

# WiM CHAPTER TREASURER SESSIONS

March 2026



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# **AGENDA**

- ***WiM Structure***
- ***WiM Chapter Financials Overview***
- ***Chapter Revenue***
- ***Chapter Expenses***
- ***Q&A***

# **WiM Structure**

## **Women in Manufacturing Association EIN 47-3472686**

- **501(c)6 Non-Profit Professional Association**
  - **Contributions are not tax deductible as charitable donations. For organizations, these are treated as business expenses.**
  - **This structure is exempt from federal income tax.**
- **All chapters are an extension of the WIM Association and do business under this entity.**
- **If you need a copy of our IRS W-9 form, please email [accounting@womeninmfg.org](mailto:accounting@womeninmfg.org) .**

## **Women in Manufacturing Education Foundation**

- **501(c)3 Non-Profit Charitable Organization**
  - **Charitable organizations that are primarily focused on serving the public good through charitable & educational activities.**
  - **This structure is exempt from federal income tax and donations are tax deductible for donors.**

## **WIM Services Inc**

- **For Profit C Corporation that houses taxable transactions including business coaching, advertising, and merchandise sales.**

# **WiM CHAPTER FINANCIALS OVERVIEW**

## **REVENUE**

- **Revenue generated by chapters is initially held by WiM National until the month is closed.**
  - **Revenue is not immediately available to chapters at the time of payment/transaction.**
- **Chapter revenue generated during a given month will be transferred to the chapter during the following month.**
- **Treasurers and Chairs receive a transfer file from WiM National once the transfers are complete.**
- **Chapter leaders can log-in on chase.com to view their chapter's available balance.**

## **EXPENSES**

- **Chapter leaders can request Chase ONE credit cards to use for chapter-related expenses.**
- **Cardholders are required to submit an expense report each month to their Treasurer; Treasurer's send those reports to WiM National.**
- **Chapter leaders can also pay for expenses out of pocket and be reimbursed.**
- **WiM can send a check to a vendor on the chapter's behalf.**

# CHAPTER REVENUE

- **Revenue generated by chapters most commonly comes from:**
  - **Event registrations paid via the WiM website.**
  - **Sponsorship payments – Cash is not available until customer has paid the invoice.**
- **All chapter revenue is held by WiM national until the end of the month that the transaction occurs.**
- **Credit card processing fees for transactions less than \$500 will be absorbed by WiM National.**
  - **Chapters will be charged back for credit card processing fees associated with transactions of \$500 or more.**
- **Chapter revenue generated during a given month will be transferred to the chapter during the following month.**
- **Transfer File Deep Dive!**

