



ARMA INTERNATIONAL GREATER COLUMBUS CHAPTER

FINANCIAL REPORT 2009 - 2010

Message from the President

The ARMA Greater Columbus Ohio Chapter started off the year by celebrating its **40th anniversary**. The evening included a presentation highlighting the history of the ARMA Greater Columbus Chapter.

Many educational opportunities were made available to the Chapter membership this year, with the highlight being the **2010 Annual Spring Seminar: GARP® & 7 Steps for Legal Holds of ESI**, with speakers John Isaza, Esq. and Fred A. Pulzello, MBA, CRM.

The ARMA Greater Columbus Ohio Chapter coordinated and participated in several community outreach activities. First and foremost, the **Merry Beary Bears** program collected new stuffed animals and blankets and delivered them to Nationwide Children's Hospital. This year the Chapter collected a total of 141 stuffed animals and 46 blankets.

The ARMA Greater Columbus Ohio Chapter also sponsored the **Team in Training (TNT)** athletic program in the 2009 Columbus Marathon. TNT is part of the Leukemia and Lymphoma Society and has invested more than \$600 million towards blood cancer research.

The ARMA Greater Columbus and Ohio Mobile Shredding hosted a **community shred day**. Not only did the local community benefit, but other charities benefitted from the simultaneous collection of canned goods, clothing, and books.

The ARMA Columbus Ohio Chapter held **two strategic planning** sessions this year. We developed statements for the Chapter's Vision, Mission, and Values, and conducted a SWOT analysis.

The **Chapter By-Laws** were revised significantly, and reviewed and approved by the membership.

The year ended with the induction of the Board of Directors and Awards Banquet. Chapter Member of the Year and Chapter Unsung Hero were also presented with awards.

I am honored to have served as President of the ARMA Greater Columbus Ohio Chapter this past year. I was fortunate to have a committed Chapter Board of Directors. I appreciate everyone's diligence and dedication this year.

Respectfully submitted,

Kathy R. Clark

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ARMA International Greater Columbus Chapter

Is a 501 C3 organization

Bob Eudy

ARMA Columbus Chapter
Balance Sheet
As of July 1, 2010

	Total
ASSETS	
Current Assets	
Bank Accounts	
1011 huntington check account	17,632.96
1012 huntington check account #2	100.00
	\$
Total Bank Accounts	17,732.96
	\$
Total Current Assets	17,732.96
	\$
TOTAL ASSETS	17,732.96
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
1013 Huntington credit card	-1,958.01
	-\$
Total Credit Cards	1,958.01
	-\$
Total Current Liabilities	1,958.01
	-\$
Total Liabilities	1,958.01
Equity	
3000 Opening Balance Equity	19,089.06
7029 Retained Earnings	601.91
Net Income	\$
Total Equity	19,690.97
	\$
TOTAL LIABILITIES AND EQUITY	17,732.96

Regional 990 Forms

IRS Information for International

ARMA International Greater Columbus Chapter

As the fiscal year closes, the treasurer fills out a 990 form to send to International for IRS information on the regional Chapters

Region/Chapter Financial Information Form
Group Return Form 990
Fiscal Year Ending June 30, 2010

Fiscal Year July 1, 2009 through June 30, 2010

Name of Region/Chapter Great Lakes Region #25 Tax/EIN# 23-7148522

Assets, Liabilities & Net Worth

	“Beginning of Year 2009	“End of Year
Total Cash:	<u>\$21,249.83</u>	<u>\$17,732.96</u>
Other Assets:		
Furniture & Equipment		
Cash:		
Interest Bearing Accounts (CD’s, Money Market, etc.)		
Bearing Accounts		
Un-deposited Funds		
Non-Interest		
Description:		
Liabilities (Example: Outstanding Loan)		
(1) Total Assets: Fiscal Year July 1, 2009 through June 30, 2010	<u>\$21,249.83</u>	<u>\$17,732.96</u>
(2) Total Liabilities:	<u>0.00</u>	<u>0.00</u>

