



## TIPS FOR SUCCESSFUL PAC MANAGEMENT *(and tales from the trenches)*

# Focus on Compliance



- Get to know your resources

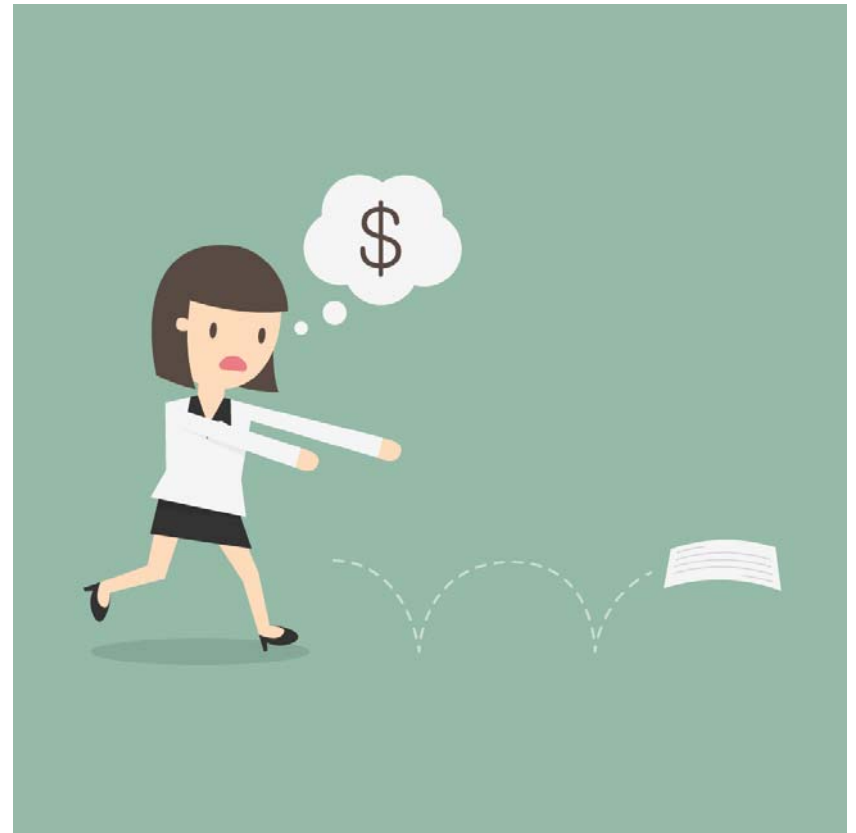
## 1. Know your Treasurer

- Treasurer's responsibilities
- Availability
- IRS and other jurisdictions



## 2. Banking

- Know your banker/officer
- Payroll on board
- Payroll contact
- Importance of vertical cooperation



### 3. Reporting

- Importance of having a check register
- Verify all numbers
- Redundancies
- Do as much electronically as possible – worth extra \$\$ to your vendor
- Call those 800-numbers, ask before you leap



## 4. Best Practices

- Separation of duties
  - a. Prepare report/approve for filing
  - b. Write checks/reconcile account
- Limited number of check signers
- Keep Council/Treas/Legal informed of any irregularities
- Create monthly reports separate from disclosure reports (Membership? Attrition?)
- Calendar of required compliance reports (consequences)



## 5. Do it right the first time mentality

