



Chapter Reporting Guidelines: Donations, Financial Accounts, and Budgets

March 2016

Each of the Ice Age Trail Alliance's 21 chapters manages its finances autonomously. However, our organization has a single 501(c)(3) non-profit designation and to maintain non-profit status we need to carefully account for all financial activity both at the main office and in each of our chapters. The chapter's reporting responsibilities are outlined in three main sections below.

Part I: Donation Reporting

The Ice Age Trail Alliance strives to thank donors in a consistent and meaningful fashion, whether they are donating to a chapter or the statewide organization. As part of this theme and as a matter of respect to our donors, we have a goal of sending an acknowledgment letter to all donors within two weeks of donation receipt.

To help meet this goal, when your chapter receives a donation, within one week a chapter leader (it doesn't necessarily have to be the treasurer) should send to Jo Ellarson at the IATA main office the following info:

- donor name
- donor address
- donation amount (for monetary contributions)
- detailed donation description (for in-kind gifts)

The method for relaying this information to Jo is flexible. You can:

- Give Jo a call (800-227-0046 or 608-798-4453).
- Type up the info and send it in an email (joanne@iceagetrail.org).
- Write out or type up the info and send it in by regular mail (IATA, 2110 Main Street, Cross Plains, WI 53528).
- Make photocopies of checks (assuming they include donor contact info) and send in the copies.

If the chapter treasurer was planning to send a monthly financial report to Jo within the week after the donation, this info can be sent with the treasurer's report. If not, it must be sent separately ahead of the monthly report.

We recognize that the one-week submission time may not be achievable in cases where a chapter special event or project yields a large number of donations. Do the best you can in those instances.

Once donation info is received at the main office, IATA staff will:

- Add the donor and donation information to the IATA constituency database.
- Send the donor a formal thank-you/tax-substantiation letter.
- Add the donor to the *Mammoth Tales* mailing list.
- (Depending on donation value) Add the donor to the donor thank-you list in the next issue of *Mammoth Tales*.

Chapter leaders are encouraged to send the donor a thank-you note (hand-written is best) to help build the donor's connection to the chapter. IATA notecards are available (by request to Jo) for this purpose.

Part II: Financial-Account Reporting

On a monthly basis the chapter treasurer must send the following items to Jo Ellarson:

- A monthly financial summary report. This form details your chapter's income and expenses. The file is available on request from Jo Ellarson.
- A copy of any statements affiliated with chapter accounts (checking, savings, CDs). You may ask your financial institution to send copies of statements directly to the main office.
- A copy of any receipts for chapter purchases over \$1,000.00.
- Information on donations not previously reported to Jo.

If your chapter account(s) did not have any activity for a given month, it is not necessary to submit any of these items. However, you must notify Jo by phone or email that there was no activity and that no report is forthcoming.

Part III: Annual Budgets

Chapter leaders must prepare a draft operating budget for approval by its members at the chapter's annual meeting. A copy of the member-approved budget is to be sent to the executive director thereafter.

Though not required, the IATA's *Chapter Annual Budget Template* is recommended. This self-explanatory auto-fill form is available on the IATA website or upon request from the main office.