# TRANSFER FILE DEEP DIVE


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	Date	Transaction Type	Num	Num	Name	Class	Memo/Description	Split	Amount
<b>Other Income/Expense</b>									
<b>Other Income</b>									
<b>48000 Chapter Revenue</b>									
	09/03/2024	Sales Receipt	100059877	100059877	novi Guest	Sample Chapter	Holiday Dinner Event	12000 Undeposited Funds	200.00
	09/04/2024	Sales Receipt	100059948	100059948	novi Guest	Sample Chapter	Dinner Only Registration	12000 Undeposited Funds	75.00
	09/06/2024	Sales Receipt	100060078	100060078	novi Guest	Sample Chapter	Foursome Registration	12000 Undeposited Funds	800.00
	09/06/2024	Sales Receipt	100060078	100060078	novi Guest	Sample Chapter	Hole Sponsorship	12000 Undeposited Funds	400.00
	09/10/2024	Sales Receipt	100060184	100060184	novi Guest	Sample Chapter	Dinner Only Registration	12000 Undeposited Funds	75.00
	09/10/2024	Invoice	100060185	100060185	Manufacturing Inc	Sample Chapter	Single Golfer Registration	11000 Accounts Receivable	200.00
	09/27/2024	Invoice	100060934	100060934	Amazon	Sample Chapter	Chapter Sponsorship	11000 Accounts Receivable	2,000.00
	09/27/2024	Sales Receipt	100060935	100060935	novi Guest	Sample Chapter	WIM Member	12000 Undeposited Funds	5.00
	09/27/2024	Sales Receipt	100060939	100060939	novi Guest	Sample Chapter	WIM Member	12000 Undeposited Funds	5.00
	09/27/2024	Sales Receipt	100060955	100060955	novi Guest	Sample Chapter	WIM Member	12000 Undeposited Funds	5.00
	09/30/2024	Sales Receipt	100060975	100060975	novi Guest	Sample Chapter	WIM Member	12000 Undeposited Funds	5.00
	09/30/2024	Sales Receipt	100060977	100060977	novi Guest	Sample Chapter	WIM Member	12000 Undeposited Funds	5.00
<b>Total for 48000 Chapter Revenue</b>								<b>\$ 3,775.00</b>	
<b>Total for Other Income</b>								<b>\$ 3,775.00</b>	
<b>Other Expense</b>									
<b>58000 Chapter Expenses</b>									
<b>58025 Chapter Meeting Supplies</b>									
	09/25/2024	Expense			Chase	Sample Chapter	ORIG CO NAME:JP MORGAN CHASE ORIG ID:36 -XXX9825 DESC DATE:092424 CO ENTRY DESCR:COMM CARD SEC:CCD TRACE#:XXXXXXXX1355004 EED:240925 IND ID:XXXXXXXX0002963 IND N AME:WIM Sample chapter AUTOPAY TRN: XXXXXX5004 TC	12345 Sample Chapter	1,317.94
<b>Total for 58025 Chapter Meeting Supplies</b>								<b>\$ 1,317.94</b>	
<b>58030 Chapter Meetings/Events</b>									
	08/08/2024	Bill	21408	21408	Country Club	Sample Chapter	Women in Manufacturing Golf Lessons and Happy Hour	20000 *Accounts Payable	481.03
	08/20/2024	Bill	ER80	ER80	Jane Doe	Sample Chapter	Chapter Leadership Workshop	20000 *Accounts Payable	46.00
	08/29/2024	Bill	ER78	ER78	Eileen Dover	Sample Chapter	Chapter Leadership Workshop	20000 *Accounts Payable	862.75
<b>Total for 58030 Chapter Meetings/Events</b>								<b>\$ 1,389.78</b>	
<b>58040 Chapter Paypal fees</b>									
	09/30/2024	Journal Entry	MD - 142	MD - 142		Chapter Name	Sept 2024 Chapter Paypal Fees	-Split-	39.60
<b>Total for 58040 Chapter Paypal fees</b>								<b>\$ 39.60</b>	
<b>Total for 58000 Chapter Expenses</b>								<b>\$ 2,747.32</b>	
<b>Total for Other Expense</b>								<b>\$ 2,747.32</b>	
<b>Net Other Income</b>								<b>\$ 1,027.68</b>	
								<b>\$ 2,345.62</b>	

Chase Credit Card Pmt - this has already been paid directly from Chapter Bank Account. This is excluded when calculating amount to transfer to chapter.



Total Chapter Revenue received by WIM National

Chapter Bills paid by WIM National



Credit Card Fees

Amount of Cash +/- to be transferred between WIM National and Chapter

**Amount to be transferred \$ 2,345.62**



# **CHAPTER EXPENSES**

- **2-3 leaders from each chapter can request a Chase ONE credit card for chapter expenses.**
  - **Each cardholder creates a log-in for PaymentNet to view/download transactions.**
  - **Treasurers are not able to view other leaders' transactions.**
  - **Cardholders are required to submit an expense report and receipts to their Treasurer at the beginning of each month.**
  - **Treasurers compile and send all reports and receipts to accounting@womeninmfg.org.**
  - **Chapter expense reports are due within the first two weeks of each month.**

# **CHASE ONE CARD RECONCILIATION**

- ***Charges made to Chase ONE cards are recognized and paid on a 30/25 day cycle.***
- ***Each cardholder has a credit limit of \$2,000.00 per month.***
- ***Payments for each Chase ONE card will be automatically withdrawn from the chapter's bank account on approximately the 25th day after the credit cycle ends.***
- ***Payments for Chase ONE card expenses will appear as withdrawals from "JP Morgan" in the chapter's transfer file and bank statements.***

## **EXAMPLE 30/25 RECONCILIATION CYCLE**

<b>March 1</b>	<b><i>Billing cycle begins. Each cardholder has a credit limit of \$2,000.00.</i></b>
<b>March 31</b>	<b><i>Billing cycle ends. Each cardholder should prepare an expense report and send receipts for all expenses to the Treasurer for their chapter.</i></b>
<b>April 1 – 15</b>	<b><i>Treasurer provides WiM national with compiled expense reports and receipts for all expenses.</i></b>
<b>April 25</b>	<b><i>Payment withdrawn from chapter's bank account for expenses charged March 1 – 31.</i></b>
<b>Before the end of April</b>	<b><i>WiM national provides the chapter with their March transfer file, showing all revenue transferred to/from the chapter in March.</i></b>
<b>Before the end of May</b>	<b><i>WiM national provides the chapter with their April transfer file, showing all revenue transferred to/from the chapter in April. This file will also include the April 25 payment(s) for March 1 – 31 expenses will appear on the chapter's April transfer.</i></b>

