEA Executive Director called the meeting to order at 8:04 AM.
2. Purpose of this meeting is:
 - a. To express the importance of accurate record keeping of all financial matters of the district.
 - b. Provide help to make the treasurer's job easier and less stressful.
 - c. Explain fiduciary responsibilities.
 - d. Answer questions about the district treasurer position.
3. The IRS Reporting Spreadsheet as reviewed and discussed.
 - a. Why? – Required by law.
 - b. Clarify Line Items – Line items were clarified.
 - c. Are any line items missing at the District Level – Email Don Gerheart if anything needs to be added or if you don't know where to put a certain amount of money.
 - d. Spreadsheet is to be completed and submitted to the NMMEA Executive Director no later than August 20th.
4. Discussion Topics - All
 - a. It is recommended that each district conduct an audit of the financial records as soon as the fiscal year ends on July 31st. A three-person audition committee consisting of the Treasurer, District President, and a Member at Large should audit the financial records. A sample form was included in the packet.
 - b. Provide list of officers that are paid \$600 or more. This includes name, home address, amount paid, and Social Security info. More specific info to follow.
 - c. You will also need the same information for any adjudicators who judge in your district. Neil Swapp will develop a spreadsheet for you to use for this purpose. It is suggested that the judging contract contain a section at the end for the adjudicator to enter their full name, home address, city, state, zip, their social security number, and the amount paid. A 1099 form may also be required. This information for the calendar year must be submitted to the Executive Director by December 31st of each year. Be careful that these contracts are kept in a very safe place because of the information they contain.
 - d. Adjudicator honoraria are listed in the district questionnaire that is update each July.

- e. Present a fairly detailed report to the membership at the August District Meeting for the previous fiscal year. This should include the income and expenses for each district event and the bottom line outcome (money made or lost) for each event at the very least.
 - f. A more detailed report should be done for each event including the various line item income and expenses and be retained in a file (hardcopy or electronic)
 - g. Most financial records must be kept permanently. General ledgers, End of Year Reports, Audit Reports, etc. Bank statements are to be retained for 7 years.
 - h. As much as possible try to make purchases (trophies, plaques, metals, etc.) in New Mexico. Dustin Seifert suggested that we should pool our resources and order medals for all districts in bulk to get the best price possible.
 - i. It is recommended that district treasurers be paid an honoraria due to the magnitude and importance of this position. This is the most critical position at the district level.
 - j. Handling PO's
 - Mr. Gerheart reviewed the PO process and offered some suggestions to get them paid.
 - 1. Are PO's or checks for fees due prior to the start of your event?
 - 2. When to invoice
 - 3. Follow up on unpaid fees
 - 4. Who do you contact?
 - k. Be sure to check with your bank to see who is on the most recent signature cards. If they haven't been changed in a while you may want to prepare new ones. Should something happen to you these are the members that have signature authority to access the bank account.
 - 1. Since there was a change to the treasurer's position in District 1 all of the financial records need to be retrieved from the outgoing treasurer.
4. Questions - Time was allotted for questions that may not have been answered during the meeting.
5. Information to Share – If you have information to share or tips on how to make the treasurer's job easier please be free to share with the other treasurers at any time.
6. Adjournment
The meeting was adjourned at approximately 11:00 AM

Respectfully submitted,



Don Gerheart, Executive Director, NMMEA