



Minnesota Women of Today  
2024-2025 MNJOTs CIP  
Financial Vice President  
*Wheel of Treasure*

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## *Hello Chapter and District Treasurers!*

My name is Connie Fink. I have been a member of the Monticello Chapter for 7 years. I have been on the Membership Team and President of my chapter. I have also been on executive council for the last two years as SPM and District Director. I am very excited to take on this new adventure! I have three grown children and two grandsons! I love to balance my time between volunteering and spending time with my family and friends!

Thank you for taking on this very important position. You are a valuable part of your chapter and district. If you have any questions throughout the year, feel free to contact me.

This is a long CIP because a lot of important information needs to be said so please bear with me!

Find the three \$ (not followed by a dollar amount) and email me, and your name will be in a drawing at Fall State for a gift card.

*Join me in “Wheel of Treasure” as we work together for a successful year.*

### Challenges

**Treasurers** – Complete your Fast Starts and be entered in a drawing at Fall State.

**Chapters** – Donate to Ways and Means by August 31<sup>st</sup> and be entered into a drawing at Fall State.

**For the year:** If an individual, chapter, or district donates \$50 or more they will earn a spot on the wheel that the president will spin for two (2) \$150 Amazon Gift Cards at Annual Convention. One Spot per entity.

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## Calendar

### June

7-9: USWT National Convention  
12: MNWT Trimester Webinar

### July

1: USWT Founders' Day  
15: Treasurer Fast Start Due to FVP  
16-22: Membership Week  
27: Foundation Meeting (Zoom)  
29: State Committee Meeting

### August

1: National Night Out  
10: Finance Committee Meeting  
20-26: Kids Week  
31: End of First Trimester

### September

27-28: Fall State Convention

## Budgeting

### A Budget is:

- A detailed plan for the future Financial VP expressed in numerical terms.
- It is a list of all planned revenues and expenses.
- A plan for saving and spending money.
- Estimates of the income and expenditure of an organization over a period of time

### Why should you have a Budget?

- It helps in determining the priority of your spending \$
- It helps in planning and managing the delivery of services in the future
- It helps in spotting the areas where higher funds are required

## Treasurers' Fast Start

As we begin the new year, take time to set goals (the goals should be SMART— Specific, Measurable, Attainable, Relevant and Timely), work on your budget and complete your fast start—a copy is included in this Chapter Information Packet (CIP). Don't hesitate to contact me with any questions on this. I am happy to help you out. I want you to have an awesome year! Fast Starts are even easier if you complete them online. Check out the forms page at [MNWT.org](http://MNWT.org).

## State of MN Annual Registration

Annual registration for a non-profit corporation must be completed each year. This can be completed online by going to [www.sos.state.mn.us](http://www.sos.state.mn.us) and clicking on the "Business & Liens" tab. Your chapter must have a user and password set up – make sure to save this with your important records. Log in or Create an Account through the green tabs at the upper right. Then, follow the directions to search your entity name. Please review the information details to make sure they are accurate and complete your renewal by September 1st. There is additional information on Pages 33-35 of the Chapter Treasurer's Manual. Please note: MNWT will charge chapters a \$10 late fee if your annual registration is not completed by September 1st.

## Form 990N - IRS Annual Filing

Tax-exempt organizations whose gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N each year. The Minnesota Women of Today coordinates the group filing; however, each chapter is required to individually update your form 990-N on an annual basis by September 1st. Enter this link in your internet URL: [www.irs.gov/990n](http://www.irs.gov/990n). More detailed information on this is included on the next page of this CIP. Carefully read and follow the instructions. There is also additional information on pages 38-40 of the Treasurer's manual.