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

(3) Net Worth (1 less 2):	<u>\$21,249.83</u>	<u>\$17,732.96</u>
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Inventory
Investments (Stocks and Bonds)
(Attach Detail Schedule)
Other (Please describe)

Revenues and Expenses

REVENUES: Cash basis – Do Not Include Accounts Receivable

Name Amount

Interest		
Dividends		
Special Projects		<u>\$580.24</u>
Newsletter Subscriptions		
Advertising Revenue		

Contributions, Grants* (<i>Donation to AIEF, Red Cross, etc.</i>)		
Accounting Fees		
Membership Dues and Assessments		<u>\$2556.38</u>
Other Revenues		<u>0</u>
Seminars and Meetings		<u>\$9,556.50</u>
Contributions, Grants* (<i>Donation from AIEF, Red Cross, etc.</i>)		
(1) Total Revenue – A:		<u>\$12,693.12</u>
(2)		<u>\$12,693.12</u>
EXPENSES: Cash Basis - Do Not Include Accounts Payable		
Expenses:		
Supplies	<u>215.73</u>	
Travel		
Dues		
Library		
board, member, speaker gifts, awards, etc.		
Contributions, Grants* (<i>Donation to AIEF, Red Cross, etc.</i>)	<u>1825.00</u>	
(donation, scholarships, etc.)		
Printing and Postage		
Seminars and Meetings	<u>8584.85</u>	
Special Projects	<u>497.84</u>	
Other (Describe)	<u>5024.03</u>	
(leadership conference: 2204.19...Infoserv web site: 428.10...Chapter Assessments: 255.00...MER Conference: 1237.74...ARMA Convention (Florida) 899.00)		
Legal Fees		
Accounting fees	<u>62.54</u>	
Amount		
(2) Total Expenses – B:	<u>\$16,209.99</u>	
Fiscal Year July 1, 2009 through June 30, 2010		
(3) Net Revenue (line 1 less line 2)* C = (A – B)	<u>A: 12,693.12</u>	
	<u>B: 16,209.99</u>	
	<u>C: -3,516.87</u>	
(4) Net Worth (From page 1 line 3)		
“End of Year” – X	\$17,732.96 X	
Beginning of Year” – Y	<u>\$21,249.83 Y</u>	
Change C	<u>\$- 3,516.87 C</u>	
Line 3 - Line 4 =	\$0	Must equal \$0.

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

Ledger

Financial Transactions by Date

**Tracked by on-line Quicken ledger program
Report generates list of all transactions by date range
Fiscal year (July 2009 to June 2010)**

