



Treasurer's Manual

Version 1.2

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Acknowledgements / Preface / Document Purpose

Thank you to all the Treasurers who commit time and energy to their local clubs and regions. Without members willing and able to volunteer time to maintain and improve our local clubs, rallies, events and caravans would not happen.

We extend our gratitude to Cordell Woods, Treasurer of Region 7 and Minnesota Airstream Club, for providing the Committee with “Cook’in with Cash,” a comprehensive treasurer’s manual for the Minnesota Airstream Club. His contributions and permission to use content freely in this document are greatly appreciated.

This document outlines a method/means for treasurers to manage club’s/region’s finances. It incorporates practical checks and balances essential for roles handling money. You may choose to adopt these suggestions, except for the mandatory reporting to the government and ACI, which is required.

The authors endeavor to be as accurate and useful as possible. If you notice inaccuracies or have suggestions to improve the content, please contact the ACI Finance Director or any member of the Finance Committee. Contact information can be found on the ACI website.

Revision 1.1 Updates

Changes from the previous version (1.0) are as follows:

1. Incorporated ACI Banking Guide information into Banking section.
2. Clarified US Bank and ACI HQ contacts details for banking activities.
3. Removed reference to obsolete domain names for ACI.
4. Added section about dues and how clubs receive dues.
5. Corrected information about MS Office account fee paid annually.
6. Emphasized the importance of using club bank accounts, not personal bank accounts in collection and disbursement activities.
7. Added section to address 1099 eligible expenditures
8. Revised payment platform section

Revision 1.2 Updates

Changes from the previous version (1.1) are as follows:

1. Corrected email address for Angie Essawi (US Bank)

What is the Treasurer's Role

As Treasurer, you will oversee and report on all matters related to Club funds, including but not limited to:

- Tracking financial assets and debts
- Receiving and recording income in a timely manner and maintaining complete and organized documentation to support these receipts
- Paying bills in a timely manner and maintaining complete and organized documentation to support these payments
- Maintaining receipts
- Preparing reports for the Executive Board and general membership
- Communicating with ACI HQ
- Interacting with your bank account specialist
- Filing required national (IRS or CRA) and state/provincial forms
- Working with your club's banking representative
- Developing a club budget with input from officers and members
- Ensuring the club has checks and balances (aka controls) for its finances
- Reconciling all monthly bank statements, including cash apps such as PayPal
- Reviewing the budgets, receipts and disbursements for rallies and events
- Ensuring your club is in compliance with ACI HQ needs

New to the Role? Where to Start

Congratulations on being elected Treasurer of your Airstream Club! The club members have confidence in your abilities. Here are some suggestions on where to begin:

- **Meet with the previous Treasurer**, if possible, to obtain access to all club financial documents and electronic files related to the club's finances. This is also an excellent opportunity to understand the club's financial history and current situation.
- **Obtain signing authority for the bank account(s)** used by the club (see [Banking](#) section). Ensure there is at least one other signer who is a current officer.
- **Remove signing authority for outgoing officers**
- **Gain access to necessary tools** such as Microsoft 365, Quicken, QuickBooks, PayPal, Stripe, Clover, etc. **Change the passwords** for financial software, on-line banking, payment tools, etc. **Ensure new passwords are secure. Remove accounts for outgoing officers.**
- **Review financial** reports from the past few years to identify trends and understand the financial dynamics of your club.
- **Familiarize yourself with the by-laws of your local club and the [ACI Blue Book](#)** – the Bylaws, Constitution, and Policies of ACI.
- **Introduce yourself to your Regional Treasurer**, who can be a valuable resource as you build your knowledge and expertise throughout your tenure.
- **Don't be afraid to ask questions.** We have a Finance Director and Finance Committee that can answer just about any question.

General Legal Information

- All Regions, Clubs, and Intra-Clubs are organized as 501c7 social club organizations.
- All Regions, Clubs, and Intra-Clubs are **subsidiary branches** of the Wally Byam Caravan Club International, INC., which means all Regions, Clubs, and Intra-Clubs operate independently but follow and are under the umbrella of the parent organization (WBCCI).
- A 501c7 social club is a non-profit organization exempt from paying federal income tax but not from sales tax like a charity.
- All Regions, Clubs, and Intra-Clubs have an individual employee tax identification number, better known as an EIN.
- Each Region, Club, and Intra-Club should have a copy of their EIN determination letter. If it is missing, contact HQ at info@airstreamclub.org.
- In the US, all Regions, Clubs, and Intra-Club EINs fall under the management of the Wally Byam Caravan Club International, Inc. group exemption filed with the IRS.
- All Regions, Clubs, and Intra-Club should be unincorporated and are defined as social clubs/associations.
- Some Regions, Clubs, and Intra-Clubs have registered their name in the state in which they operate in. This is a challenge for some since they cover multiple states.
- If your Regions, Clubs, and Intra-Clubs must register within a state, the registration should be in name only, **not** as a corporation.

Software / Tools

Your club is entitled to one free Microsoft 365 account, with additional accounts available for \$72/year. More information about this program can be found on the ACI website at <https://airstreamclub.org/itc-information-technology-committee>.

