

Leadership Convocation

Friday, February 2nd, 2018



Jane Gould
CFO



Mike Stephens
Controller



Darryl Campbell
Asst. Controller

What we'll cover..

- Revenue Sources
- Tax Exemption Status
- What is Considered Reportable/Taxable Income?
- Travel Grants
- Financial Statements
- Payment Disbursements
- New Changes!

Revenue Sources

- Dues Revenue (**Credited annually**)
 - Divisions and Topical Groups \$5/member
 - Sections \$4/member
 - Forums \$20k (**if avg. cash balance is less than or equal to \$50k**)
- Investment Income
 - 2018 Interest rate: 2.5% on avg. funds available
- Contributions
- Grants
- Other Unit Meetings

Revenue Sources (Continued)

- Share of March & April Meetings
 - APS credits a portion of \$250,000 for the March Meeting and \$30,000 for the April Meeting to each of the participating units.
 - Equation:

$$\left[\frac{\text{Invited}}{\text{Total Invited}} \times 20\% \text{ (Amt. Available)} \right] \left[\frac{\text{Contributed+Focus+Posters}}{\text{Total Contributed+Focus+Posters}} \times 40\% \text{ of Amount Available} \right] + \left[\frac{\text{Eligible Attendees}}{\text{Total Eligible Attendees}} \times 40\% \text{ of Amount Available} \right]$$

Tax Exemption

APS is federally tax exempt as an IRC 501c(3) Organization that is granted exemption from some taxes in certain states but not all.

States in which APS is tax exempt:

- Alaska
- Colorado
- Delaware
- DC
- Florida
- Indiana
- Maryland
- Massachusetts
- Missouri
- Montana
- New Hampshire
- New Jersey
- New York
- Ohio
- Oregon
- Tennessee
- Texas

*Please check with APS accounting department to determine if a state tax exemption may apply.

Reportable Income

Payment types that may be considered taxable to an individual per IRS regulations:

- Prizes
- Awards
- Travel Grants
- Consulting Services

*APS is required to issue a 1099 to recipients if the amount is equal to or exceeds \$600.

Travel Grants

APS offers two types of travel grants that are classified differently; travel assistance and travel grants.

Travel Assistance- APS reimburses traveler upon substantiation and after travel. This option is **NOT** considered income, therefore is **NOT** taxable by IRS.

Travel Grants- APS disburses funds ahead of the scheduled travel date without substantiation. This option **IS** considered income and **IS** taxable by IRS.

*APS does not require a tax form from recipients for payments less than \$500

Unit Financial Statements

Income Statement

- Report that reflects all income and all expenses for stated period.
- Funds available from APS

General Ledger Reports

- Detailed listing of transactions

Payment Disbursements

Payment Types

- Checks
- ACH (Direct Deposit)
- Wire (with prior approval from Accounting)

Payment Schedule

- APS issues payment disbursements once per week, every Thursday
- Two week lead time (**Required**)

New Changes!

- To ensure we track it separately, all alcohol & related charges must be coded separately to:
 - Hospitality 5970 (e.g. DFD 5970) or
 - Meeting-Alcoholic Beverage 5255 (e.g. DFDMTG 5255)
- Payment request forms are required for all payments.
Emails will no longer suffice.
- Per diem rates are \$20 (breakfast), \$20 (lunch) and \$35 (dinner)
- Mileage rate for 2018 is 54.5 cents/mile

Resources

Website

<http://www.aps.org/membership/units/handbook/>

Forms

<http://www.aps.org/membership/units/handbook/forms.cfm>

Primary Contact

AP Staff

- Email: payable-units@aps.org

Secondary Contact

Darryl Campbell

- Email: campbell@aps.org
- Phone: (301)209-3259