2009 – 2010 Yearend report by Date

Date	Num	Name	Memo/Description	Split	Amount
07/01/2009	1333	ARMA Great Lakes region	Leadership Conference..Great Lakes region registration fees for all members of chapter	6360 Conference Costs	-280.00
07/03/2009		PayPal	Vendor income received from EMC2 \$750.00 (should have been \$1500.00)	6339 Spring Seminar Conference	727.95
07/07/2009		petty cash	transfer to petty cash for difference of balance	8010 Miscellaneous	-2.00
07/08/2009	1334	Infoserv Media LLC	web site service fee	6510 Web site expense	-78.75
07/15/2009	service charge	huntington bank	bank service charge (new checks)	1031 bank service charge	-62.54
07/17/2009	1335	leukemia & Lymphoma Society	Charity Leukemia Society (Adma)	6060 Charity	1,000.00
07/17/2009	debit card	ARMA Great International ASSOC of Records	Chapter president entry to Conference (Orlando)	6360 Conference Costs	-899.00
07/17/2009		MO escrow	membership dues	4090 Membership Dues	280.00
07/24/2009	1336	Infoserv Media LLC	annual web site service fee	6510 Web site expense	-239.40
07/26/2009	debit card	Radisson	room for Adam for leadership conference	6360 Conference Costs	-233.74
07/27/2009	debit card	Radisson	room Dillian for leadership conference	6360 Conference Costs	-233.74
07/27/2009	debit card	Radisson	room Jim for leadership conference	6360 Conference Costs	-228.74
07/27/2009	debit card	Radisson	room Cathy Stanley for leadership conference	6360 Conference Costs	-233.74
07/27/2009	debit card	Radisson	room for Sheila, leadership conference	6360 Conference Costs	-223.74
07/27/2009	debit card	Radisson	room for Debbie, leadership conference	6360 Conference Costs	-223.74
07/28/2009	1337	Adam Dombeck	Gas, parking for leadership conference (Great Lakes)	6351 Travel	-52.00
08/15/2009	debit card	GFS	food/refreshments monthly meetings: August, September, October, November	6330 monthly meeting expense	-19.78
08/17/2009	debit card	Giant Eagle	Food/refreshments for monthly meetings August thru November	6330 monthly meeting expense	-19.67
08/20/2009	debit card	Dave and Busters ASSOC of Records	deposit for October, 2009 "40 year feast able"	6350 Meals and Entertainment	-427.20
08/20/2009	Debit	MO escrow		4090 Membership Dues	160.00
09/14/2009	card	Intuit (Quick Books)	yearly fee for Quick Books	8010 Miscellaneous	-215.73
09/16/2009	1338	Debbie Gant ASSOC of Records	Gas for trip to Leadership conference	6351 Travel	-34.75
09/16/2009		MO escrow		4090 Membership Dues	100.00
09/16/2009		members and visitors ASSOC of Records		4080 monthly meetings	70.00
10/15/2009		MO escrow		4090 Membership Dues	80.00
10/15/2009		PayPal		Meals and Entertainment: for 40 year celebration	127.18
10/26/2009		40 th anniversary meeting		4080 monthly meetings	220.00

10/26/2009	credit card	Dave and Busters ASSOC of Records	final bill October, 2009 "40 year feast able"	6350 Meals and Entertainment	-582.83
11/16/2009		MO escrow	from Assoc of Records (ARMA) membership dues	4090 Membership Dues	60.00
11/18/2009	1341	Debbie Gantt	Shred meeting planning	8010 Miscellaneous	-27.90
11/19/2009	1339	Whitehall United meth church	For charitable contribution for Feed the Kids	6060 Charity	-100.00
11/20/2009		Fireproof		Charity Non Profit Income:Non-Profit Income	225.00
11/20/2009			Monthly meeting income	4080 monthly meetings	95.00
12/02/2009	1340	Great Lakes Region of ARMA International	chapter assessment	6161 Chapter assessment	-255.00
12/14/2009		PayPal	for 3 month period	4080 monthly meetings	65.87
12/15/2009	Debit card	Meijer's ASSOC of Records	refreshments	6330 monthly meeting expense	-18.09
12/15/2009		MO escrow	ARMA nat. assoc. deposit for membership	4090 Membership Dues	80.00
12/17/2009	1342	Nationwide children's hospital	Merry bears and Christmas donation	6060 Charity	-725.00
12/28/2009	Debit card	GFS	food/refreshments monthly meetings: Dec 2009, thru Jan 2010	6330 monthly meeting expense	-11.49
01/08/2010	1343	Sharon Eudy ASSOC of Records	food for monthly meetings Nov 2009, thru March 2010	6330 monthly meeting expense	-24.47
01/15/2010		MO escrow		4090 Membership Dues	60.00
01/21/2010	debit card	GFS	food/refreshments monthly meetings: for ERC refreshments (for March program)	6340 seminar expense	-25.07
01/22/2010		meeting ASSOC of Records		4080 monthly meetings	140.00
02/16/2010		MO escrow		4090 Membership Dues	258.33
03/03/2010	1344	Sharon Eudy	for OERC conference catering	6360 Conference Costs	-23.45
03/05/2010	debit card	Giant Eagle	Food/refreshments for OERC conference	6360 Conference Costs	-18.67
03/13/2010	debit card	Giant Eagle	Food/refreshments for: OERC conference (host Club)	6360 Conference Costs	-40.00
03/15/2010	debit card	Meijer's	refreshments for OREC conference (Columbus - host club)	6360 Conference Costs	-12.36
03/15/2010	1345	Sharon Eudy ASSOC of Records	for OERC conference catering (host club)	6360 Conference Costs	-26.06
03/15/2010		MO escrow		4090 Membership Dues	160.00
03/21/2010	1346	Sharon Eudy	for shred day... May 1st.....bottled Water (host club)	6680 Promotional: Charitable Contributions	-8.37
04/06/2010		Cintas	sponsorship for May spring seminar	6339 Spring Seminar Conference	1,500.00
04/06/2010		Fireproof ASSOC of Records	Sponsorship for May seminar	6339 Spring Seminar Conference	1,000.00
04/15/2010		MO escrow	membership dues (yearly)	4090 Membership Dues	100.00
04/17/2010	1347	alive advertising	fee for advertising shred day	6061 Community Services	-460.00
04/26/2010		seminar income (2006)		6339 Spring Seminar Conference	159.00
04/30/2010	1348	Adam Dombeck	sign material for shred day	6061 Community Services	-9.08
05/01/2010	1349	Debbie Gantt	refreshments for shred day	6061 Community Services	-28.76
05/01/2010	1350	Martin Susec	seminar expense (CLE credits)	6340 seminar expense	-125.00
05/01/2010	1351	Martin Susec	seminar expense (printing and paper costs)	6340 seminar expense	-108.84
05/02/2010		seminar income		6339 Spring Seminar Conference	318.00
05/04/2010		Iron Mountain		6339 Spring Seminar Conference	1,500.00