Each account includes:

- Web and mobile versions of Word, Excel, PowerPoint, and Outlook
- Chat, call, and video conference capabilities with Microsoft Teams
- 1 TB of cloud storage via OneDrive
- 10+ additional apps for your club's needs (Microsoft Bookings, Planner, Forms, and others)
- Automatic spam and malware filtering

Your club may utilize software tools to record activities, complete financial reporting, pay bills, prepare budgets, and collect money. This manual cannot detail how each club uses these tools, as processes and needs vary. The toolset for each club should be appropriate for its size and complexity while minimizing the cost to the club. Many tools offer desktop or online versions suitable for your needs. Clubs can enhance this manual with documentation for specific processes. Here's a summary of the general features of commonly used tools

	Microsoft 365	Quicken	QuickBooks	PayPal	Stripe	Clover	Bank Platform
Activity Recording – aka “The Ledger(s)”	x	x	x				
Financial Reporting (Intra-club and ACI)	x	x	x				
Government Reporting	x						
Bill Payment		x	x				x
Budgeting	x						
Revenue & Collection				x	x	x	
Tracking Assets & Debts	x	x	x				
Manage Documents	x	x	x				

Banking

Note: Many banking regulation changes have occurred over the last decade, and it is more complicated to obtain a bank account or make changes to an existing account now than in years past.

US Bank – ACI HQ Assist

ACI has a close working relationship with US Bank. Over the last eight years, ACI HQ along with US Bank has created a system to make banking easier for our Regions, Clubs, and Intra-Clubs.

HQ will start the setup process for a US Bank account. The entire signup process is done virtually. There are no monthly fees with the bank account providing the club does not require paper statements. US Bank accounts can provide checks, debit cards, electronic deposits, and online banking. HQ will be listed on the account as a silent, non-using owner to represent the corporation documentation, and the only other involvement HQ would have is when a signer needs to be changed. HQ does not see these accounts, which are not part of our treasury system. US Bank also provides ACI with a dedicated banking specialist (contact information below) for all our accounts.

Initial mobile check deposit limits are \$500, and then, based on activity, they increase. However, when setting up a new account, the banking specialist will ask if you need a higher limit to accommodate an upcoming influx of checks that will be deposited using mobile check deposit. If so, the banking specialist will request a higher limit at start-up.

To open a US Bank account, email info@airstreamclub.org with a copy of the minutes stating who will be signers on the account and the signer's name, address, phone, and email.

When signers on the US Bank account need to be changed, email info@airstreamclub.org with all the necessary changes. Include a copy of the minutes that states who will be signers on the account and include the signer's name, address, phone, and email. They will respond with the next steps to complete the process.

If you have questions such as access, on-line app questions or deposit limit issues for an *EXISTING* US Bank account, please contact our dedicated support representative, Angie Essawi, at US Bank. If you cannot get a response from Angie, please reach out to the ACI HQ office. Her contact information is below. All other questions, especially to initiate a new account set-up should be directed to ACI HQ.

Angie Essawi
Business Banking Support Specialist
440-949-9916
reham.essawi@usbank.com

Changing Signers / New Accounts

Changing signers can be challenging – though US Bank is accustomed to our structure and works well with local clubs and regions. See the previous section for detailed instructions for changes to a US Bank Account. Local or national banks may be more bureaucratic. When changing signers It is best to call the bank and ask what documents are needed for an unincorporated 501(c)(7) social club/association. Be prepared to get a form notarized and have a current signer join you at the bank. If a current signer cannot join you, be prepared for complexities! Patience is key!

Bank Approved Documentation

Some banks will accept Region, Club, and Intra-Club meeting minutes stating who will be official signers for the club’s bank account along with a copy of their EIN determination letter. In addition to the meeting minutes, in some cases, HQ may need to supply a letter explaining the legalstructure and that the local club is under the umbrella of the Wally Byam Caravan Club International, Inc. group exemption.

If your club uses another bank or credit union account, you may record their contact information below:

Bank/CU Name: _____

Branch Name / Address: _____

Contact Name: _____

Contact Phone #: _____

Disbursing Funds (aka Paying Bills)

Important Note: Payments for club activities/club business from personal bank accounts should be AVOIDED. Only use the club's bank accounts for club business.

1. Documentation of Payments:

- ⇒ All outgoing payments should be made via check (paper or online). Each payment must receive appropriate approval. Receipts for expenses must be maintained. If possible, store payment transactions supporting documents with the transaction in your software. For example, Quicken has a feature for attaching multiple documents to a transaction.

2. Keep Receipts for Everything:

- ⇒ All outgoing funds require receipts – an invoice or cash register receipt is ideal. Inform everyone submitting reimbursement claims to obtain receipts for all expenditures. If a receipt is not available, you may allow the member to write their own receipt, which must include a description of the purchase, the business name, purchase date, and amount, along with their printed name and signature.
- ⇒ Keep Income and Expenses Separate! Resist the temptation to fund expenses with cash receipts directly. An event organizer may receive cash payments for certain activities. It is crucial that those funds are deposited into the Club checking account and recorded as income for the event.

