Serra Club Treasurer Training
Support Documents

Serra Club Treasurer Training 2023

Importance of the Treasurer
"Go To" Person for Facts

- Membership roster and count
- Members who quit and why
- Funds available for new projects/requests
- Financial history of past events
- Club Archivist

Treasurer: Primary Responsibilities

1. Financial
   - Transactions
   - Reporting
   - Planning/budgeting/guidance
   - Records retention
2. Annual tax filing for non-profit status
3. Serra Portal maintenance
   - Membership list and info
   - Current Officers
Treasurer Financial Functions: 
Transactions

- Collect member dues: Issue dues statements/invoices (usually 2x/yr)
- Pay approved club expenses
  - Including US and SI dues 2x/yr (due Jan. 15 & July 15) and region fees if any
- Receive and timely deposit payments and donations to the club
- Reconcile bank accounts/balance checkbook monthly
- Manage & report on club savings/investment accounts
- Manage banking relationship
  - Banking relationship approved annually by board
  - Assure there is always more than one authorized signer
  - Keep board apprised of banking fees/charges/interest

Serra Treasurer Training 2023

Serra Intl & US Serra
Current Semi-annual Dues
Effective January 1, 2024

Full Member: $50.00
(includes Serra Intl dues of $25.50 & US Serra dues of $24.50)

Spouse & Under 35: $25.00
(includes Serra Intl dues of $12.75 & US Serra dues of $12.25)

-- Serra Intl issues invoices to clubs in June and Dec.
-- Payment to Serra Intl is due July 15 and Jan. 15

Serra Treasurer Training 2023

Treasurer Financial Functions: 
Reporting
(at each board meeting)

- Report on income and disbursements since last report
- Report on financial outcome of club special events since last report
- Provide bank reconciliation (Examples pgs 2A, 1B following)
  - Provide exact copy of most recent bank statement showing balance to the board
- Report on any donations received
  - Issue tax letter for any donation $150 or over to donor
  - "No goods or services were provided to the donor in return for this gift" (see example letter page 2C)
SERRA CLUB OF DES MOINES
Financial Report

September 1, 2020, to December 31, 2020

Checkbook Balance, as of 9/30/2020: $13,505.30

Receipts

Dues $3,175.00
Initiation fees
Priest's Appreciation Event $4,610.00
Bishop's Bake $7,140.00
bishop's pan $300.00

Total Receipts $14,425.00

Disbursements

Supplies, postage, printing & web site $27,45
Program expense
Per-capita payment to USA Council $7,000.00
Serra Club - Dues Refund $5,543.17
Serra, Regional Dues $5,600.00
Priest's Appreciation Event $3,328.33
Bishop's Bake $3,000.03
Shriner's Birthday $950.00

Total Disbursements $18,362.55

Checkbook Balance, as of 12/31/2020: $16,247.81

Joan Newman
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**PETTY CASH**

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J. Errera 12/31/20
December 8, 2020

Dear [Name],

Thank you for your generous contribution of $600.00 to the Serra Club of Des Moines, for the 2020 Bishop’s Burse.

As a 501©3 organization, all contributions are tax-deductible. To comply with IRS regulations, please retain this as your verification of the above contribution. The Serra Club of Des Moines did not provide you with any goods or services in whole or in part for this contribution.

Sincerely,

[Signature]

William R. Cook, Treasurer
Serra Club of Des Moines
Serra Club Treasurer Training
Support Documents

Treasurer Financial Functions:
Planning/ Budgeting/Guidance

- Budgeting:
  - Many Clubs do NOT do annual budgeting but use the prior year as a de facto budget
  - Clubs that do annual budgeting rely on Treasurer
- Treasurer often assists in financial planning for special events, e.g.:
  - Clergy appreciation meal events (pricing)
  - Regional conventions if any

Treasurer Financial Functions:
Records Retention

- Five Years record retention recommended
  - FYE income & disbursements report
  - Bank records
  - Membership records
  - Tax Filings
- Longer record retention for club special events like regional conventions if any (often held every 7 or 8 years)