05/04/2010		ASSOC of Records			4090 Membership Dues	260.00
		MO escrow				
05/04/2010		misc income	check from GFS		4150 Miscellaneous Income	25.07
05/06/2010	1352	Martin Susec	seminar expense (meals for speakers)		6340 seminar expense	-51.78
						-
05/06/2010	1353	john asaza	speaker fee for spring seminar (includes travel and Hotel)		6340 seminar expense	3,115.11
		debit				
		card				
05/06/2010		Giant Eagle	charge for (3) gift cards as prizes for seminar		6360 Conference Costs	-75.00
05/06/2010	1354	Robert Eudy	reimburse (Bob) for out of pocket cab fees for speaker at seminar to airport		6340 seminar expense	-70.00
05/07/2010		seminar income	seminar income for (1) entry		6339 Spring Seminar Conference	159.00
						-
05/10/2010	1355	Fred A. Pulzello	speaker fee for spring seminar (includes travel and Hotel)		6340 seminar expense	2,402.03
05/11/2010	1356	Sanese Services Inc	seminar lunch, food and breaks		6340 seminar expense	-729.96
05/18/2010		seminar income	fee for (2) for spring seminar		6339 Spring Seminar Conference	318.00
		debit				
		card				
05/19/2010		Westin Hotel	MER conference for Adam		6360 Conference Costs	-862.05
05/21/2010	1357	Adam Dombeck	MER - flight, baggage, parking, cab		6351 Travel	-375.69
06/04/2010		PayPal	PayPal transfer to bank for seminar		6339 Spring Seminar Conference	3,874.55
06/05/2010		misc income	check to Nationwide insurance not cashed		8010 Miscellaneous	330.17
		debit				
		card				
06/09/2010		Infoserv Media LLC	annual web site DOMAIN fee support fees		6510 Web site expense	-90.00
		ASSOC of Records				
06/14/2010		MO escrow	ARMA Assoc member dues		4090 Membership Dues	40.00
06/24/2010		meeting			4080 monthly meetings	140.00
		Debit				
		card				
06/24/2010		Spaghetti Warehouse	End of year award banquet and new officers swearing in		6330 monthly meeting expense	-371.83
06/24/2010	1358	Roger Hansen	awards for banquet		6330 monthly meeting expense	-249.89
		Great Lakes Region of				
		ARMA International				
06/28/2010	1359	ARMA International	Great Lakes Region leadership conference (6 members)		6360 Conference Costs	-460.00
06/28/2010	1360	Infoserv Media LLC	annual web site DOMAIN fee		6510 Web site expense	-19.95