3. Never Pay Yourself:

- ⇒ *Never sign a check payable to yourself.* If you incur expenses for Treasurer activities, try to pay the vendor directly with a club check. If you must pay yourself, complete an expense reimbursement claim with receipts, get it approved by the President, then print out a check payable to yourself, but do NOT sign it. Instead, have one of the alternate signers sign the check.

4. Who Approves Expenditures?

- ⇒ Your Club's by-laws and policies should dictate who can authorize payments on behalf of the club. The Treasurer's role is to facilitate those payments via online payments, debit cards, and paper checks.

5. Large Expenses:

- ⇒ Each club should determine the threshold for a "large" expense and set a policy requiring your club's Board approval for any spending above that threshold.

6. Rally/Event Expenses

- ⇒ Some bills will need to be paid at an event, such as food service, catering, entertainment, and transportation. If possible, prepay rally/event vendors (like catering, transportation, or entertainment) with a check (paper or electronic) or debit card directly to the vendor. You should not use your personal credit card for these expenses.
- ⇒ Alternatively, inquire if the vendor will accept a check mailed after the event. Otherwise, pay the vendor at the rally/event using a handwritten check or debit card transaction, if the club has a debit card. Avoid having members pay expenses directly and request reimbursement for large expenses unless it is the only option. If a member needs to use their funds and request reimbursement, ensure they collect a detailed receipt (not just a credit card slip).

7. Small Expenses:

- Many events will incur numerous small expense items, such as table decorations, food service items, and food supplies for breakfast. Generally, these items will be purchased and paid for by someone on the event committee, who should then submit a reimbursement claim (with receipts) to the Treasurer. The receipt should not mix personal and event expenses, if possible. If there is a mixed receipt, the club's expenses should be clearly marked/identifiable. If the reimbursement request is made by someone other than the event leader, the event leader must approve it.
- Submitting this request for reimbursement may be done via email (preferred), postal mail, or handed directly to the Treasurer. If submitting via email, receipts may be scanned or photographed, ensuring the image is clear and readable.

Dues

International New Member Dues

As of the publication date of this manual, International Dues for new members is \$99 for one year. The membership period is on an anniversary year which is based on 12 months from the member's original join date (Example: If member joined on May 1, 2024, the membership is good until May 1, 2025). HQ will collect one year of Local Club dues.

International Renewal Dues

International Dues for renewals is \$99 per year. Most members' expiration date is Jan. 1, apart from those who have joined since July 1, 2021. The renewal process for members will start roughly 120 days before the expiration date (**Sept. 3, 2024**). HQ will send out notifications reminding members it is time to renew. The member **MUST** be logged into the member-only portal to renew online. **ALL MEMBERS ARE NOW ABLE TO LOGIN AND RENEW ONLINE (Primary AND Partner!)** HQ will collect one year of Local Club dues.

Affiliate & Intra-Club Memberships

HQ is collecting Affiliate and Intra-Club dues for clubs. Members can join online anytime or when they are joining or renewing their membership.

Local Club, Affiliate Dues & Intra-Club Dues

Local Club, Affiliate dues & Intra-Club dues received by HQ will be paid out twice a month via direct deposit except for our Canadian Clubs. Canadian Clubs are sent paper checks and have 90 days to cash the checks. HQ will email a dues payment report to the communication list at time of the transfer.

Collecting Club Funds

Club funds collected should always be deposited directly into the Club's bank accounts. Personal accounts should be AVOIDED when depositing club funds. Cash is becoming more of a challenge to deal with since it cannot be electronically deposited. If you do not have a branch close to you to deposit cash, it is recommended to have someone accept the cash and then write a check to the club for it to be electronically deposited. If this happens, it is also recommended that this is documented and two members witness the process so there are no questions.

There are various ways to collect money for your Club. PayPal is a common online platform for Clubs to use when collecting money from members for events, rallies, and caravans – it is a great tool, but costly! There are other payment platforms. You can evaluate those for the most efficient on a cost of usefulness point of view. Other platforms include Square, Stripe; and U.S. Bank has a platform that you can utilize if you have a U.S. Bank. When adopting a payment platform or changing from the current platform, ensure your leadership team is fully on-board with the decision because these kinds of changes can be bumpy in the short-term before the overall result becomes favorable.

Instructions published by the ACI Technology Committee for Setting up PayPal accounts to use with JotForms:

- Create a BUSINESS bank account at the bank of your choosing.
- Create a BUSINESS PayPal account associated with an email that belongs to your local Airstream Club.
- The bank account and the PayPal account should not be connected
- to a member's personal email.
- When selecting a Payment Module from JotForm, choose "PayPal Personal." This will allow you to collect money via PayPal or credit cards. **Use the email attached to the PayPal account when setting up the JotForm payment profile.**

Government Reporting

Tax structure description

United States

Most clubs are registered as a 501(c)(7) which is different than a 501(c)(3). Both are non-profit organizations in the eye of the IRS. However, their mission is fundamentally different. The difference lies in the purpose of each organization. 501(c)(3) organizations exist to serve the public while 501(c)(7) organizations exist to benefit their members. To maintain this important status, the IRS has defined a few requirements.

