



**INDEPENDENT POOL & SPA SERVICE
ASSOCIATION, INC.**

CHAPTER TREASURER DUTIES

- Keep all the financial records of the chapter
 - Record all chapter income and its source (IPSSA dues, chapter supporters, advertisers, etc.)
 - Record all chapter expenses, including check number, amount, payee, and the purpose of the expense (office supplies, meeting rent or food, etc.)
 - Please separate meals and/or entertainment expenses from the other expenses, such as room rent and transportation expenses.
- Pay bills as authorized by the chapter.
- Get receipts for all transactions, especially those paid in cash.
- Reconcile and balance all checking and savings accounts.
- Provide an up-to-date report as needed at chapter and board meetings.

- Submit bank statements and check registers to IPSSA Inc. at least every quarter.
- Retain all records for five years and provide them in case of an audit by either a chapter committee or a governmental agency.
- Obtain an IRS Form W-9 from persons being paid for services. Send a copy to Accounting@ipssa.com or mail to the address below.
 - IPSSA Finance Department
PO Box 254645
Sacramento, CA 95865



INDEPENDENT POOL & SPA SERVICE ASSOCIATION, INC.

W-9

- Independent contractors must fill out W-9 forms prior to receiving payments. An independent contractor is any person being paid for providing a service to your chapter, i.e. labor for preparing food for chapter meetings as opposed to reimbursement for food purchases, or labor for producing your chapter newsletter as opposed to reimbursement for copies and stamps only, etc.
- Before you issue a payment to any independent contractor, please ask that a Form W-9 be filled out, and make sure it is filled out completely, including the individual's name, address, social security number, signature and date.
- This should be done whenever you begin dealing with a new independent contractor throughout the year.
- Please send a copy to the Financial Office. We will need it in order to complete the 1099-MISC each January. We will also file California State Form DE542, which is due within 20 days of the start of work.

- If your chapter already prepares 1099s, please send us a copy so that we do not duplicate efforts and information submitted.
- There are penalties for failure to comply with the above regulations. Please help us obey the law.