Treasurer Financial Functions:
Tools
"Keep it Simple"

- Checkbook register
  - Simple handwritten income & expense statement
  - Most recent bank statement for current funds balance
- Excel/ Quicken/ Quickbooks/ other
- Proprietary accounting software
  - NOT recommended due to difficulty transferring to next Treasurer
Treasurer Financial Functions:
Tips

- Encourage members to pay annually (saves you & them work) and say what dues have helped accomplish in invoice (pg 4A)
- Include request for special donations on membership invoices, e.g.:️
  - Birthday cards/gifts to seminarians
  - Help with dues for those who cannot afford
- Encourage club invitations to special events to include donations option to cover clergy meal costs (especially if member cannot afford) (Sample pg 6b)
- Annually encourage members to consider a bequest in estate plan or will towards your Serra Club
- Keep a “Key Info” back up Notebook: bank account numbers, passwords, IRS and state websites used in case of need

Serra Treasurer Training 2023

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Treasurer Functions:
Annual Tax Filing for Non-Profit Status

Why maintaining non-profit status is important:
1. Allows donors to write off contributions as charitable contributions
2. Prevents club or members from having to pay tax on excess of income over expense (if not tax exempt, it is taxable & club members could be required to include on their personal returns)
3. If using 501(c) group exemption (most clubs do), protects 501(c) non-profit exemption

Serra Treasurer Training 2023

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Treasurer Functions:
Maintaining Non-Profit Status

1. Annually file the correct IRS Form 990
2. Filing must be by 15th day of 5th month following Fiscal Year End (FYE)
   --Most clubs have a May 31 tax year end, thus the correct 990 must be filed by Oct. 15
3. Late filing penalties
   --Expect IRS to begin again to charge $25/day.
   --Tough to attain waiver—ignorance will not be an excuse

Serra Treasurer Training 2023
Sample Invoice to Club Members

Please consider this your invoice for semi-annual dues for the period January 1, 2021 through June 30, 2021. The semi-annual dues remain at $60.00 for regular members and $30.00 for spouse members. If you want to pay for an entire year, annual dues for regular members are $120.00 and spouse members are $60.00.

Thank you for your voluntary contributions to our Seminarian Birthday Fund. Because of your generous giving, we increased the Birthday Gift to $50.00 starting January 1, 2017. We have received many grateful responses from the Seminarians. Please continue your voluntary contributions to the Seminarian Birthday Fund when you remit your dues.

Please make your check payable to the Serra Club of Des Moines, and mail it to the following address:

Mr. William R. Cook
Serra Club of Des Moines
1133 7th Street
West Des Moines, Iowa 50263

2020 Hi-Lites

*Sister’s Appreciation Event—Received many positive comments on the May Baskets delivered to the Sister’s on May 1, in place of the annual dinner.

*Seminarian Luncheon—While we were not able to join the seminarians for lunch in August, we picked up the cost of the luncheon.

*Priest Appreciation Event—$25.00 gift cards to Hy-Vee were presented to all Priest’s in the Diocese since we were unable to get together for our annual dinner.

*$8,000.00 was presented to the Bishop in connection with annual Bishop’s Burse. Same amount as last year.

*Added 20 new members between July 1, 2019 and June 30, 2020. We are the 3rd largest Club in the United States.

*Good attendance at Zoom meetings held during 2020.

*Leadership roles in Serra USA being held by Des Moines Club Serrans. Mike Downey is currently Vice-President of Serra USA, and will become President July 1, 2021. Bill Elm is in his third year serving as District Governor, working with all the Club’s (6) in Iowa. Bill Cook is in his second year serving as Regional Treasurer for Central Region.

Thank you for all the financial support and time you devote to the mission of the Saint Serra Club of Des Moines and Serra International.
Priests Appreciation Picnic

Monday Sept. 23, 2019 4:00-7:30 pm

Walnut Woods State Park Lodge
(West Des Moines IA)

All Serrans In our Club are invited join our Priests of the Des Moines Diocese for an early evening cookout/picnic. This is an opportunity for us to say "thank you" for being a priest and to show our appreciation for all they do for us. This is an especially important time to reaffirm our support for our priests in the Church.