Ledger

Transaction Detail by Account type

Tracked by on-line Quicken ledger program

Report generates list of all transactions details by account type and dates

Fiscal year (July 2009 to June 2010)

Account/Split end of year report 2009/2010

			2009 Opening Amount	21,249.83
Date	Name	Memo/Description	Split/Account	Amount
07/15/2009	huntington bank	bank service charge (new checks)	1031 bank service charge	-62.54
09/16/2009	members and visitors		4080 monthly meetings	70.00
10/26/2009	40 th anniversary meeting		4080 monthly meetings	220.00
11/20/2009		Monthly meeting income	4080 monthly meetings	95.00
12/14/2009	PayPal	for 3 month period	4080 monthly meetings	65.87
01/22/2010	meeting		4080 monthly meetings	140.00
06/24/2010	meeting		4080 monthly meetings	140.00
				730.87
07/17/2009	ASSOC of Records MO escrow	membership dues	4090 Membership Dues	280.00
08/20/2009	ASSOC of Records MO escrow		4090 Membership Dues	160.00
09/16/2009	ASSOC of Records MO escrow		4090 Membership Dues	100.00
10/15/2009	ASSOC of Records MO escrow		4090 Membership Dues	80.00
11/16/2009	ASSOC of Records MO escrow	from Assoc of Records (ARMA) membership dues	4090 Membership Dues	60.00
12/15/2009	ASSOC of Records MO escrow	ARMA nat. assoc. deposited for membership	4090 Membership Dues	80.00
01/15/2010	ASSOC of Records MO escrow		4090 Membership Dues	60.00
02/16/2010	ASSOC of Records MO escrow		4090 Membership Dues	258.33
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04/15/2010	ASSOC of Records MO escrow	membership dues (yearly)	4090 Membership Dues	100.00
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06/14/2010	ASSOC of Records MO escrow	ARMA Assoc member dues	4090 Membership Dues	40.00
				1,598.33
05/04/2010	miscl income	check from GFS	4150 Miscellaneous Income	25.07
07/17/2009	leukemia & Lymphima Society	Charity Leukemia Society (Adma)	6060 Charity	1,000.00
11/19/2009	Whitehall United meth church	For charitable contribution for Feed the Kids	6060 Charity	100.00
12/17/2009	Nationwide children's hospital	Merry bears and Christmas donation	6060 Charity	725.00
				1,825.00
04/17/2010	alive advertising	fee for advertising shred day	6061 Community Services	-460.00
04/30/2010	Adam Dombeck	sign material for shred day	6061 Community Services	-9.08

05/01/2010	Debbie Gantt Great Lakes Region of ARMA	refreshments for shred day	6061 Community Services	-28.76
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				-752.84
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				-715.22
07/03/2009	PayPal	Vendor income received from EMC2 \$750.00 (should have been \$1500.00)	6339 Spring Seminar Conference	727.95
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05/18/2010	seminar income	fee for (2) for spring seminar	6339 Spring Seminar Conference	318.00
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05/06/2010	Martin Susec	seminar expense (meals for speakers)	6340 seminar expense	-51.78
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05/10/2010	Fred A. Pulzello	speaker fee for spring seminar (includes travel and Hotel)	6340 seminar expense	-2,402.03
05/11/2010	Sanese Services Inc	seminar lunch, food and breaks	6340 seminar expense	-729.96
				-6,627.79
08/20/2009	Dave and Busters	deposited for October, 2009 "40 year feastable"	6350 Meals and Entertainment	-427.20
10/26/2009	Dave and Busters	final bill October, 2009 "40 year feastable"	6350 Meals and Entertainment	-582.83
				-1,010.03
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09/16/2009	Debbie Gant	Gas for trip to Leadership conference	6351 Travel	-34.75
05/21/2010	Adam Dombeck	MER - flight, baggage, parking, cab	6351 Travel	-375.69
				-462.44
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03/15/2010	Meijer's	refreshments for OREC conference (Columbus - host club)	6360 Conference Costs	-12.36
03/15/2010	Sharon Eudy	for OERC conference catering (host club)	6360 Conference Costs	-26.06
05/06/2010	Giant Eagle	charge for (3) gift cards as prizes for seminar	6360 Conference Costs	-75.00
05/19/2010	Westin Hotel Great Lakes Region of ARMA	MER conference for Adam Great Lakes Region leadership	6360 Conference Costs	-862.05
06/28/2010	International	conference (6 members)	6360 Conference Costs	-460.00
				-4,074.03
07/08/2009	Infoserv Media LLC	web site service fee	6510 Web site expense	-78.75
07/24/2009	Infoserv Media LLC	annual web site service fee	6510 Web site expense	-239.40

