



TREASURER

RESPONSIBILITIES:

Per the Club Constitution the Treasurer's duties are as follows:

- *The Treasurer* shall be the custodian of all dues and other money belonging to the Club and shall deposit same in the name of the Club in a bank approved by the Board of Directors.
- Disbursement checks shall be countersigned by the President.
- The Treasurer shall make books indicating the financial condition of the Club open for inspection by the Board at all times, and he/she shall report at each meeting the condition of the club's finances, listing all items and receipts of payment not previously reported.
- At the Annual Meeting he/she shall render an account of all monies received and expended during the previous fiscal year.
- An Auditing Committee appointed as provided for in these By-Laws in Article IV, Section 2 shall audit the Treasurer's accounts during the last month of the fiscal year and report their findings at the Annual Meeting. "

The Treasurer shall be responsible for filing the Club's annual Tax Return in January of each calendar year. Instructions are included in this binder.

The Treasurer shall be responsible for sending out dues notices to members or coordinating with the Club Secretary to have the notice included in a meeting notice.

The Treasurer should be aware that our organization is a 501C7 and donations to our club are not tax deductible.

The Club Tax # is 74-6060471 and may be used for purchase of any items used for Ways & Means without paying sales tax.

Patricia Mims

From: Patricia Mims [phantomdach@earthlink.net]
Sent: Wednesday, February 16, 2011 9:43 AM
To: 'Karavel@comcast.net'; 'Nancy Colson'
Cc: 'janice.finney@yahoo.com'
Subject: HDC Tax Filing 2010

I've completed the Club's Tax filing for 2010. I'm sending this on to both of you so that it can be put into the club records – specifically the Treasurers Records so we will know how to do this in the future. It probably needs to be incorporated into the binder Janice did – if she did one for Treasurer. I don't know if she did, but I've cc'd her on this email too so if she did she can add the information – if not, maybe it would make sense for that to be the next binder to work on.

To file our annual tax report go to this link

<http://www.irs.gov/charities/article/0,,id=169250,00.html>

Look down the page for this**How To File**

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Click “here” then click “Leave IRS site” on the screen that comes up.

Select

STEP 2: [Create your Form 990-N \(e-Postcard\)](#)





The Login ID is the club's EIN # 74-6060471

The Password: dachshunds (case sensitive)




Please note instructions for “login ID” on this page – each year the EIN # gets 01, 02, 03 sequentially added to the end of the login. 2010's filing was 01, 2011 will be 02 etc. Do not include the dash in the Login ID.

Answer the questions on the form that comes up and then select “next page”– Example below



















Electronic Notice - Form 990-N (e-Postcard)
Organization Information

- A** For the tax year period beginning  and ending 
- B** Has your organization terminated or gone out 
of business?
- Are your gross receipts normally \$50,000 or 

less?

- C Organization's legal name – Line 1 
 - Organization's legal name – Line 2 
 - D Employer identification number (EIN) 
-

Fill in these answers and click “submit filing to IRS”

- C Organization's legal name: **HOUSTON DACHSHUND CLUB**
- C If your organization conducts business using another name (dba), enter other name:
 - DBA name 
 - DBA name - continued 
- C In Care of Name 
- C Organization's mailing address:
 - Country 
 - Number and street (or PO Box) - Line 1 
 - Number and street (or PO Box) - Line 2 
 - City or town 
 - State 
 - Zip code 
- E Organization's website address, if applicable 
- F Principal Officer:
 - Type of name 
 - Person Name 
 - Country 
 - Number and street (or PO Box) - Line 1 
 - Number and street (or PO Box) - Line 2 
 - City or town 
 - State 
 - Zip code 

You should receive this confirmation after you submit the filing:

HOUSTON DACHSHUND CLUB
74-6060471
2010 IRS Form 990-N (e-Postcard)

1/1/2010 - 12/31/2010

Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.

Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you will receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you are done for the year. If rejected, the e-filing receipt email will contain instructions on how to correct the problem.

Check for the email noted and take any necessary action to correct any problems and your done.

Trish Mims
www.phantomdach.com

Chris's Caring Bridge Website
<http://www.caringbridge.org/visit/chrismims>

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or
990-EZ

OMB No. 1545-
2085

2010

Open to Public
Inspection

A For the 2010 calendar year, or tax year beginning 1/1/2010, and ending 12/31/2010.

B Check if applicable

☐ Terminated, Out of Business

☒ Gross receipts are normally
\$50,000 or less

C Name of organization: HOUSTON DACHSHUND CLUB
d/b/a:

% Nancy Colson
3773 Lakeview Dr
Conroe, TX, US, 77303

D Employer
Identification
Number
74-6060471

E Website:
www.houstondachshundclub.org

F Name of Principal Officer: Nancy Colson

3773 Lakeview Dr
Conroe, TX, US, 77303

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.