

## Region/Chapter Financial Information Form Group Return Form 990

**Fiscal Year Ending June 30, 2014**

Name of  
Region/Chapter

Great Lakes/Greater Columbus

Tax/EIN#

23-7148522

CASH BASIS - DO NOT INCLUDE RECEIVABLES AND PAYABLES

<b>Assets, Liabilities &amp; Net Worth</b>	<b>"Beginning of 7/1/2013"</b>	<b>"End of Year" 6/30/2014"</b>
<i>Cash:</i>		
Un-deposited Funds	\$ 160.00	\$ 160.00
Non-Interest Bearing Accounts	\$ 22,817.29	\$ 21,741.98
Interest Bearing Accounts (CD's, Money Market, etc.)	_____	_____
<b>Total Cash</b>	<b>\$ 22,977.29</b>	<b>\$ 21,901.98</b>
<i>Other Assets:</i>		
Furniture & Equipment	_____	_____
Inventory	_____	_____
Investments (Stocks and Bonds) (Attach Detail Schedule)	_____	_____
Other (Please describe) Description: _____ _____	_____	_____
<b>(1) Total Assets:</b>	<b>\$ 22,977.29</b>	<b>\$ 21,901.98</b>
<i>Liabilities (Example: Outstanding Loan)</i>		
1. _____	_____	_____
2. _____	_____	_____
<b>(2) Total Liabilities:</b>	_____	_____
<b>(3) Net Worth (1 less 2):</b>	<b>Y* \$ 22,977.29</b>	<b>X* \$ 21,901.98</b>

(Column 1)

(Column 2)

(\* ) Beginning year amounts must match last years ending numbers.

**Revenues and Expenses**

**REVENUES: Cash basis – Do Not Include Accounts Receivable**

Contributions, Grants\* (Donation from AIEF, Red Cross, etc.)

Provide the following information for any contributions or grants received of \$5000 or more.

Name	Address	Amount

Membership Dues and Assessments	\$ 1,280.00
Interest	
Dividends	
Seminars and Meetings	\$ 13,255.12
Special Projects	
Newsletter Subscriptions	
Advertising Revenue	
Other Revenues	

(1) Total Revenue – A: **\$14,535.12**

**EXPENSES: Cash Basis - Do Not Include Accounts Payable**

Contributions, Grants* (Donation to AIEF, Red Cross, etc.)	\$ 180.03
Accounting Fees	
Legal Fees	
Printing and Postage	
Supplies	\$ 16.72
Travel	\$ 173.85
Dues	
Seminars and Meetings	\$ 9,137.42
Special Projects	
Library	
Other (Describe)	\$ 6,102.41

6161 Chapter Assessment \$770.00, 6350 Meals and Entertainment \$396.75 6360 Conference Costs \$3,575.10, 1031 Bank Service Charge \$353.57, 6580 Spring Seminar Refund \$447.00, 6670 Promotional \$355.10, 6770 Advertising \$204.89,

(2) Total Expenses – B: **\$ 15,610.43**

Fiscal Year July 1, 2013 through June 30, 2014

\*Provide the following information for any contributions or grants paid in excess of \$5000. These items should not include board, member, speaker gifts, awards, etc.

<u>Name of Recipient</u>	<u>Address</u>	<u>Amount</u>	<u>Type of Contribution (donation, scholarships, etc.)</u>	<u>Charity Status (501c3, etc.)</u>	<u>EIN</u>

(3) Net Revenue (line 1 less line 2)\* C = (A - B) -\$1,075.31 C

(4) Net Worth (From page 1 line 3)

"End of Year" - X	\$21,901.98	X
"Beginning of Year" - Y	\$22,977.29	Y
Change	<u>-\$1,075.31</u>	C

Line 3 - Line 4 = \$0.00 Must equal \$0.