## MN Women of Today & Chapter IRS Classification

Your Women of Today chapter is classified by Internal Revenue Service as a 501(c)4, which is a noncharitable, not-for-profit organization and pertains to civic leagues or organizations. We operate for the benefit of a particular group rather than for society or the general public as a whole. Women of Today local chapters and the Minnesota Women of Today are allowed to accept charitable contributions, but the donor is not allowed to claim it as a tax deduction. The Minnesota Women of Today Foundation is classified as 501(c)3, which is a charitable, not for profit organization. They are allowed to receive tax-deductible charitable contributions. \$

### Who do you send what to?

#### Dues & Insurance MN Women of Today

##### Chapter Service Center

PO Box 216 Albany, MN 56307

320-845-2250

[csc@mnwt.org](mailto:csc@mnwt.org)

Make Checks payable to

MN Women of Today

Office Hours: Mon, Wed 4:00 -8:00pm,

Fri 10- 2pm

#### MNWT Foundation

Mary Kaminski

MNWT Foundation

PO Box 232 Anoka, MN 55303

612-554-2282

[Foundation-treasurer@mnwt.org](mailto:Foundation-treasurer@mnwt.org)

Make Checks payable to MNWT Foundation



When sending payment to the CSC it is very important that you indicate what the payment is for. Send in the Dues billing copy when you make dues payments. If the payment is for a new member make sure that the member has been added (hopefully via the website). If the payment is for a donation to a programming area or Ways & Means or President Gift please make sure to indicate with a note.

Your Accountant and Executive Director thank you

## *Finance Committee Members are Needed*

Have you wondered what goes on at a Finance Committee meeting? \$ You can find out by becoming a member and being involved in the decision making for budgeting and fundraising for the Minnesota Women of Today. Our next meeting will be August 10, 2024, via zoom.

## *Fall State Fundraiser*

### **Sheets Galore**

- Online Orders Only
- Great for Christmas Gifts
- Watch for emails and Facebook posts with links to order!

## *State Store Items*

### **The State Store needs some new MNWT-logo'd items!**

What would you like to see in the State Store? How much would you be willing to pay?

Email me at [fvp@mnwt.org](mailto:fvp@mnwt.org) with ideas. Links would be helpful!

References in this CIP are from the Chapter Treasurer Manual, Rev. 2007

### **Important Notes for 990-N Filing for MN Women of Today Chapters**

All chapters must be filed between June 1 and September 1 for this fiscal year. If you need any assistance with the process, please contact Executive Director Tanya Rothstein at [csc@mnwt.org](mailto:csc@mnwt.org) or call 320.845.2250 during office hours. When you finish the filing process, it is important that you email your login information (username & password) and a copy of the filing confirmation email you will receive – send to Tanya at [csc@mnwt.org](mailto:csc@mnwt.org).

Use this link to go to the IRS website for 990 filing: [https://www.irs.gov/charities-non-profits/annual-electronic-filing – requirement-for-small-exempt-organizations-form-990-n-e-postcard](https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard).

**THIS IS THE SCREEN YOU WILL SEE ON THE IRS 990 SITE. You must click on the first link in the following paragraph to begin the filing process. Note: You must enter your chapter name in the “dba” field, in order to identify which chapter the filing is for.**

## **How to file**

To electronically submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ, use the Form 990-N Electronic Filing System (e-Postcard).

The Form 990-N electronic-filing system moved from Urban Institute’s website to IRS.gov in February. 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.

Form 990-N must be completed and filed electronically. There is no paper form.

Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.

Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing.

For filing system and website issues, see How to File: Frequently Asked Questions. If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.

Organizations should continue their efforts to file, even if late.

**Prior to filing your form, please review the following information:**

## **Who must file?**

Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead. Exceptions to this requirement include: Organizations that are included in a group return, Churches, their integrated auxiliaries, and conventions or associations of churches, and Organizations required to file a different return.