Pork, chicken and beef prepared by Mike and Mary Mahoney will be the main courses served along with various other foods. Wine, beer, lemonade, water and soft drinks will be available. Appetizers will precede the dinner.

Cost for the event for Serrans is $20 per person. Since all the priests will be attending as our guests and not paying, please also consider an additional donation if possible to help pay for their meals. Please respond by mailing in the attached form below with your check in the enclosed self-addressed envelope. It will really help with food planning if you can let us know by no later than Wed., Sept. 18.

Directions: Walnut Woods State Park, 3155 SE Walnut Woods Dr., West Des Moines, IA 50265 is in the southwest corner of West Des Moines. The easiest way to access it is to get on IA Highway 5 (the By-Pass) south of Des Moines and take Exit 102 onto S. 38th Street. Head north half a mile and turn left/west onto SE Army Post Rd. Travel 0.6 miles then turn right/north onto SE 42nd St. Follow this road for about 1.7 miles (it curves around back to the east). The park entrance will be on your left/north. The Lodge is the first building after entering the park.

Questions? Please call Mike Downey at 515-321-3976.

Retain this upper portion for date, time, place and directions

Return this portion in the enclosed self-addressed envelope

Priests Appreciation Picnic, Monday, Sept 23, 2019 4:00-7:30 pm Walnut Woods State Park Lodge

Serran Name: __________

___ I will be attending to show my appreciation to the priests of our diocese!
___ Spouse or guest attending with me: ____________

Total number attending: ______ x $20 per person:  $ ________
Additional donation to help cover cost of priests' meals:  $ ________
Total amount of check:  $ ________

___ I am unable to attend but have enclosed a donation in the amt of  $ ________

Make Checks payable to the Serra Club of Des Moines __________ Return by no later than Wednesday, Sept. 18
Serra Club Treasurer Training
Support Documents

IRS 990 UPDATE
Bob Campney Email:

- Don't forget to file Form 990 & don't be late!
- For 61 Clubs who have been reinstated & then in March 2022 were errantly changed by IRS – all but two are now corrected.
- New IRS 990N filing "authentication process"
- There are sites wanting you to let them file your 990N for a fee. You DO NOT need them

IRS 990 UPDATE

- REINSTATEMENT of Non-Profit Status
  - 65 Clubs filed—65 reinstated;
  - 17 yet to pursue
- RECLASSIFICATION: mostly successful
  - IRS records now allow 990N w/ <$50K Revenue
  - Few exceptions being worked

990N Filing Guidance

- 990 Filing General Rule: a club can file 990N, if annual revenue is under $50K, IF subclassification is 509(a)(2)
- Bob Campney’s 4-page Guidance (pgs 5A-5D)
- If questions, contact Bob Campney campneybob@cox.net, 402-639-4849
US COUNCIL OF SERRA INTERNATIONAL
Guidance for Serrans – Filing 990-N (on-line postcard)

OPTION 1
a) Go to Internet Site – irs.gov
b) Click on “Charities & Non-profits” (blue section – upper right corner)
c) Look for “Annual Filing & Forms” boxed area in upper middle of page – Click on Finding Filing Forms

d) Look for bullet points mid page - Click on Annual electronic notice (e-Postcard) for small exempt organizations

e) Scroll down page - Click on Submit Form 990N (e-Postcard)
f) Either:
   a. Log In (if you have an account) or
   b. Sign Up (if 1st time user – Initial Set Up follows)

OPTION 2 – Alternative access – paste the following site to your browser:

INITIAL SET UP – 1st Time User

For the initial filing you will need to set up a Username and Password for your use for your club (when you eventually pass this filing responsibility to someone else, they will need to create their own Username and Password). Thereafter, annually, simply sign in and repeat the process. TIP – jot down & KEEP your user name, password, sight phrase & site image, that you chose when you set yourself up.