What are those requirements? Firstly, your club needs to operate primarily for pleasure, leisure, and social activities which benefit their members. Secondly, your club may receive up to (but no more than) 35% of its gross receipts, including investment income, from sources outside its membership.

Note: One other difference is that donations to a 501(c)(7) are NOT tax deductible by the donating party.

Canada

Under the Income Tax Act, a non-profit organization is an association organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit (for example, a club, society, or association). The organization will generally be exempt from tax if no part of its income is payable to, or available for, the personal benefit of a proprietor, member, or shareholder unless the proprietor, member, or shareholder is a club, society, or association whose primary purpose and function is to promote amateur athletics in Canada.

Tax Reporting (US or Canada)

The US has 3 tax forms – 990-N, 990-EZ and 990 – which need to be filed annually. For more detailed guidance, refer to the IRS instructions for Form 990.

Here are the criteria to determine which form you need to complete:

Form	Criteria
990-N	<p>Small tax-exempt organizations generally are eligible to file Form 990-N to satisfy their annual reporting requirement if their annual gross receipts are normally \$50,000 or less.</p> <p>Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.</p>

	<p>Gross receipts are normally \$50,000 or less if the organization:</p> <p>Has been in existence for 1 year or less and received, or donors have pledged to give, \$75,000 or less during their first tax year;</p> <p>Has been in existence between 1 and 3 years and averaged \$60,000 or less in gross receipts during each of its first two tax years; and</p> <p>Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).</p>
990-EZ	Form 990-EZ can be filed by organizations with gross receipts of less than \$200,000 and total assets of less than \$500,000 at the end of their tax year.
990	Clubs with gross receipts of \$200,000 or greater or total assets \$500,000 or greater

Instructions for Completing Form 990-N Online (aka, “the postcard”)

1. Determine Eligibility
 - Ensure your organization qualifies to file Form 990-N. It is for organizations with gross receipts of \$50,000 or less.
2. Gather Required Information
 - Collect necessary details such as your organization’s name, address, Employer Identification Number (EIN), and a statement confirming your gross receipts.
3. Access the Form
 - Visit the IRS website <https://sa.www4.irs.gov/epostcard/> and navigate to the Form 990-N section. You will need to create an account if you don’t have one.
4. Complete the Form
 - Fill out the online form with the gathered information. The Organizations legal name should come up as Wally Byam Caravan Club International Inc. List your Unit, Region or Intra-Club name in the DBA Name along with your Unit/Region number. You MUST use PO Box 612, Jackson Center, OH 45334 as the address for the organization. Use your address as the principal officer.
5. Submit the Form
 - After completing the form, submit it electronically. You will receive confirmation once the IRS processes your submission.
6. Keep Records
 - Maintain a copy of the confirmation and any correspondence for your records.

Filing Form 990-N is crucial for maintaining your tax-exempt status, so ensure you file it annually by the due date.

Instructions for Completing Form 990-EZ

1. Gather Required Information
 - Download form from IRS website
 - Collect all necessary financial records, including income statements, balance sheets, and details of expenses.

2. Fill Out Basic Information
 - Enter the organization's name, address, and Employer Identification Number (EIN) at the top of the form. The Organization's legal name is Wally Byam Caravan Club International Inc. List your Unit, Region or Intra-Club name in the DBA Name along with your Unit/Region number. You MUST use PO Box 612, Jackson Center, OH 45334 as the address for the organization. Use your address as the principal officer.
3. Complete Revenue Section
 - Report total revenue, including contributions, program service revenue, and investment income.
4. Detail Expenses
 - List all expenses incurred during the year, including salaries, benefits, and other operational costs.
5. Calculate Net Assets
 - Determine the organization's net assets by subtracting total expenses from total revenue.
6. Sign and Date the Form
 - Ensure that an authorized person signs and dates the form before submission.
7. Submit the Form
 - File the completed Form 990-EZ with the IRS by the due date, typically the 15th day of the 5th month after the end of your organization's fiscal year.

For more detailed instructions, refer to the IRS guidelines or consult a tax professional.

Instructions for Completing Form 990

1. Gather Necessary Information
 - Download form from IRS website
 - Collect all relevant financial records, including income statements, balance sheets, and details of expenses.
2. Fill Out Basic Information
 - Provide the organization's name, address, and Employer Identification Number (EIN). The Organization's legal name should be Wally Byam Caravan Club International Inc. List your Unit, Region or Intra-Club name in the DBA Name along with your Unit/Region number. You MUST use PO Box 612, Jackson Center, OH 45334 as the address for the organization. Use your address as the principal officer.
3. Report Revenue
 - Detail all sources of revenue, including contributions, grants, and program service revenue.
4. List Expenses
 - Document all expenses incurred, categorized by type, such as program services, management, and fundraising.
5. Complete the Balance Sheet
 - Fill out the balance sheet section, reporting assets, liabilities, and net assets.
6. Answer Additional Questions
 - Respond to any additional questions regarding governance, policies, and practices.
7. Review and Submit
 - Double-check all entries for accuracy and submit the form by the due date.
8. Keep Records

- Maintain copies of the filed form and support documents for your records.