## **Form 990-N filing due date**

Filing between 6/1 and 9/1 for MNWT. If your 990-N is late, the IRS will send a reminder notice to the last address we received. 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](#)



# Minnesota Women of Today Treasurer Fast Start

Name: \_\_\_\_\_ District: \_\_\_\_\_ Year: \_\_\_\_\_

**This is a view only template. To complete this form, you must save this file to your own Google Drive or your own computer.**

ALL VERIFICATION IS TO BE SENT TO STATE FINANCIAL VICE PRESIDENT BY JULY 15

## ITEMS TO BE DONE:

1. Sign bank signature card and/or papers (should have at least two signatures).
2. Set current year budget with assistance of board.
3. Present budget to chapter for approval.

## CHECKLIST OF ITEMS THAT SHOULD BE IN YOUR FILES:

- Checkbook
- Deposit Tickets
- Savings Account info (if applicable)
- Cash Receipts book/journal
- Cash disbursement journal
- Bank Stmts and reconciliations (7 years)
- Cancelled checks (if returned by bank)
- Treasurer's Monthly Reports (5 years)
- Invoices/vouchers (5 years)
- Endorsement Stamp (if chapter has one)
- Copies of Sales Tax filings (5 years)
- Proof of Insurance for current year
- MNWT Treasurer's Manual - 2010 edition
- MN Sales Tax ID number
- Federal Income Tax exemption info
- 990n Postcard filings (5 years)
- Annual Registration w/MN Secretary of State office (current year)

Minnesota Women of Today  
Finance Committee –  
Friday, May 24, 2024-6:30 pm Zoom Meeting

Call to order: at 6:34 pm

Attending: Tanya Rothstein, Amy Pumper, Cat Shuman, Connie Fink, Cindy Umland,  
Jennifer Fournier, Jeny Ohr, Michelle Cloutier, Sharon Erickson, Mary Hansen, Jane Hanson,  
Tevyan Sorensen, Wendy Homyak, Lisa Hahn, Cindy Golbuff, Jane Holmberg,

Secretary – Jane Holmberg/Mary Hansen

- a) Additions to Agenda –
- b) March 6, 2024, minutes approved with spelling corrections

State Store Report: Jane Holmberg

sales update: 2023-2024 goal \$4000. current sales \$2100  
new items/discounted items: need gift certificates made  
**M/S/P** – Amy Pumper/Cat Shuman – Move to approve the sale of President themed  
bracelets at the state store for \$5.00

Looking into lanyards, notebooks, pencils and bookmarks. Email vote will follow.

Clothing – Warroad threads discussion  
Lots: \$269.08 in sales  
Annual: \$517.98 in sales

Finance Report • Accountant Mary Hansen

Financial reports  
Budget  
**M/S/P** – Jane Hanson/Lisa Hahn – Move to approve the 2024-2025 Proposed Budget  
with an income of \$91,105.00, expenses of \$91,052.00 and a projected profit of \$53.00

Chapter Service Center Report – Tanya Rothstein

2025 Convention Registration Charge  
**M/S/P** - Cat Shuman/Wendy Homyak – Move to approve the 2025 and 2026 convention  
registrations increase per convention per year at \$3.00  
Website  
**M/S/P** - Amy Pumper/Mary Hansen – Move to approve the website host be changed to  
Network Solutions at \$152.92 per year.

Ways & Means Report – Finance Committee

W&M Donations –2023-2024 goal \$3000; Current donations \$3533  
Fundraisers – 2023-2024 goal \$6000; Currently \$ 3788  
Fall State - Sheets Galore – online option only not able to be physically there.

Jane will work on sales and delivery to Fall State Convention

Winter State – raffle will kick off at fall state with more tickets to sell. Tanya will work on hotel prizes and \$100. Cat & Connie will run the raffle.

Annual – 50/50 drawing with Fudge sales w/pre-orders and some available for purchase at convention. We will need volunteers to help sort and distribute orders later.