FYI- completing the e-Postcard requires the eight items listed below (for reinstated clubs - the best source for this information is the Determination letter). This information must be correct.

a) Employer identification number (EIN) – this must agree to your reinstatement Determination Letter
b) Accounting period ending – see the Determination Letter
c) Legal name with the IRS – this is your club name (Not Serra International). TIP – “Serra International” may be the “default” name – you may not be able to change it. If so, proceed & enter your club name in “dba” section.
d) Mailing address – this is where IRS mail will be directed to. Options:
   a) Use your club’s semi-permanent address if you have one.
   b) Your personal address – this is totally fine. IRS mail will come to you for periods you file the return.
   c) Serra’s Chicago office [333 West Wacker Drive, Suite 500, Chicago, IL 60606-1226. Clearly we have learned that all IRS mail does not reach the Serra Chicago office.
   d) Suggestion – use your own address, as the filer. When you hand this filing responsibility to someone else in the club, they will have to set up a new account with their address. TIP – you may need to spell out “Street” & “Court” vs St or Ct.

e) Any other names the organization uses, such as a dba (doing business as), if any
f) Name and address of a principal officer (use yourself – you are the filer – with your password)
g) Web site address – include if you wish
h) Confirmation that the organization’s annual gross receipts are “normally $50,000 or less”

If applicable, a statement that the organization has terminated or is terminating (going out of business)
WRAP UP
   a) Once successfully filed, the “Status” will likely show as “Pending”. You are NOT YET FILED! The site states it will update the Status in 7 minutes. If it does not, wait a few hours or the next day and re-enter the site - to “manage the filing”, click on the “Get Updated Status” in the Action column. The Status should change to “Accepted”.
   b) Once the filling is “Accepted”, it is complete. I suggest you both print and save the “Accepted” status page to your computer. See related guidance below.
   c) Feel free to email treasurer@serrainternational.org with any questions or problems.

TO PRINT & SAVE THE FILING – as with most systems, there are multiple ways to print & save the “proof of filing”. This option provides a filing “Confirmation”.
   a) Re-enter the site (if necessary) – enter User Name & Password
   b) Screen heading – “Online Security Information”  
      i. Click on ➔ Continue
   c) Screen heading – “Manage Form 990N Submission”  
      i. Click on ➔ Manage Form 990N Submission
   d) Next screen – view the list of your club’s submissions – specifically your club’s most recent submission:
      i. If Status is “pending”, click on “update status” (right side). It should update to “accepted”. If not, there is a problem – contact treasurer@serrainternational.org
      ii. If “accepted”, under the column heading “Submission ID”,  
           1. Click on ➔ your specific ID# xoxoxxxxxxxxxx
   e) Screen heading – “Confirmation”. This is your confirmation of a successful filing.
      i. Right click to:
         1. Print
         2. Save to your computer files

Note:
   a) This site can change
   b) The above guide is for MS Windows users. Apple users may experience something differently.
FROM THE IRS SITE - INSTRUCTIONS - Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Who May File Form 990-N to Satisfy Their Annual Reporting Requirement?

In general, exempt organizations have an annual reporting requirement although there are exceptions.

Most small tax-exempt organizations that have an annual reporting requirement can satisfy the requirements by submitting Form 990-N, Electronic Notice (e-Postcard.) Form 990-N is submitted electronically, there are no paper forms.

An organization eligible to submit Form 990-N can instead choose to file Form 990 or Form 990-EZ to satisfy its annual reporting requirement.

Small tax-exempt organizations generally are eligible to file Form 990-N to satisfy their annual reporting requirement, if their annual gross receipts are normally $50,000 or less.

- Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

- Gross receipts are considered to be normally $50,000 or less if the organization:
  o Has been in existence for 1 year or less and received, or donors have pledged to give, $75,000 or less during its first taxable year;
  o Has been in existence between 1 and 3 years and averaged $60,000 or less in gross receipts during each of its first two tax years; and
  o Is at least 3 years old and averaged $50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

However, some organizations aren't eligible to use Form 990-N (e-Postcard) even if their gross receipts are normally $50,000 or less. These organizations must file different forms instead to satisfy their annual reporting requirement.

Note: a subordinate organization in a group exemption that is included in a group return filed by its central organization does not file Form 990-N because the group return satisfies its annual reporting requirement.

Submitting Form 990-N (e-Postcard)

Are you eligible to submit Form 990-N (e-Postcard)?

1. Register for your account
2. Review the submission guidance
3. Gather the information needed
4. Submit Form 990-N (e-Postcard)

How to Register and Submit Form 990-N (SERRANS – this User Guide walks you through the screens you will follow)

Review the IRS Form 990-N Electronic Filing System (e-Postcard) User Guide PDF for step by step instructions on how to register and submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.
All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.

Ready to File?

Form 990-N is easy to complete. You’ll need only eight items of basic information about your organization.

- **Employer Identification number** (EIN), also known as a Taxpayer Identification Number (TIN).
- **Tax year** (calendar or fiscal filer)
- **Legal name and mailing address**
  - These 3 important pieces are in your Determination Letter &/or past filings. Your legal name is your club name, not Serra International.
  - Concerning mailing address - you have an option — either the Chicago Serra office [333 West Wacker Drive, Suite 500, Chicago, IL 60606-1226], or your club’s semi-permanent address if you have one. (Note — on the reinstatement filing we used the Chicago office).
- **Any other names the organization uses** — could be your dba (doing business as)
- **Name and address of a principal officer** — use yourself - you are the filer
- **Website address if the organization has one**
- **Confirmation that the organization's annual gross receipts are $50,000 or less**
- **If applicable, a statement that the organization has terminated or is terminating (going out of business)**

For more information about these items, see Form 990-N: Information Reported.

Filing Due Date

Form 990-N is due **every year by the 15th day of the 5th month** after the close of your tax year. **You cannot file the e-Postcard until after your tax year ends.**

**Example:** If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or a legal holiday, the due date is the next business day.

Late Submissions

If we don’t receive your submission by the due date, a reminder will be sent to the address on file. Organizations should submit the required form, even if they are late. There is not penalty for late submissions.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will **automatically lose their tax-exempt status**. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.

Search for Form 990-N Filings

To search for organizations that have filed Form 990-N and to view their filings, see **Tax-Exempt Organization Search**. You can also download the entire database of Form 990-N filings.

Problems Filing

If you experience filing system or website problems, see **How to File: Frequently Asked Questions**. If you can't fix the problem, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
Treasurer's Functions: Losing Non-Profit Status

- A Club which fails to file the correct IRS Form 990 for three consecutive years automatically loses its non-profit status.
- Reinstatement of non-profit status requires filing of IRS Form 1023 and payment of $275 fee.

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Availability of State Sales Tax Exemption

- Using sales tax exemption can save clubs 7% on major purchases.
- Clubs can apply for a sales tax exemption number in the state in which they operate.
  - Rules vary State to State.
- Creative Ideas:
  - Dr. Anne Root's club in Lafayette IN with permission of their diocese uses the diocesan sales tax exemption number.

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"Association" vs "Corporation"

- Not tax related but important.
- Recommended: Clubs form as "association" rather than "corporation" unless required by state law (e.g., Ohio, NY, FL require filing as corporation).
- If a Corporation, there is usually an annual or biennial requirement to file a report with state’s secretary of state along with minimal fee.
  - Failure to file will affect club's "in good standing" status under state law.
  - Info required is pretty basic: address, list of officers.
  - Easy to overlook with turnover in all-volunteer organizations.
Liability Insurance for Club Events

- Often required by meeting venue, especially if alcohol is being served
- Venue requires that the Institution (Church) be specifically named as covered
- Sometimes the diocese also requires listing
- Available from US Serra Council at no cost for specific club functions

https://serraus.org/club-resources/#f7b8679c-1646b5d300,

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Treasurers Functions: Serra Maintenance of Club Membership Roster & Officer List

- New tutorials coming out soon for ClubExpress
- Treasurers and club members with admin authority (one or two people) can make changes to club membership/officer list. Clubs will be asked to designate members with admin authority
- Contact the Chicago office if you need help (312) 419-8077

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Collections Discussion

- St. Serra Club of Des Moines collection approach (7A)
- Serra Club of Lehigh Valley collection approach (7A/B, 7C)
- Others?