Filing Form 990 is crucial for maintaining your tax-exempt status and ensuring transparency with the IRS.

T2 for Canada

Canadian tax law is subject to change by national and provincial governments. Please consult with local tax experts to understand the latest national and provincial requirements. In general, clubs are required to file a form T2 with the CRA (Canadian Revenue Agency). This may require whoever files the form (Treasurer or outside accountant) to prepare club financial statements which comply with GAAP (Generally Accepted Accounting Principles along with accompanying notes.

State and Provincial Reporting

If your club is registered in your state or province, you may need to complete additional reporting. Please research this directly with the appropriate government entities.

1099's for US Clubs

If your US-based (not Canada) club plans to pay or has paid an outside accountant, attorney, or other professional more than \$US 2,000 in a calendar year, you may need to issue the person/organization a 1099. Please contact the ACI Finance Director or a member of the Finance Committee (contact information on the ACI website) before the end of the calendar year for additional instructions.

Inter and Intra Club Reporting

Club Officers / Executive Board Reporting

Timely and clear financial reporting to your club’s leadership is essential. Use your club’s accounting software (e.g., Quicken, QuickBooks) to generate reports that are informative but not overly complex. The goal is to present financial data that can be easily reviewed and understood by the Executive Board and officers.

Best practices:

- Prepare and distribute financial reports prior to each board or officer meeting to give recipients time to review the information and prepare any questions
- Include a cash flow statement and a summary of all assets and liabilities
- Reports should reflect:
 - Beginning balances for each account
 - All income and expenses during the reporting period and a comparison with the prior period and with the current budget
 - Ending balances

Here’s an example report format-- from the Greater Bay Area Airstream Club -- generated directly from Quicken. This provides summary balances for revenue/inflows – Dues, Rallies, and Caravans – as well as expenses.

Cash Flow with percent column - Last year
1/1/2024 through 12/31/2024

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Category	1/1/2024- 3/31/2024	% of Total	4/1/2024- 6/30/2024	% of Total	7/1/2024- 9/30/2024	% of Total	10/1/2024- 12/31/2024	% of Total	OVERALL TOTAL
INFLOWS									
Membership dues									
Rally fees									
Silver on the Seas 2024									
TOTAL INFLOWS									
OUTFLOWS									
Admin									
General									
Jotform									
Zoom									
TOTAL Admin									
Campground and Rally									
Fees & Charges									
PayPal fee									
SoS 2024									
TOTAL PayPal fee									
TOTAL Fees & Charges									
Gifts & Donations									
Charity									
Gift									
TOTAL Gifts & Donations									
TOTAL OUTFLOWS									
OVERALL TOTAL									

Club Member Reporting

Your members should receive, at least annually, a report of the club's finances. This can be done at the annual membership meeting or in a newsletter. The content and format of the report should cater to the information needs of your members – knowing some members crave detail and others need only summary information. Presenting summary information and having detail readily available to answer specific questions may satisfy most/all members' information needs and most importantly, build trust with your members.

ACI Reporting

At the end of each fiscal year (for ACI, that is December 31st), a summary financial report should be submitted to the ACI Finance Director. The Finance Director defines the format of the report to standardize the content and streamline data aggregation. The Finance Director can use this information to report trends to the IBT (International Board of Trustees), each region and club. *The ACI Policy (16.6.1.I) outlines the reporting requirements for clubs and regions as follows:*

Financial Statements

Each entity Treasurer is required to prepare an annual accounting of the beginning cash balance, cash receipts, disbursements, and ending cash balance within 60 days of the entity's year-end and shall retain appropriate financial data in accordance with the established guidelines, policy, and procedures. This accounting shall be provided to the members of the entity's Board. National Caravans shall submit these reports to the International Caravan Chair and Caravan Treasurer.

Helping Leaders and Members Understand Financial Reports

One of your important responsibilities as Treasurer may be to help club officers and members understand the financial reports you prepare. Not everyone has a financial background, so clear communication and basic explanations can go a long way in building confidence and transparency.

Below is an overview of the three primary financial reports your club may use, along with tips to help others interpret them:

The three primary financial statements used by clubs are

1. **Income Statement** - This statement should reflect the income and expense activity for a specific period or a specific rally/event (or both). The report may compare the current results with prior results to give the reader better context and understanding.
 - The **income section** of the Income Statement displays how much money you brought in from your products or services. It may also include income from ancillary sources. Generally, clubs generate revenue from dues, rallies, caravans, advertising, interest income, promotions, and merchandise sales
 - The **expense** section shows how much money you spent throughout the same specified period.
 - An important value on the Income statement is **Net Income** which is the gross profit minus the total expenses. If this value is positive, then your club made a cash profit, if negative, then your club incurred a cash loss.
2. **Balance Sheet** – This is a snapshot of what the club **owns** (Assets) and what the club **owes** (Liabilities). One letter makes a big difference! The balance sheet is split into three sections – Assets, Liabilities and Net Assets
 - ⇒ Assets – this section records the club’s itemized assets such as receivable, CDs, bank accounts, fixed assets and is categorized as long-term vs. short-term.
 - ⇒ Liabilities – this section contains a club’s liabilities and equity, debt, payables, as well as fees collected for future rallies and events. These should be separated as long-term (due greater than/equal to one-year) vs. short-term (due less than one year).
 - ⇒ Net Assets – Assets minus liabilities. It should be a positive number! If it is not, contact the ACI Finance Director or a member of the Finance Committee for additional help.
3. **Cash Flow Statement** – A snapshot of the activity in cash accounts for a specific period. This may be the same as the Income Statement if your club records income and expenses only when received or paid out.

