



American Guild of
ORGANISTS

Dues Reconciliation & Income Records

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AGO NATIONAL HEADQUARTERS

Treasurer's Responsibilities



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- ▶ Record Keeping
- ▶ Revenue management
- ▶ Disbursements
- ▶ Reports
- ▶ Signing payment instruments



Top Four Things for Financial Responsibility for Your Chapter

- I. Tax Reporting (IRS and state filings)**
- II. Budgeting**
- III. Financial Reports**
- IV. Oversight**

Chapter Revenue

Dues (ONCARD or checks)

Contributions (ONCARD, checks, chapter web payments)

Admissions (collected at or for concerts, dinners, workshops, etc.)

Advertising

Grants





Record
income
when...?

- A. RECEIVED
- B. DEPOSITED
- C. EARNED
- D. PROMISED




“

Recognize income when earned, expenses when incurred.

”

--GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

The above quote describes how to record activity using the **accrual method** of bookkeeping. Most businesses and nonprofit organizations (like the AGO national organization) use this method.



“Recognize income
when *received*,
expenses when *paid*.”

This is the **cash method**, which most AGO Chapters use for bookkeeping. Defining the exact point you consider “received” and “paid” is important. A hybrid approach will allow for synchronous reporting with membership join and renewal progress. AGO HQ “receives” dues for chapter.

ONCARD PAYMENTS



Member

...pays dues or contributions online

= "ACTION DATE"



AGO Headquarters

... receives electronic payments, posted each business day

= "POST DATE"



Chapter Bank Account

... AGO National remits chapter payments to chapter bank accounts by ACH

= "REMITTANCE DATE"

Revenue from ONCARD

Member Roster

To find when members are due to renew their dues

Member Change Logs

To find when dues and contributions are paid

Remit Reports

To find the post date of dues received at AGO Headquarters



REVIEW

1. Keep track – check member roster for renewal dates
2. Watch progress – Chapter Change logs
3. Review all remit reports
4. Decide on “received” date practice and record them in chapter ledger
5. Reconcile all ACH deposits with remit reports to be sure payments are recorded accurately and only once.