

Reporting Requirements for Idaho Native Plant Society **Treasurers**

Approved by the Board of Directors on September 27, 2012

The following requirements are designed to help both chapter treasurers and the society treasurer to understand their reporting responsibilities. It is important that these requirements be followed in order for the Idaho Native Plant Society (INPS) organization as a whole to function properly. With proper and timely reporting chapters are quickly made aware of new members, new members feel that their membership is recognized and valued by INPS, and the society treasurer is able to ensure accurate and timely delivery of Sage Notes and other information concerning the state organization. These requirements are based on the INPS by-laws.

New memberships and renewing memberships with the corresponding fees can be received either by the chapter treasurers or the society treasurer.

Chapter Treasurers: When chapter treasurers receive membership forms and fees, the following procedures shall be followed:

1. A receipt shall be provided for any cash payment.
 2. The membership forms and fees shall be immediately sent to the society treasurer
- or**
3. Fees shall be deposited in a timely manner in the local chapter's bank account.
 4. Membership information shall be documented, including at a minimum for renewing members, the member's name(s), membership level, amount paid and date paid. For new memberships or renewing members with changes, also document the address, phone number, email address, Sage Notes option and expiration date. By the 10th of each month a report that includes all the membership information listed in #3 above shall be sent to the society treasurer. The information can either be mailed by postal service or attached to an email to the address noted below. Changes and corrections to member information shall be highlighted.

5. By the 10 of January, April, July and October an amount equal to 75% of the membership fees received at the chapter level in the previous quarter shall be forwarded to the society treasurer.

Society Treasurer: When the society treasurer receives membership forms and/or fees, the following procedures shall be followed:

1. A receipt shall be provided for any cash payment.
2. Fees shall be deposited in a timely manner in the society's bank account.
3. Membership information shall be documented, including member name(s), address, phone number, email address, membership level, Sage Notes option, expiration date, fees paid and date paid.
4. By the 10th of each month a report that includes all the membership information listed in #2 above shall be sent to the chapter treasurers. A separate report may be sent to each chapter treasurer containing only that chapter's new members or one report with chapter members listed separately but containing information of all chapters may be sent. That information can either be mailed by postal service or attached to an email.
5. By the 10th of January, April, July and October an amount equal 25% of the membership fees received at the state level in the previous quarter for a given chapter shall be sent to the respective the chapter treasurers with a copy to the chapter presidents.

Society treasurer's address:

INPS Treasurer
PO Box 9451
Boise, ID 83707
Email: inps.treasurer@gmail.com