\*Net Revenue for the year (line 3 above) must agree with the change in Net Worth in line #4

Prepared By: Kevin Gartrell

Region/Chapter Title: Great Lakes/Greater Columbus ARMA Chapter Treasurer

Daytime Phone: (614)584-7314 Fax Number: \_\_\_\_\_

E-mail: KEVIN.G.1@BWC.STATE.OH.US

Signature: Kevin Gartrell (e-signature accepted\*)

Date: 07/19/2014

\* - **NOTE:** Please see the 990 Instruction Letter on the Chapter Operations e-Handbook for directions on how to ensure that you are properly submitting this form to ARMA International HQ.

[www.arma.org/leadership/ChapterAdmin/990form2.aspx](http://www.arma.org/leadership/ChapterAdmin/990form2.aspx)

Fiscal Year July 1, 2013 through June 30, 2014

1. Total number of employees	0
2. Total number of volunteers	11
3. Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office?	No
4. Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year?	No
5. Did the organization provide a grant or other assistance to an officer, director, trustee, key employee or substantial contributor, or to a person related to such an individual?	No
6. Was the organization a party to a business transaction with one of the following parties:	
A. A current or former officer, director, trustee, or key employee?	No
B. A family member of a current or former officer, director, trustee, or key employee?	No
C. An entity of which a current or former officer, director, trustee or key employee of the organization ( or a family member) was an officer, director, trustee, or direct or indirect owner?	No
7. Provide the number reported in box 3 of Form 1096, Annual Summary and Transmittal of U.S. Information Returns, filed for the 2012 calendar year.	0
8. Provide the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements filed for the 2012 calendar year.	0
9. Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	No
10. At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If yes, enter the name of the foreign country.	No
Foreign Country: _____	
11. Did the organization solicit any contributions that were not tax deductible?	No
A. If yes, did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	N/A
12. Number of voting members of the governing body	11
13. Number of voting members that are independent	0
14. Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	No
15. Does the organization have members or stockholders?	No
16. Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	No
17. Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	Yes
18. Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?	No
19. Did the organization become aware during the year of a material diversion of the organization's assets?	No

20. Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:

Yes

A. The governing body?

Yes

B. Each committee with authority to act on behalf of the governing body?

Yes

21. Was a copy of the Form 990 provided to the organization's governing body before it was filed?

Yes

A. Describe the process, if any, the organization uses to review the Form 990.

The President, Vice President, and Treasurer meet to review the financial statements (which are maintained in QuickBooks) for the year. Make sure the numbers on the 990 Form are correct before submitting them to ARMA International.

22. Does the organization have a written conflict of interest policy?

No

If yes:

A. Are officers, directors or trustees, and key employees required to disclose annually interest that could give rise to conflicts?

No

B. Does the organization regularly and consistently monitor and enforce compliance with the policy? If yes, how is this done?

No

The Board Members follow the Conflict of Interest regulations of the businesses. Do follow the Roberts Rules for meetings.

23. Does the organization have a written whistleblower policy?

No

24. Does the organization have a written document retention and destruction policy?

No

25. Did the process for determining compensation of the officer or key employees of the organization include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? If yes, describe the process.

No

26. How do you make Form 990 available for public inspection? Mark all that apply.

Own website  Another's website  Upon request

27. Describe whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.

The yearly financial, monthly meeting documents, and governing rules are uploaded to the Greater Columbus ARMA Chapter's website.

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### GROUP RETURN AUTHORIZATION

The Greater Columbus ARMA Chapter Region/Chapter Representative of

Association of Records Managers and Administrators, Inc. authorizes the Association of Records Managers and Administrators, Inc. (ARMA HQ) to include this Region/Chapter in the group information return, FORM 990, if eligible for such inclusion.

**Under penalty of perjury. I declare that this authorization and the information submitted to be included in the group return are, to the best of my knowledge and belief, true, correct, and complete.**

Title: Chairman and immediate past President

Name: Martin D. Surec

Address: 3211 Tollcross Dr.  
Hilliard, Ohio 43026

Signature: Martin D. Surec (e-signature accepted\*)

Date: 7/16/2014

\* - **NOTE:** Please see the 990 Instruction Letter on the Chapter Operations e-Handbook for directions on how to ensure that you are properly submitting this form to ARMA International HQ.

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