

HBG Treasurer and Budget Committee -- Bob Perlack (January 2019)

* The treasurer prepares a draft budget for the HBG finance committee. The draft budget is approved at the annual HBG ExCom retreat.

* The treasurer maintains the books for the HBG group and interacts with the state chapter treasurer and national SC financial and funding (SC Foundation) offices as needed.

* HBG has three locally controlled bank accounts (HBG operating account, Lombardo Trust Fund, and Knoxville ICO) and an account with SC Foundation for 501(C)(3) funds.

* The treasurer reconciles and updates the HBG operating and the Lombardo Trust Fund accounts monthly. Transactions are recorded in QuickBooks. The treasurer reports the financial status to the ExCom monthly.

* Typically, the treasurer writes checks for rental of meeting facilities, makes donations to ExCom approved organizations, requests reimbursements from the SC Foundation if 501(c)(3) for contributions, and reimburses ExCom members for all approved expenses. Contributions from SC members, book royalties, memberships, and year-end chapter allocations are deposited promptly.

* The HBG has operating account investments in two CDs totally \$9,000. The Lombardo Trust Fund account has a CD for \$4,000.

* HBG operating account revenues come from four principal sources. First, contributions from SC members sending checks directly to the treasurer or from on-line contributions to the HBG Paypal account. Money transfers from the Paypal account to the operating account are done throughout the year as needed. Second, the chapter sends an allocation to each group at year-end. The amount is based on memberships and is determined by the chapter. Currently, the chapter allocation is split with half going to the HBG operating account and half sent to the HBG account held by the SC Foundation. A third source of funds is from new memberships. A fourth source of funds is from book royalties (i.e., Cherokee Hiking Guide) and occasional merchandise sales. Finally, the HBG earns interest of CDs.

* The SC Foundation maintains a 501(c)(3) account for the HBG. The treasurer requests reimbursement from the Foundation for donations made to 501(c)(3) organizations, such as Cherokee Forest Voices and Legacy Parks. The SC Foundation account is funded by an allocation from the state chapter and, more recently, by members participating in the Kroger Community Rewards Program. Occasionally, the SC Foundation will reimburse the HBG for administrative expenses, i.e., transfer from c(3) to (4).

* The treasurer prepares year-end financial statements. Year-end financials and bank statements are submitted to the state chapter by late January. The treasurer prepares year-end financial statements for the HBG operating account (including the Lombardo Trust Fund) and one for the Knoxville ICO. These financial statements are Excel spreadsheets downloaded from the SC national office.

* The treasurer handles all monies and expense receipts for any HBG hosted chapter retreat. The treasurer completes a summary spreadsheet for the chapter showing attendee numbers by registration type, donations (if any), lodging fees, and food and drink expenses. The treasurer sends a check for retreat profits to the chapter treasurer. All retreat profits (or losses) are with the chapter and not the HBG.