Unfinished Business:

**M/S/P** – Amy Pumper/Mary Hansen - Move to approve the rental contract for the CSC for 2024-2025 at \$400.00 per month

**M/S/P** – Jane Hanson/Sharon Erickson – Move to pay out the balance of the mileage for President Amy of \$298.53

New Business:

President mugs

**M/S/P** - Cindy Umland/Cat Shuman – Move to approve the purchase of President Tevyan’s mugs with a cost of \$5.00 and a sale price of \$8.00

State Plan of Action Bid – waiting for additional quote vs CSC printing

NewsLet Bid – Budget item, no action needed

FVP Theme fundraising – wheel (fall) & pie (wheel part) (annual)

Next Meeting • Finance meeting August 10, 2024, Zoom 9:30am



**MINNESOTA WOMEN OF TODAY**  
**Proposed Budget Overview - June 2024 through May 2025**

**Income**

<b>40 SALES</b>	
402 STATE STORE SALES TAXABLE	5,000.00
403 STATE STORE SALES NON-TAXABLE	100.00
404 STATE STORE GIFT CERT (NON-TX)	100.00
<b>Total 40 SALES</b>	<b>5,200.00</b>
<b>42 WAYS &amp; MEANS</b>	
420 W & M DONATIONS	4,500.00
<b>Total 42 WAYS &amp; MEANS</b>	<b>4,500.00</b>
<b>422 FINANCE COMMITTEE</b>	
4221 FINANCE COMMITTEE FUNDRAISER	6,500.00
<b>Total 422 FINANCE COMMITTEE</b>	<b>6,500.00</b>
<b>43 MEMBERSHIP DUES</b>	
431 STATE DUES	42,030.00
432 NATIONAL DUES	4,625.00
<b>Total 43 MEMBERSHIP DUES</b>	<b>46,655.00</b>
<b>44 PROGRAMMING</b>	
444 PERSONAL ENRICHMENT	150.00
4441 PE VIDEOS	100.00
445 COMMUNITY CONNECTIONS AWARDS	60.00
4492 O/S YOUNG ADULT	200.00
4494 PERSON WITH DETERMINATION	100.00
4495 WOMEN WHO IMPACT	100.00
<b>Total 44 PROGRAMMING</b>	<b>710.00</b>

**Income - continued**

<b>45 CONVENTIONS</b>	
454 WINTER STATE	11,000.00
455 MNJOTS	6,000.00
456 LOTS	2,000.00
457 MID YEAR EXEC	1,000.00
4581 PRES/SD RETREAT	800.00
4583 MARCH PLANNING	500.00
4584 ANNUAL CONVENTION	100.00
<b>Total 45 CONVENTIONS</b>	<b>10,400.00</b>
<b>47 NEWSLET</b>	
471 PERSONAL MESSAGES	100.00
473 NEWSLET RETURNS	15.00
<b>Total 47 NEWSLET</b>	<b>115.00</b>
<b>48 INSURANCE-CHAP LIABILITY</b>	
	12,000.00
<b>480 OTHER INCOME</b>	
4801 NAMETAGS (also ref w/569.5)	400.00
481 MISCELLANEOUS INCOME	600.00
482 MEMBERSHIP LATE FEE	100.00
4821 ANNUAL REGISTRATION LATE FEE	100.00
4822 990 LATE FEE	100.00
4823 INTEREST	275.00
4825 TWINS GAME (IO)	-
<b>Total 480 OTHER INCOME</b>	<b>1,575.00</b>

**MINNESOTA WOMEN OF TODAY**  
**Proposed Budget Overview - June 2024 through May 2025**

**Income - continued**

<b>483 DONATIONS</b>	
483.1 POA DONATIONS	450.00
483.5 MISC. DONATIONS	-
<b>Total 483 DONATIONS</b>	<u>450.00</u>
<b>490 MARKETING</b>	
490.2 MARKETING PROJECT FAIR	200.00
490.4 MARKETING PROMOTIONS	300.00
<b>Total 490 MARKETING</b>	<u>500.00</u>
<b>495 NATIONAL CONV FUNDRAISING</b>	
4951 ONTO	2,500.00
<b>Total 495 NATIONAL CONV FUNDRAISING</b>	<u>2,500.00</u>
<b>497 OTHER</b>	
4974 EXEC COUNCIL SHIRTS (IO)	-
4975 STATE PRESIDENT GIFT (IO)	-
<b>Total 497 OTHER</b>	<u>-</u>
<b>Total Income</b>	<u><b>91,105.00</b></u>
<b>Gross Profit</b>	<u><b>91,105.00</b></u>

