

Business Activities for the Local Association Leadership Seminar

Texas Music Teachers Association State Convention

June 19, 2011, Arlington, Texas

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Vice President for Business Activities

Duties of Treasurer

- Maintain bank accounts, credit cards
- Prepare budgets for activities of association
- Prepare reports for meetings
- Receive dues rebates and fees; make payments for state programs
- File federal tax forms, if applicable
- Apply for Request for Certificate of Insurance from MTNA for local events

TMTA Forms

- Go to TMTA Website: http://www.tmta.org/forms/all_forms.php
- Choose MP Form for Local Associations
- Choose event, indicate number of entries.
- Complete contact information. You will receive confirmation with instructions.
- Always forward confirmation email to coordinator of event.

Tax Information

<http://epostcard.form990.org/>

Most small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$50,000 or less](#) (\$25,000 for tax years ending after December 31, 2007 and before December 31, 2010) are required to electronically submit Form 990-N, also known as the **e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead.**

- Obtain EIN (Employer Identification number) by following link
- Register as a new user
- Create your Form 990-N (epostcard)

Certificate of Insurance

www.mtna.org, **Programs, General Liability Insurance**

- If your association is sponsoring an event (conference, competition, workshop, etc.), your association is insured against claims arising from bodily injury and property damage that might occur from this event.
- If your association is asked to provide proof of this coverage by the facility or institution, you must complete a Request for Certificate of Insurance form (completed and submitted online or mailed to MTNA.)