- Comments
- Questions
- Discussion
St. Serra Club of Des Moines IA (125 members) Approach to Dues and Collections,  
Provided by Bill Cook, Club Treasurer, Jan. 8, 2020

*When I took over as Treasurer in 2004, all invoices were being sent by mail, so you had to acquire envelopes and stamps. Eventually, as more and more members acquired computers, I started to send invoices via email. Today, I have 12 older members who don't have computers that I still have to mail them the invoice. Sending invoices via email is much faster and cheaper. Plus, if you have to send 2nd. and 3rd notices, it is much easier to do it via email.

*What do you do with that handful of members who haven't responded after you have sent them 3 email notices? I usually send them an Invoice in the mail. In many cases, their computer is considering my email notices as junk mail, and most members don't look at their junk mail regularly.

*If I know a member is close friends with a member who has not sent in his dues, I ask them to remind the member to send in his dues.

*Finally, getting on the telephone is the final step I take.

*If I get to the next billing cycle, and I have one or two members that did not pay their dues from the previous cycle (and I have deleted them from the portal), I will send them an Invoice, and remind them they did not pay the previous cycle dues. I get about a 50% success rate.

*If we have to drop a member from the portal because he has not paid his dues, we still keep that member on our Club email list. We send them notices about upcoming events, like priest's or sister's appreciation event, they will sometimes send in a donation for that event.

In summary, the Treasurer has to be persistent but do so in a manner where he is tactful with the members.

Bill

Bethlehem/Lehigh PA Club (25 members) Approach to Dues and Collections  
Provided by Jane Errera, Club Treasurer

On Jan 10, 2021, at 2:40 PM, janeerrera@aol.com wrote:

I attach here a copy of the dues notice that I mail including a self-addressed stamped envelope to make returns easy. Also sent is a letter detailing what we've accomplished since the last dues collection and telling what we hope to accomplish in the new dues period, so members can see how the club uses their money. This snail mailing is possible with a club of fewer than thirty members.

In January 2020 we began a "pay as you are able" dues collection, with a suggested $80 full member rate and $40 spouse/under 35 rate. This has been a great success. Two members give less than the suggested rate and many members give more than the suggested rate. We have received several hundred dollars over the suggested rates each time this has been tried.

Always forward, never back,
Jane
Serra Club of the Lehigh Valley

to promote, support, and encourage vocations
to the Ordained Ministry and the Religious Life

DUES NOTICE

Membership Dues for the period January 1 through July 31, 2021 are now payable. Please pay for only the six-month period, not the full year.

PRIMARY MEMBER $80   SPOUSE / UNDER 35 MEMBER $40

NOTE: We have a “pay what one is able” dues goal.
If you are able to meet the dues rate, please do so.
Otherwise, please give more or less as you are able.

“If you have many possessions, make your gift from them in proportion;
if few, do not be afraid to give according to the little you have.
So you will be laying up a good treasure for yourself against the day of necessity.”

Tobit 4:8

Please complete and send this form with your dues payment to

Jane Errera
1730 Maple Street
Bethlehem, PA 18017

NAME_________________________________________AMOUNT GIVEN____________________

STREET______________________________________

CITY, STATE, ZIP_______________________________

PHONE (H)____________________________________PHONE (C)_________________________

EMAIL________________________________________

May God bless your work for His Holy Church.