06/09/2010	Infoserv Media LLC	annual web site DOMAIN fee support fees	6510 Web site expense	-90.00
06/28/2010	Infoserv Media LLC	annual web site DOMAIN fee	6510 Web site expense	-19.95
				-428.10
03/21/2010	Sharon Eudy	for shred day... May 1st.....bottled Water (host club)	6680 Promotional: Charitable Contributions	-8.37
07/07/2009	petty cash	transfer to petty cash for difference of balance	8010 Miscellaneous	-2.00
09/14/2009	Intuit (Quick Books)	yearly fee for Quick Books	8010 Miscellaneous	-215.73
11/18/2009	Debbie Gantt	Shred meeting planning	8010 Miscellaneous	-27.90
06/05/2010	miscl income	check to Nationwide insurance not cashed	8010 Miscellaneous	330.17
				84.54
11/20/2009	Fireproof		Charity Non Profit Income:Non-Profit Income	225.00
10/15/2009	PayPal		Meals and Entertainment:for 40 year celebration	127.18

2010 Closing Amount	17,732.96
GAIN/LOSS	-3,516.87

MAY Seminar 2010

Martin Susec

ARMA International Columbus Chapter May 2010 Seminar

PROFIT / LOSS

		Estimated	Actual
Total Expenses		\$6,425.00	\$6,121.18
Attendees		30	32

	Estimated	Actual
Site		
Room and hall fees	\$0.00	\$0.00
Site staff	\$0.00	
Equipment/Shuttle Bus	\$0.00	
Tables and chairs	\$0.00	
Totals	\$0.00	\$0.00

	Estimated	Actual
Refreshments		
Cost per person for food & Drink	\$10.00	\$10.00
Food & Drink	\$300.00	\$320.00
Linens		
Staff and gratuities		
Totals	\$300.00	\$320.00

	Estimated	Actual
Decorations		
Flowers	\$0.00	\$0.00
Candles		
Lighting		
Balloons		
Paper supplies		
Totals	\$0.00	\$0.00

	Estimated	Actual
Program		
Credit applications	\$125.00	\$125.00
Speakers	\$4,500.00	\$4,500.00
Travel	\$600.00	\$832.68
Hotel	\$300.00	\$184.66
Other (dinner)	\$400.00	\$50.00
Totals	\$5,925.00	\$5,692.34

	Estimated	Actual
Publicity		
Graphics work	\$0.00	\$0.00
Photocopying/Printing	\$100.00	\$55.51
Postage		
Totals	\$100.00	\$55.51

	Estimated	Actual
Miscellaneous		
Telephone		
Transportation		
Stationery supplies (folders)	\$100.00	\$53.33
Fax services		
Totals	\$100.00	\$53.33

	Estimated	Actual
Prizes		
Ribbons/Plaques/Trophies	\$0.00	\$0.00
Speaker Gift		
Totals	\$0.00	\$0.00

TOTAL INCOME

VENDORS		
SPECIAL-Exhibitor only	Bags	Bags
Silver	\$0.00	
Gold	\$1,000.00	\$1,000.00
Platinum	\$4,500.00	\$4,500.00
Totals	\$5,500.00	\$5,500.00

Registristarion		
MEMBERS	\$4,470.00	\$4,768.00
NON_MEMBERS		
Totals	\$4,470.00	\$4,768.00

Expenses	\$6,425.00	\$6,121.18
Revenue	\$9,970.00	\$10,268.00
Profit / Loss	\$3,545.00	\$4,146.82