Insurance

Current information about the ACI insurance policies can be found on the ACI website at <https://airstreamclub.org/leadershipportal>

As of publication of this manual, here is the current information about the ACI Insurance coverage for local clubs. This may change overtime. Please refer to the ACI website for the most current insurance information. Please note, ACI does NOT have Directors and Officers (aka D&O) liability coverage for local clubs. That can be purchased by the clubs through a local insurance broker. ACI's insurance coverage is intended to meet the full needs of most clubs. If you have questions about insurance coverage and risk mitigation, please contact the ACI Finance Director or a member of the Finance Committee. They can answer your question or put you in touch with the best resource to help you.

General Liability

ACI maintains a comprehensive general liability insurance policy to cover official club functions and activities. All "official" Club events are covered by International's liability insurance. To be considered an "official" Club event, the event must be:

- Known publicly – advertised via a newsletter, social media or website.
- Open for all Club members (or guests) to attend.
- Official club functions include rallies, caravans, meetings, and luncheons. The event must welcome ALL members of ACI (or guests) as space allows.

Examples of events that would be covered:

- Club has rally and invites non-member guests
- Club has a luncheon at a restaurant with limited space

Examples of events that would NOT be covered:

- Events where a Club or Intra-Club only allows their members or affiliates to attend
- Three members park together at an RV park
- Two members caravan together and stop at a rest area to talk

The policy is provided to protect all Club, Region, International Officers, Caravan Leaders, members/agents, as well as employees while engaged in officially authorized business for ACI and the facilities being used or leased for official functions. It covers claims that may be brought against members/agents and employees because of accidents due to their negligence or assumed negligence. The liability insurance policy also covers a non-member (and not compensated) for bodily injury or property damage if requested to perform a service by a club member.

Examples of covered incidents:

- If someone trips over a crockpot cord set out for a meal and get hurts
- If event signage put up by a Club member falls onto someone and they get hurt

Examples of incidents that would NOT be covered:

- If a member is walking on the sidewalk at an RV park, falls and gets hurt
- If a member rents a third-party golf cart and has an accident

Personal Property

ACI does not provide insurance for property owned by Members, Regions, Clubs or Intra-Clubs. These properties must be insured by the ownership entity. ACI's insurance policies are not a substitute for an individual member's personal liability, collision, or property insurance.

For example, if two club members back their trailers into each other, this is not covered by ACI's insurance.

Host Liquor Liability

Host Liquor Liability is built into our policy. This means that ACI is covered if someone drinks at an event and causes injury or property damage and the Club is sued. This covers events when:

Alcohol is provided by the host

Guests bring their own alcohol

Alcohol can NEVER be sold without a licensed vendor

Certificate of Insurance

Requesting a Certificate of Insurance

Requesting a certificate of insurance (COI) is only needed when a rally or meeting venue requests the certificate and wants to be listed as the additional insured. There is no cost to the Club for the certificate. This typically happens so a venue is also protected under our insurance in case our members do not behave properly.

To request a COI, complete the JotForm found on the ACI insurance page

You will need to provide:

- Dates of Event
- Location of Event, including event venue name and address
- Event venue contact including name, phone number and email address

Cyber Security

Password Management

When you assume your role, **immediately** change passwords for all the club's on-line accounts including banking, Quicken, Quickbooks, Paypal, Stripe. A password manager – like Bitwarden, Keychain (Apple), 1Password – can help you generate secure passwords. Here are some best practices to create good passwords

- Use a mix of letters, numbers, and symbols.
- Make it at least 12 characters long.
- Avoid using easily guessable information like birthdays or names.
- **Use different passwords for different accounts.**
- Consider using a password manager to keep track of your passwords.
- Change your passwords regularly.
- Enable two-factor authentication whenever possible.

Avoid Phishing Scams!

Phishing scams are on the rise and fraudsters are getting more sophisticated. To prevent falling for a phishing scheme, follow these best practices:

- **Always verify the sender's email address (CAREFULLY – one letter is all it takes!)**
- **Avoid clicking on links (navigate to a website independently)**
- **Look for grammatical errors in messages**
- **NEVER provide personal information unless you are sure of the recipient's identity**
- **Use two-factor authentication for added security and**
- **keep your software updated to protect against vulnerabilities.**

Don't act until you have had a live conversation with the officer or member!

Records and Documents

Backup, Retention and Destruction

Your Excel, Quicken, or QuickBooks data files are critical. It contains the record of all the Club's financial transactions. Your software may make automatic backups periodically. Understand how often and where the files are stored. It is VERY good practice to store these backups in the cloud or a location away from the computer's location. Cloud versions of Quicken and QuickBooks will take care of that requirement, if the backups are performed correctly. Furthermore, document the location and passwords/keys for one of the other officers to keep in case of emergency.