# **WiM CHAPTER FINANCIAL FORMS**

***For those without access to a chapter credit card, chapters can request a payment be made directly by WiM national to the vendor or they may pay the expense with personal funds and request a reimbursement.***

## ***Reimbursement Request Form***

***If you require a reimbursement for a chapter expense that was paid for using personal funds, please fill out our Reimbursement Request form. This form will be submitted directly to WiM National, so that we may issue your reimbursement check in a timely manner. Once completed, WiM National will be in touch to confirm your reimbursement. Please allow three-business days for your reimbursement to be processed. <https://womeninmfg.wufoo.com/forms/s1xres9108mbmoj/>***

## ***Check Request Form***

***If a physical check or ACH is needed to pay for a chapter expense, complete this form to request a check. WiM National will processed a check from your chapter's funds and send it directly to your vendor. <https://womeninmfg.wufoo.com/forms/wzior9t1p6su6h/>***

# **WiM CHAPTER FINANCIAL FORMS**

## ***Sponsorship Request Form***

***If you have secured a sponsorship for your Chapter, please fill out our Sponsorship Request form. This form should be completed by the Chapter leader managing the sponsor relationship or the Chapter's Treasurer. The form will be submitted directly to WiM National, so that we may provide an invoice/form of payment as soon as possible! Please allow at least three-business days for completion of new sponsorship requests.***

***<https://womeninmfg.wufoo.com/forms/s1l07pgi0mgfwsg/>***

## ***Monthly Expense Report Template***

***To be submitted by each chapter cardholder to their chapter's Treasurer. Cardholders must submit a receipt for each expense in their report. The Treasurer should compile all expense reports and related receipts and send them to [accounting@womeninmfg.org](mailto:accounting@womeninmfg.org) and [chapters@womeninmfg.org](mailto:chapters@womeninmfg.org). Chapter expense reports for the previous month should be submitted by the Treasurer within the first two weeks of the following month.***

## **WiM FAQ**

- **Chapter Contributions to WiMEF** - Chapters who wish to make a contribution to the WiMEF from event funds should send an email to [accounting@womeninmfg.org](mailto:accounting@womeninmfg.org) with the details and we will transfer the funds to the EF. Chapters are encouraged to make an annual contribution of \$250 to the WiMEF.
- **Corporate forms** – If any corporate sponsors need forms completed to make payments to WIM, please direct them to [accounting@womeninmfg.com](mailto:accounting@womeninmfg.com) to have them completed. Customers can pay sponsorship invoices via check, ACH, or credit card.
- **A/R Collections** – When sponsorship invoices are sent out, the online invoice link is sent to the requestor and chapter treasurer. This link can be used to monitor whether the invoice has been paid. Chapters should follow up any unpaid invoices.
- **Reporting** – Any chapter who needs detailed accounting reporting about revenue or expenditures should email accounting.
- **Chapter Scholarships** – Chapters can pay for student WIM membership, EF programs, or WIM programs.
- **Electronic Payment Collection** – Chapters holding a special event that needs the ability to collect on site credit card payments (ex. Golf Outing) can request to borrow our company Square reader.

# **WiM CHAPTER BUDGETING**

- ***Fiscal Year 2026 runs 4/1/26-3/31/2027***
- ***FY26 chapter budget templates were completed by each chapter in December 2025 and consolidated to roll up chapter revenue and expenses for the upcoming fiscal year budget and for our liability insurance policy renewal.***
- ***In Q4 2026, chapters should prepare detailed planning for FY27 (4/1/2027-3/31/2028) programing including registration revenue, event expenses and sponsorships.***
  - ***Chapter budgeting templates will be sent out in October and these will be due in December 2026.***
  - ***Accounting can provide historical reporting for fiscal activity that has occurred.***

# Q & A

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# CONTACTING THE WiM TEAM

## **chapters@womeninmfg.org**

- *Updates for event pages, event emails or any other webpage.*
- *Requests for event registrant lists or member rosters.*
- *Adding or removing chapter leaders.*
- *Requests or questions related to new chapter development.*
- *Questions about PaymentNet or Chase.com.*
- *Requests to increase Chase ONE cardholder credit limits.*
- *Questions about WiM EF programs or events.*
- *WiMEF fundraising inquiries or guidelines.*

## **membership@womeninmfg.org**

- *Nonmembers inquiring about membership.*
- *Members who need to update their profile or access their account.*
- *Employees of Corporate members who need to get signed up.*
- *Any questions about member benefits or offerings.*

## **accounting@womeninmfg.org**

- *Sponsorship payment status.*
- *Reimbursement request status.*
- *Check request status.*
- *Requests for early funds transfer.*

## **meetings@womeninmfg.org**

- *General WiM National event and conference information.*
- *Registration assistance or inquires.*
- *National event sponsorship leads or inquiries.*