

COUNTY FINANCIAL RECORDS

County Farm Bureau

Treasurer _____

Address _____

City _____ **State** _____ **Zip** _____

Year

 **Pennsylvania Farm Bureau**
P.O. Box 8736, Camp Hill, PA 17001-8736

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POSITION DESCRIPTION

PENNSYLVANIA FARM BUREAU
COUNTY TREASURER

FUNCTION:

The primary function of county treasurer is to manage the finances of the county Farm Bureau.

RESPONSIBILITIES:

- Annually provide a complete report of all financial transactions for audit
- Provide leadership in preparing the annual budget and program plan
- Ensure that all financial records are kept up to date and accurate
- Submit monthly treasurer's report to be placed on file
- Act as official custodian of the organization's funds
- Disburse all funds as directed by official action
- Fulfill other duties that may be assigned by the president or board of directors
- Carry out duties promptly and reliably
- Be willing to participate in training programs and continue to learn on the job

BASIC REQUIREMENTS:

- Member of Farm Bureau
- Good attention to detail
- Good with numbers
- Understands Farm Bureau structure and how it functions
- Willing to become bonded for self protection as well as the organization's protection

TRAINING:

Specific training will be offered to county treasurers every year. In addition, treasurers are encouraged to take advantage of other training offered through PFB, including the Leadership Development Units.

RESOURCES:

- County President
- Regional Organization Director
- MSC Business Services Project Director

*The county treasurer is responsible to the Board of Directors.
The term of office is generally one year unless otherwise specified in the county by-laws.*

COUNTY FARM BUREAU TREASURER

As treasurer, you have accepted responsibility for maintaining sound records; you should be bonded for your own protection, as well as the organization's protection.

The Treasurer:

1. Works closely with the county president and the Board of Directors in the discharge of duties.
2. Should keep adequate records, entering all income and expenditures under the proper budget item.
3. Reports on the organization's financial condition to the county board at each meeting and to the membership at least annually.
4. Lends leadership to the preparation of the annual budget.
5. Provides the Audit Committee with appropriate records, such as: canceled checks, bank statements, record book, receipts, deposit slips, and other pertinent items as requested.
6. Has an annual summary of the organization's financial records and receipts prepared. This summary is done by the MSC Business Services Project Director.

BUDGET

Good financial management ensures that the County Farm Bureau will remain solvent and have what it needs. A good organization should neither run on the brink of insolvency nor accumulate surpluses. It should neither spend more than it earns nor earn more than it spends. As much harm can be done with one extreme as with the other.

Therefore, organization finances must be budgeted. A budget is a plan for receiving and spending money. A County Farm Bureau budget is made up a year at a time for the year covered by the organization's bylaws, which is October 1 through September 30. In developing the budget, expenses for the year must be estimated, and a plan devised for meeting expenses.

HOW TO USE THE FORMS

This handbook contains the necessary forms for keeping a year's financial records for your county. The treasurer who makes use of them will find the job considerably easier. There is a County Budget Form on which to record your proposed budget for the entire year. We recommend that you maintain a continuous record of all income and expenditures, noting details for those transactions on the Income and Expenditures Record Sheets. The dollar amount should then be transferred to the Monthly Allocation Columns apportioning costs to the proper category. At the end of the month, you will transfer the totals to the Statement of Monthly Receipts and Expenditures form. Proper use of these forms will provide you with an accurate, updated record of the organization's financial condition. At the end of your budget year, these records will be invaluable in your audit process and serve as an aid in planning the next year's budget.

Even though your County Farm Bureau has been granted a tax-exempt status by IRS, certain income received by the Farm Bureau may be from a business enterprise not related to the exempt

purpose. The following list will serve as a guide to determine into which column various income and expenses will be entered.

Related Income:

Dues	Meetings
Dividends & Interest	Contributions, i.e. Building Fund
PFB Membership Awards	Bonus Bucks
Occasional Fundraiser	

Unrelated Income:

Safemark Sales (i.e. Twine)	Members' Service Incentives
Advertising Income	Income from ongoing Business Ventures

Related Expenses:

Contract Services to carry out Farm Bureau Business - Secretary, Treasurer
Women's Committee
Telephone
Newsletters to Members, postage & printing
Farm Bureau Related Meetings
Equipment Purchased
Contributions
Membership Supplies
Gate Signs
Rental Property Expenses

Unrelated Expenses:

Expenses Related to ongoing Business Ventures

To fill out the form follow these steps:

1. Enter the date in column 1
2. For Disbursements, Enter Check # in column 2
3. Source of income and expenditures in column 3
4. The amount in columns 4 or 5

The details of income and expenditures in column 3 should be backed up with a file of itemized bills, receipts or vouchers. Determine the balance after each entry so that you will know the Farm Bureau's financial standing at all times. The entry is made in column 6.