Mary, Mother of Vocations, pray for us!
Saint Junipero Serra, pray for us!
Dear Carol,

Even though we have not been able to meet in person for our semimonthly meetings at Monocacy Manor, we are still united in our daily prayers to promote, support, and encourage vocations to the Ordained Ministry and the Religious Life. Our on-line meetings and monthly Rosary and Mass are a source of consolation until we can once again be together in person.

Our Club continues to send cards to priests, religious, and seminarians to acknowledge their birthdays and anniversaries. We sent memorial gifts in remembrance of Father Clifton Bishop and Serran Robert Wright. A donation was sent to the Fire Restoration Fund of California's San Gabriel Mission, which was founded by Junipero Serra. For Christmas, our seminarians were sent gift cards and a check was sent to our chaplain. These are a few examples of our club’s treasury at work since June. We have received many thank you notes and letters for our gifts, a sampling of which is enclosed.

Because we met our goal for the Missionaries of Serra recruitment drive, we received a $117.30 check from Serra International. This helped our bank account, which has a current balance of $819.35.

Our “pay as you are able” dues program, begun last year, has been a success. Our dues rates remain the same, with full member $80 and spouse/under 35 member $40. From that money, Serra International receives $23.50 and the United States Council $22.50 for full members. SI receives $11.75 and USAC $11.25 for spouse/under 35 members. The remaining collection stays with our Club to carry on the work of Serra in the Diocese of Allentown.

Soon we’ll send letters and holy cards to religious sisters and brothers in observance of the February 2 World Day of Prayer for Consecrated Life. A donation will be sent to the Carmelite Monastery in Lanark.

You can advance these and other works of our Club by sending your completed form and dues donation using the stamped envelope enclosed here. Please give more or less as you are able.

Thank you!

Jane Errera, Treasurer
Missionaries Membership Contest
for July 1, 2023 to June 30, 2024

Large Clubs (25 or +)
1st Place $1000
2nd Place $500
3rd Place $250

Small Clubs (-25)
1st Place $500
2nd Place $375
3rd Place $250

10% dues rebate if 10%+ gain
Free SI or Rally registration
w/net gain of 5 or more

New club startups: beginning
count will be 25 members
Club must register in advance

Other Useful Forms & Documents

• New Member Application Form
  (page 8A)

• Club Transfer Form (for
  members transferring from one
  club to another) (page 8D)

• Club Treasurer Position
  Description (pages 8C & 8D)

Treasurer’s Prayer

Lord Jesus Christ, grant me the grace to be:
-- A good steward of my club’s financial resources
-- Patient & understanding, yet persistent, in collecting
dues from our members
-- Timely & accurate in making deposits and paying
approved expenses
-- Helpful with financial guidance to make future club
events successful
-- Gracious in accepting financial gifts to our club
-- Joy-filled by the knowledge that my work—especially the
most tedious and detailed—is indispensable to the
success of my club in achieving the Serra Mission.

AMEN

# Serra International New Member Application

## New Member Information

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Parish</td>
<td>Email address</td>
<td>Phone Numbers: Home /Cell</td>
</tr>
<tr>
<td>State</td>
<td>Postal Code</td>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

## Spouse Information

- [ ] Spouse is joining concurrently with applicant named above
- [ ] Spouse is already a Serran (fill out NAME only)

**Name**

| Email address | Phone numbers: Home/Cell |

## Sponsor Information

| Email address | Phone numbers: Home/Cell |

**Signature of applicant**

**Signature of sponsor**

**Pastor's approval signature (or witness to pastor's approval)**

**Serra club officer signature**

**Date Joined**

---

**THIS SECTION TO BE FILLED OUT BY CLUB**

| Serra Club of | Club number | District number | National Council |

**New Member Fee: $11.75**

- [ ] I have included $11.75 for each new member indicated on this application.