**Expenses**

<b>50 NATL DUES</b>	4,625.00
<b>502 CHARTER &amp; EXTENSIONS</b>	
502.1 CHARTER & EXTENSION EXP	40.00
<b>Total 502 CHARTER &amp; EXTENSIONS</b>	<u>40.00</u>
<b>503 MEMBERSHIP PROGRAMS</b>	
503.2 NEW MBR PACKETS-GIFT CERT	300.00
503.3 MEMBERSHIP PROGAMS	75.00
<b>Total 503 MEMBERSHIP PROGRAMS</b>	<u>375.00</u>
<b>51 COST OF SALES</b>	
5101 STATE STORE COST	2,000.00
<b>Total 51 COST OF SALES</b>	<u>2,000.00</u>
<b>516 STATE STORE MANAGER</b>	
5161 STATE STORE MGR-MILEAGE	-
5162 STATE STORE MGR-REGISTRATION	320.00
<b>Total 516 STATE STORE MANAGER</b>	<u>320.00</u>
<b>5241 FINANCE COMMITTEE FUNDRAISER</b>	200.00
<b>53 CHPTR SVC CTR</b>	
<b>531 PAYROLL</b>	
531.1 PAYROLL EXPENSE	18,500.00
531.2 UNEMPLOYMENT-MN/FUTA	80.00
531.4 FICA/MEDIC MATCH	1,500.00
531.5 WORKERS COMPENSATION	200.00
<b>Total 531 PAYROLL</b>	<u>20,280.00</u>

**MINNESOTA WOMEN OF TODAY**  
**Proposed Budget Overview - June 2024 through May 2025**

**Expenses - continued**

532 CHPTR SVC CTR EXP	
5311 TRAINING-EXEC. DIRECTOR	200.00
535 GEN OFF SUPPLIES/MISC	200.00
536 MILEAGE - CSC	125.00
537 MILEAGE - CONVENTIONS	125.00
538 OFFICE EQUIPMENT MAINT	600.00
5381 OFFICE EQUIPMENT PURCHASE	150.00
5383 EQUIPMENT LEASE	1,000.00
539 EXEC COUNCIL EQUIP/MAINT	200.00
5391 PHONE, INTERNET, CLOUD HSTG	1,000.00
5393 POSTAGE - CSC	900.00
5394 RENT - CSC	4,800.00
<b>Total 532 CHPTR SVC CTR EXP</b>	<b>9,300.00</b>
<b>Total 53 CHPTR SVC CTR</b>	<b>29,580.00</b>
5397 GEN LIABILITY INSURANCE	12,000.00
5399 WEBSITE	
5399.1 WEBMASTER SERVICES	1,500.00
5399.2 WEBTEAM CONVENTIONS	320.00
5399.3 WEBSITE EXP - DOMAIN	500.00
5399.5 WEBSITE TECHNOLOGY	500.00
<b>Total 5399 WEBSITE</b>	<b>2,820.00</b>

