

Date: April 27, 2005

Memo To: Chapter Treasurers

From: State Office

Subject: Subventions

Every year the CNPS budget includes payments to the chapters called “subventions”. Each chapter is awarded by the State Office a subvention check of equal size. In the past this amount has ranged from \$500 - \$600. The subvention check is made payable to the Chapter Treasurer. Due to financial successes or other circumstances, some Chapters elect not to receive the subvention. The Chapter Annual Report is the mechanism to document whether a Chapter wishes to receive the subvention or decline.

The subvention payment is included as a line item in the yearly budget. The budget cycle begins April 1 and ends March 31 of the following year. Once the budget has been approved for each new fiscal year, there are several important steps that take place before the subvention checks are finally released. An audit is made of the CNPS finances from the previous year. An outside firm is usually commissioned to accomplish the audit. After CNPS completes the audit, the income tax returns for the federal and state government are prepared. These two events, the audit and tax returns are done in the May through June timeframe. Once all three events have occurred – the budget is approved, the audit is complete, and the taxes have been filed - the chapter subventions are paid.

It is very helpful when the Chapters keep the State Office informed of any changes in the position of Chapter Treasurer. All financial correspondence from the State Office, including subvention checks, is sent to the Treasurer’s home address. Letters or memos may be sent to an email address. We feel communication is vital. Please do not hesitate to call if you have questions or concerns. Please know that your efforts are appreciated and subventions are a small token of that appreciation.

Lois Cunningham
Finance Manager
(916)446-2677