Break Even Point

7.02

(# of attendees needed to break even)

Martin Susec

Director of Seminar

NOTES

Fiscal Year July 1, 2009 through June 30, 2010

Region/Chapter Financial Information Form Group Return Form 990

Fiscal Year Ending June 30, 2010

Name of Region/Chapter	Great Lakes #25 ARMA Greater Columbus Chapter	Tax/EIN#	23-7148522
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CASH BASIS - DO NOT INCLUDE RECEIVABLES AND PAYABLES

Assets, Liabilities & Net Worth	“Beginning of <u>1-Jul-09</u> ”	“End of Year” <u>30-Jun-10</u> ”
Cash:		
Un-deposited Funds	\$0.00	\$0.00
Non-Interest Bearing Accounts	\$21,249.83	\$17,732.96
Interest Bearing Accounts (CD's, Money Market, etc.)	_____	_____
Total Cash	\$21,249.83	\$17,732.96
Other Assets:		
Furniture & Equipment	\$0.00	\$0.00
Inventory	\$0.00	\$0.00
Investments (Stocks and Bonds) (Attach Detail Schedule)	\$0.00	\$0.00
Other (Please describe) Description:	\$0.00	\$0.00
(1) Total Assets:	\$21,249.83	\$17,732.96
Liabilities (Example: Outstanding Loan)		
1. none	\$0.00	\$0.00
2. none	\$0.00	\$0.00
(2) Total Liabilities:	\$0.00	\$0.00
(3) Net Worth (1 less 2):	Y* \$21,249.83	\$17,732.96
	(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
		\$0.00
		\$0.00
		\$0.00

Membership Dues and Assessments	\$2,556.38
Interest	\$0.00
Dividends	\$0.00
Seminars and Meetings	\$9,556.50
Special Projects	\$580.24
Newsletter Subscriptions	\$0.00
Advertising Revenue	\$0.00
Other Revenues	\$0.00

(1) Total Revenue – A: \$12,693.12

EXPENSES: Cash Basis - Do Not Include Accounts Payable

Contributions, Grants* (<i>Donation to AIEF, Red Cross, etc.</i>)	\$1,825.00
Accounting Fees	\$62.54
Legal Fees	\$0.00
Printing and Postage	\$0.00
Supplies	\$215.73
Travel	\$0.00
Dues	\$0.00
Seminars and Meetings	\$8,584.85
Special Projects	\$497.84
Library	\$0.00
Other (Describe)	\$5,024.03

Leadership Conference:2204.19, Infoserve web site:428.10, Chapter assestments: 255.00, MER Conference:1237.74, Florida (ARMA CONVENTION FEE):899.00

(2) Total Expenses – B: \$16,209.99

*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.

Name of Recipient	Address	Amount	Type of Contribution (donation, scholarhips, etc.)	Charity Status (501c3, etc.)	EIN
		\$0.00			

(3) Net Revenue (line 1 less line 2)* C = (A - B) \$-3,516.87 C

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

"End of Year" – X	<u>\$17,732.96</u>	X
"Beginning of Year" – Y	<u>\$21,249.83</u>	Y
Change	<u>\$-3,516.87</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: Robert Eudy

Region/Chapter
Title: Great Lakes #25/ARMA International Greater Columbus Chapter

Daytime Phone: 614-824-4117 Fax Number: 614--235-3075

E-mail: heudy@insight.rr.com

Signature: _____

Date: _____

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, <i>Annual Summary and Transmittal of U.S. Information Returns</i> , filed for the 2009 calendar year.	0
8. Provide the number of employees reported on Form W-3, <i>Transmittal of Wage and Tax Statements</i> filed for the 2009 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?	
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?	Yes
16. Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	Yes
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.

e-mail of document sent to governing body, (this includes 990 form and annual financial report) and also put on Chapter web-site for all members to access.

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

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.

on chapter web-site

GROUP RETURN AUTHORIZATION

The Great Lakes #25/ARMA International Greater Co9lur 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: President

Name: _____

Address: _____

Signature: _____

Date: _____