**Expenses - continued**

54 AWARDS	
541 PRES TRIMESTER AWARDS	1,500.00
542 YEAR END AWARDS	500.00
543 EXEC COUNCIL YEAR END GIFT	200.00
544 MEMBERSHIP INCENTIVES	300.00
<b>Total 54 AWARDS</b>	<b>2,500.00</b>
546 EXTENSION EXPENSES	
5462 EXTENSION INCENTIVES	100.00
<b>Total 546 EXTENSION EXPENSES</b>	<b>100.00</b>
547 PROG/AWARDS	
5474 PE VIDEOS	20.00
5476 PERSONAL ENRICHMENT	65.00
5481 O/S YOUNG ADULT	100.00
5482 PERSON WITH DETERMINATION	200.00
5484 WOMEN WHO IMPACT	100.00
<b>Total 547 PROG/AWARDS</b>	<b>485.00</b>
55 NEWSLET EXP	
551 NEWSLET PRINTING	1,800.00
552 NEWSLET POSTAGE	1,000.00
553 NEWSLET RETURNS	15.00
556 NEWSLET - EDITOR CONV REGIS	320.00
<b>Total 55 NEWSLET EXP</b>	<b>3,135.00</b>

**MINNESOTA WOMEN OF TODAY**  
**Proposed Budget Overview - June 2024 through May 2025**

**Expenses - continued**

<b>56 CONVENTION</b>	
560 CONVENTION GUESTS	100.00
561 ANNUAL	-
563 FALL STATE	-
564 WINTER STATE	9,000.00
565 MNJOTS	6,000.00
566 LOTS	600.00
567 MID YEAR EXEC	750.00
5671 PRES/SDEL RETREAT	400.00
5672 MARCH PLANNING	200.00
5675 CONVENTION STIPEND	1,300.00
5676 CONVENTION STIPEND ACCOUNTANT	320.00
<b>Total 56 CONVENTION</b>	<b>18,670.00</b>
<b>569 OFFICER EXPENSE</b>	
569.01 INCENTIVES/SUPPLIES	4,315.00
569.04 MILEAGE EXPENSE	4,078.00
<b>Total 569 OFFICER EXPENSE</b>	<b>8,393.00</b>
<b>5692 MISC. COUNCIL</b>	
569.5 NAMETAGS - EXEC COUNCIL	400.00
569.6 PAST PRESIDENT EXPENSE	150.00
<b>Total 5692 MISC. COUNCIL</b>	<b>550.00</b>
<b>58 MEETINGS</b>	
580 FUTURE DIRECTIONS CHAIR - REG	320.00
582 MILEAGE- FOUNDATION VISITS	10.00
5842 MEMB MGMT COMM - REG	320.00
5889 MARKETING COMM - OTHER EXP	100.00
<b>Total 58 MEETINGS</b>	<b>750.00</b>

**Expenses - continued**

<b>586 OTHER EXPENSES</b>	
5861 MISCELLANEOUS EXPENSE	25.00
5862 BAD DEBTS	-
5863 BANK-SQUARE-PAYPAL FEES	100.00
5864 BONDING	169.00
5865 GIFTS FOR SPEAKERS & HOSTS	-
5866 LEGAL COSTS	30.00
5867 TWINS GAME EXPENSE	-
5868 FIRST TIMERS	350.00
<b>Total 586 OTHER EXPENSES</b>	<b>674.00</b>
<b>588 PAPER &amp; PRINTING</b>	
587 PAPER/PRINTING/STATIONERY	500.00
5881 PLAN OF ACTION PRGTG & PSG	300.00
<b>Total 588 PAPER &amp; PRINTING</b>	<b>800.00</b>
<b>59 NATIONAL</b>	
591 USWT CONVENTION EXPENSE	1,750.00
594 ONTO	750.00
595 US AMBASSADOR (I/O)	100.00
596 NATIONAL SPEAKER FUND	150.00
<b>Total 59 NATIONAL</b>	<b>2,750.00</b>
<b>60 EXPENSES - OTHER</b>	
601 DEPRECIATION/OFFICE EQUIP	285.00
<b>Total 60 EXPENSES - OTHER</b>	<b>285.00</b>
<b>Total Expenses</b>	<b>91,052.00</b>
<b>Net Operating Income</b>	<b>53.00</b>
<b>Net Income</b>	<b>53.00</b>