CORPORATE RECORDS AND RESPONSIBILITIES

Treasurers -

- Have custody of, and responsibility for, all funds and securities of the Farm Bureau
- Submit monthly report to County Board
- Reconcile books with bank
- Submit Annual Financial Statement to County Board for the annual meeting (Re: By-Laws)
- Handle money in your control as income (IRS)
- Must report same fiscal year as PFB (October 1 to September 30)
- Required to become bonded

Audits -

- Treasurer provides information to audit committee
- County Audit Committee reports to president
- Checkbook - only one for control of all expenditures and accounting
- Processor can make deposits to same account. (Suggest written policy)
- Pre-approval of bills - all line items are included as part of the approved budget for fiscal year
- MSCBS Project Director summarizes the books and prepares financial statement

POSITION DESCRIPTION
PENNSYLVANIA FARM BUREAU
COUNTY AUDITING COMMITTEE

PURPOSE:

The purpose of the auditing committee is to confirm the accuracy and validity of records and reports, including the finances, of the County Farm Bureau.

RESPONSIBILITIES:

FINANCIAL:

- Verify the checking account with the bank statements and record book through September 30
- Review all checks and cash expenditures and verify them with receipts
- Review all deposits and receipts
- Verify dues paid with money received
- Ensure that receipts are reported under proper headings of *related* or *unrelated* income
- Check debentures, stock certificates and Certificates of Deposit
- Ensure that all expenditures not budgeted for were approved by the Board in the minutes

ORGANIZATIONAL:

- Verify that county programs conform to the purpose of Farm Bureau
- Check whether bylaws and agreements are up to date
- Ensure that board minutes are signed
- Check to see that county board attendance is in accordance with bylaws

ACTIVITY PERIOD:

The committee should function shortly after September 30, the close of the fiscal year

REQUIREMENTS OF COMMITTEE MEMBERS:

- Farm Bureau voting member
- Respected individual in organization
- Knowledgeable about Farm Bureau and finances
- County board members, including the treasurer, should NOT be appointed to the committee

RESOURCES:

- County President
- Regional Organization Director
- MSC Business Services Project Director

*The Auditing Committee is responsible to the county board of directors and should report to the president.
The committee should consist of two or three members*

**SCHEDULE OF SUGGESTED RETENTION PERIODS FOR
COMMON TYPES OF BUSINESS RECORDS**

2 To 3 Years

Acknowledgements
Bank Statements
Bond Paid Interest Coupon
Correspondence, General
Payroll Checks, Voided

3 To 4 Years

Deposit Slips
Insurance Policies, Expired
(all types)
Proxies
Purchase Orders
Requisitions

4 To 5 Years

Bills of Lading
Employees' Tax Withholding Statements
Express Receipts

5 To 6 Years

Equipment Inventory Records
Insurance, Fire Inspection Reports
Monthly Trial Balances

6 To 7 Years

Bond Registers
Bonds, Cancelled
Contracts and Agreements
(Expired)
Expense Reports
Insurance, Group Disability
Payroll, General
Payroll, Part Time
Payroll, Temporary

7 To 8 Years

Checks, Payroll
Employees' Earnings Record

8 To 9 Years

Accident Reports 9 (after settlement)
Agreements, Leases (after expiration)
Checks, Dividend
Checks, General
Checks, Petty Cash
Vouchers, Cash
Vouchers Register

9 To 10 Years

Vouchers, A-Z Copy
Voucher Register

10 Years

Insurance Claims (after settlement)

17 Years

Agreements, Licenses

PERMANENT

Federal Income Tax Returns
Ledgers and Journals, Cash
Ledgers and Journals, General
Ledgers and Journals, Payroll
Ledgers and Journals, Stock
Minutes, Executive
Property Papers
Reports, Annual
Reports, Audit
Stock Certificates
Stock Transfer
Taxes, Federal
Taxes, Property
Taxes, Sales and Use
Taxes, State

DETAILED BUDGET FORM

The next two pages are a detailed budget that you may use “in addition to” the other forms. This form will really help you track the funds that were budgeted for each committee/event/purpose. It will help you plan better and be a record of the budget that was approved for each function and where you are year to date with those activities.

Suggestions for use:

1. Record the budget year for which you are preparing a budget at the top.
2. You may want to put the years at “last year” and “current year” columns to keep it straight.
3. The first three lines are for your reference and don=t get added into the column totals for income and expenses.
4. In the “last year actual” column, list the figures, if you know them. For the first year, you may have to approximate them but, for future years, you should have accurate numbers. You can skip items that you don’t have (or just put 0 in the column) and write in additional items (under “other county events”) that you may have which aren’t listed.
5. In the “this year proposed” column, record the budgeted amount that you approved for each committee/event for the coming budget year.
6. Then make 12 copies of these two sheets.
7. Under “month of”, write October, November, December... on each set of this form.
8. At the end of each month, record the actual income and expenses for each function under this column. Then total income and expenses and subtract to determine your monthly profit or (loss).
9. Under the year to date column, you can record what has been earned/spent for each function to date.
10. **Next year, when you begin your budgeting process, this will make it so much easier for you to closely project what you will need to budget for everything.** Using these forms, you will probably not forget to budget for any major expense and will be more able to evaluate the value vs. cost of each program. You can modify this form, if needed, for your different programs or to reflect the remainder that is left under each budget category.

IT IS A LITTLE EXTRA WORK BUT YOU’LL LIKE KNOWING WHERE YOUR MONEY’S GOING AND WILL BE ABLE TO MAKE MORE INFORMED DECISIONS ON WHAT YOU NEED TO BUDGET FOR THE FUTURE!

The last set of forms are to record incoming receipts, outgoing checks, and monthly balanced budgets for auditing purposes.