For paper documents, clubs can adopt their own policies and guidelines for record retention (destruction), or follow the ACI Record Retention Policy on the ACI website (<https://airstreamclub.org/sites/default/files/2025-05/ACI%20Document%20Retention%20Policy%20Final.pdf>)

Budgeting

Creating a detailed and realistic budget is vital for the sustainability and growth of a social club. It promotes transparency, accountability, and strategic planning, while ensuring that the club can continue to serve its members effectively.

A budget is NOT a binding agreement of exactly what the club will collect and spend over the budgeting timeframe. It is a planning tool, NOT a promise. After all, a budget is projecting the future which is inherently uncertain. Being under or over budget is not necessarily bad or wrong; rather, it indicates your circumstances did not play out as expected and prior decisions for spending may need to be re-evaluated. A budget can provide officers and members with valuable insight into the expected inflows and outflows of your financial future. For example, it can foreshadow a deficit or surplus of cash flow in specific months with enough time for the officers to discuss potential options and make informed decisions to avoid a crisis.

Below are suggested detailed steps to create an effective budget for your club or region:

1. **Define the Scope and Objectives**
 - Determine what the budget will cover—your full fiscal year, a specific rally, or a caravan
 - Clarify the goals and key priorities for the budget period or event
2. **Gather Key Information**
 - Review past financial reports, including income and expenses
 - Collect details on upcoming rallies, caravans, events, and operating needs
3. **Identify Income Sources**
 - Include all expected revenue: membership dues, rally fees, donations, sponsorships, fundraising, and merchandise sales
 - Use conservative estimates, especially for event participation
4. **Estimate Expenses**
 - List all projected costs and separate them into:
 - ⇒ **Fixed costs** (e.g., insurance, recurring admin fees)
 - ⇒ **Variable costs** (e.g., food, supplies, based on the number of attendees)
5. **Draft the Budget**
 - Use spreadsheet or accounting software to organize the income and expenses
 - Aim for a **balanced budget** (or small surplus) where income covers or exceeds expenses
6. **Review and Refine**
 - Share the draft with club officers or committee members for input
 - Adjust to reflect feedback, club goals, and practical realities
7. **Approve and Implement**
 - Seek formal approval from your club's Executive Board
 - Begin tracking income and expenses against the approved budget
8. **Monitor and Report Regularly**
 - Compare actual financial activity to the budget throughout the year or event
 - Provide regular updates to officers and members
9. **Conduct a Year-End or Event Closeout Review**
 - Evaluate actual financial results compared to the budget
 - Identify areas for improvement and apply lessons learned to future planning

Controls and Oversight

Controls over the financial transactions in a club catch mistakes and prevent embezzlements. Controls include strict adherence to your approval policies, conducting periodic reviews and separating approvals from the disbursements. Guidance on controls over specific activities are embedded in this manual in the relevant sections.

An independent review of the financial records is essential for maintaining transparency, ensuring compliance with by-laws, preventing misappropriation/misuse or fraudulent use of funds while fostering trust among members of a social club. The process involves several systematic steps that help identify discrepancies, prevent fraud, and improve financial management. Below is a suggested guide to performing an effective financial audit for your club or region.

1. Planning the Review (Leadership Team)
 - Define Objectives: Clarify what the review aims to achieve, such as verifying accuracy, compliance, or identifying areas for improvement.
 - Determine Scope and Frequency: Decide how often the review will be conducted (quarterly, bi-annually, annually) and which financial records will be reviewed.
 - Recruit a member with a finance background. Select members not involved in the day-to-day operations of the club and who have no signing authority on bank accounts. Ideally, the reviewer will have some audit or compliance experience. If you select a CPA or CA (Canada), they will be bound by professional standards and regulations of their license.
 - Document the plan. See Appendix for sample plan
2. Gathering Documentation (Reviewing Member)
 - Collect Financial Records: Gather all relevant documents, including bank statements, receipts, invoices, expense reports, and ledger books.
 - Review By-laws, Policies and Procedures: Review the club's by-laws and associated financial policies.
3. Internal Controls Evaluation (Reviewing Member)
 - Assess the effectiveness of internal controls such as segregation of duties, approval processes, and safeguarding of assets. Strong internal controls reduce the risk of errors and fraud.
4. Reviewing Financial Transactions (Reviewing Member)
 - Verify Transactions: Cross-check recorded transactions against bank statements and receipts to confirm accuracy. It is important the Reviewing Member looks at a representative sample of each type of transaction.
 - Check for Unauthorized Transactions: Identify any transactions that lack proper authorization or documentation.
 - Assess Categorization: Ensure that expenses and income are correctly categorized for clarity and reporting purposes.
5. Reconciliations (Reviewing Member)
 - Review bank statements and the reconciliations associated with the club's financial records to identify discrepancies. Note the timeliness of reconciliations. Sample transaction in the records with the bank statement to ensure consistency and accuracy. (need detail on sample size determination)
6. Reporting Findings (Reviewing Member)
 - Prepare a detailed report highlighting:
 - ⇒ Discrepancies or errors found

- ⇒ Instances of non-compliance
- ⇒ Recommendations for improvement
- 7. Implementing Recommendations (Leadership Team)
 - Work with the club's management to address issues identified. This may include updating policies, improving record-keeping practices, or enhancing internal controls.
- 8. Documentation and Follow-up (Reviewing Member and Leadership Team)
 - Maintain comprehensive records of the process and findings. Schedule follow-up audits to ensure corrective actions are implemented and sustained over time.