*Revised April 25, 2020*
<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Home Address</td>
</tr>
<tr>
<td>Seasonal Address</td>
</tr>
<tr>
<td>Business Information</td>
</tr>
</tbody>
</table>

Which address do you prefer for your mail?
- Home
- Business
- Seasonal

Start date: | End date: |
|-----------|-----------|

Telephone
- Home: |
- Business: |
- Other: |

Fax
- Home: |
- Business: |

Email
- Home: |
- Business: |

Additional Information
<table>
<thead>
<tr>
<th>Spouse</th>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Nickname</th>
</tr>
</thead>
</table>

Please indicate all the changes that apply:
- Is the spouse a member? Yes | No
- Returning Member: Yes | No
- Club Transfer: Yes | No
- Address Change: Yes | No
- Seasonal Address Change: Yes | No
- Change to Associate Member Status: Yes | No
- Change to Member-at-Large: Yes | No
- Gift Subscription: Yes | No
- Member Resignation: Yes | No
- Member Deceased: Yes | No

Date Submitted: | Effective date of change: |

Club Officer Signed: | Date |

Please note Serra International waives the initiation fees for returning Serras and those Serras that transfer Serra clubs.
Mail this form to: USA Council of Serra International • 63 E Wacker Pl • Suite 802 • Chicago IL 60601

Member Record Update & Serra Club Transfer Form
Revised January 29, 2003

USA Council Membership Manual Revised May 2011
US Council of Serra international  
(Suggested)  

Club Treasurer  
Position Description  
February 5, 2021  

Primary Functions: Under the direction of the Club President and Board, to manage the financial affairs of the club including: managing club accounts, collection of member dues, receipt & deposit of all income, and payment of all approved Club expenses; maintaining non-profit status of the club through annual tax filing; maintaining the official membership roster and officer list of the club; providing financial guidance to the Board concerning member dues levels and sustainable expenses.

Specific Responsibilities:
1. Financial  
   a. Transactions  
      i. Collect member dues: Issue dues statements/invoices (2x/yr)  
      ii. Pay approved club expenses  
         a) Including US and SI dues 2x/yr (due Jan. 15 & July 15) and region fees if any  
      iii. Receive and timely deposit payments and donations to the club  
      iv. Reconcile bank accounts/balance checkbook monthly  
      v. Manage & report on club savings accounts/investment accounts  
      vi. Manage banking relationship  
         a) Banking relationship approved annually by board  
         b) Assure there is always more than one authorized signer  
         c) Keep board apprised of banking fees/charges/interest  
         d) Note: two signatures on check not required or effective  
   b. Reporting at Board meetings  
      i. Report on Income and disbursements since last report  
      ii. Report on financial outcome of club special events since last report  
      iii. Provide bank reconciliation  
      iv. Provide exact copy of most recent bank statement showing balance to the board  
      v. Report on any donations received & respond to donors  
         a) Issue tax letter for any donation $250 or over to donor  
         b) “No goods or services were provided to the donor in return for this gift”  
   c. Planning/Budgeting/Financial Guidance  
      i. Assist in preparation of annual budget if any  
      ii. Assist in financial planning for special events if any  
      iii. Recommend changes in member dues and expenses when necessary  
   d. Records Retention  
      i. Retain all financial, membership & tax records for 5 years
2. **Maintain Club’s non-profit status**
   a. Annually file correct IRS Form 990
   b. Filing must be on or before 15th day of 5th month following Fiscal Year End (FYE)
   c. Correct version of IRS Form 990 depends primarily on annual gross receipts and in some cases asset accounts owned by club

3. **Maintain Club Membership Roster and Officer List**
   a. Preferred: direct maintenance of member roster and officer list in Serra Portal (serrainternational.org)
   b. Option: hard copy provided to Chicago Serra Office for input
   c. Recommended: Add new members to Portal asap so they receive all Serra communications immediately

4. **Maintain Club’s status with Resident State**
   a. If club is a corporation (vs. association) assure compliance with state filings regarding club address and officer list.
   b. If club is an association, it is likely no reporting is needed.
Thank You!

• Thank you for being Treasurer!
• Thank you for being a Serran!
• Thank you for your work to promote and support vocations to the ministerial priesthood and consecrated life in the Catholic Church!