Regular oversight not only ensures financial integrity but also promotes accountability and transparency within your club or region. By following these structured steps, the club/region can effectively monitor its financial health and foster trust among its members.

Note: If the unlikely event your club requires a formal audit or review by a CPA or CA (Canada), your club should engage a qualified professional. Financial institutions may require this if the club applies for financing. These activities can be expensive and will necessitate a formal quote and Statement of Work to formalize the engagement.

Appendix

Sample Review Plan (Checklist)

4. Indicate where the club's funds are kept: (Checking, savings, or CD's?) Include bank name, branch location, and account number:
5. Is there a treasurer's ledger?
6. Is every expense listed in the ledger?
7. Is every income transaction listed in the ledger?
8. Were ledger entries entered in a timely manner with an explanation of the transaction?
9. Does the bank statement balance agree with the balance in the treasurer's ledger?
10. Have all disbursements been made by check?
11. Are all disbursements properly documented? Supporting documents include evidence of purchase, receipts, approval, and when they were paid.
12. Are voided checks organized and available for inspection?
13. Is a restrictive endorsement (i.e. "for deposit only") stamped on incoming checks as soon as they are received?
14. Are bank deposits logged in the checking ledger.
15. Are checks returned by the bank for insufficient funds controlled and follow-up maintained.
16. Are annual reports provided to the Executive Board? The reports should include account balances, income, and expenditures. Are bank statements available at all meetings?
17. Are balance sheet reports provided at general business meetings?
18. Minutes of club meetings include a Treasurer's report showing current balance, funds received, and expenses paid.

Annual Reporting Format to ACI

ACI would like to collect information about your club. There is a standard format to submit this information. The most current reporting format and instructions are posted on the ACI website at [\(insert url here\)](#).

Club Name Goes Here												
Annual Cash Activity Statement												
Year ended xx/xx/xx												
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Enter data/commentary ONLY in highlighted cells</div>												
Amounts in USD unless specifically stated otherwise												
Account Names (from Net Worth Report)	General / Operating Account	PayPal Account	Rally Account	Caravan Account	Investment Account	Reserve Account	Credit Card Balance	Other Liabilities	Other	Other	Total Cash	Notes
Beginning of the Year Cash Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Other	\$ -	\$ -	\$ -	
INFLOWS												
Dues											\$ -	
Rally Fees											\$ -	
Merchandise Sales											\$ -	
Caravans											\$ -	
Interest											\$ -	
Other Additions not listed											\$ -	
Transfers In (from other account)											\$ -	
TOTAL ADDITIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
OUTFLOWS												
Rallies & Events Costs											\$ -	
Caravans Costs											\$ -	
Merchandise Inventory Purchased											\$ -	
Equipment Purchased											\$ -	
Officer Travel											\$ -	
Software & Computer Costs											\$ -	
Insurance Costs											\$ -	
Donations Made											\$ -	
Other Purchases											\$ -	
Transfers Out (to another account)											\$ -	
TOTAL REDUCTIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CHANGE IN CASH BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
ENDING CASH (calculated)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#VALUE!	\$ -	\$ -	\$ -	
ENDING CASH (from Net Worth)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DIFFERENCE (MUST BY ZERO)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#VALUE!	\$ -	\$ -	\$ -	

Club Name Goes Here				
Year-end Account Balances				
Year ended xx/xx/xx				
Amounts in USD unless specifically stated otherwise				Enter data/commentary ONLY in highlighted cells
ASSET ACCOUNTS	Prior Year	Current Year	Increase / (Decrease)	Notes
CASH (change names to match your account names)				
General / Operating Account	\$ -	\$ -	\$ -	
PayPal Account	\$ -	\$ -	\$ -	
Rally Account	\$ -	\$ -	\$ -	
Caravan Account	\$ -	\$ -	\$ -	
Investment Account	\$ -	\$ -	\$ -	
Reserve Account	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Total Cash	\$ -	\$ -	\$ -	
Value of Equipment Owned	\$ -	\$ -	\$ -	
Value of Merchandise In Stock	\$ -	\$ -	\$ -	
Value of Other Stuff (use notes to describe)	\$ -	\$ -	\$ -	
TOTAL ASSETS	\$ -	\$ -	\$ -	
DEBT ACCOUNTS				
Credit Card Balance	\$ -	\$ -	\$ -	
Rally and Event Fees Collected in Advance	\$ -	\$ -	\$ -	
Other Liabilities	\$ -	\$ -	\$ -	
TOTAL DEBTS	\$ -	\$ -	\$ -	
CLUB NET WORTH	\$ -	\$ -	\$ -	