



**ARMA INTERNATIONAL
GREATER COLUMBUS CHAPTER
FINANCIAL REPORT 2015-2016**

A 501 (C)(3) ORGANIZATION

Table of Contents

- Message from the President
- August 2015–June 2016 Year End Treasurer’s Report: Transaction List by Date
- Region/Chapter Group Return Form 990
- ARMA Great Columbus May Seminar Profit/Loss Statement

Message from the President

Hello everyone! Thank you to the 2015-16 ARMA Greater Columbus board, chapter members and everyone that took part in our chapter this past year. What a fun, rewarding and learning opportunity it has been and I am thankful to all of you for this opportunity.

This year provided us with a variety of programs and topics that spanned the records management world as well as delving into topics that will help us in our daily lives and business relationships. Some of the highlights were:

- The Mock Trial presented by local chapter members, which was well attended by ARMA members as well as non-members.
- Learning to say AND instead of BUT when Peter Margaritas spoke on “Using Improv to Create Positive Results”
- Crucial Conversations was the topic at the December meeting held at Scioto Downs. And we all have to have those at times.

These meetings, in addition to all of the other great topics, made for learning opportunities that appealed to members as well as non-members throughout the chapter year.

The seminar in May was, once again, a success. Martin Susec, our Seminar Director as well as our VP, put together a great line up of four individual speakers that addressed various ‘hot topics’ in the records management world. Please review the financials from the seminar later in this report.

We continue our support of Nationwide Children’s Hospital with the annual Merry Berry Bears Drive. During our 2015 drive, \$25 was donated as well as 8 large bags of stuffed animals, blankets, etc.

I am happy to announce that all board positions have been filled for 2016-2017 with 2 new members on the board. Welcome to Kamal Kapoor and Trent Slabaugh. With these first time board members we have the opportunity to bring new ideas and an interesting perspective on meetings, programs and help to grow our membership. I proudly hand over the leadership of the chapter to Martin Susec, President, and Arlene Swanson, Vice President.

Sincerely,
Kim Perdew
President, ARMA Greater Columbus Chapter
2015-2016

Bank Transaction List by Date 2015-2016

August 2015

Date	Type		Debit/Credit	Amount	Starting Balance
					\$22,971.40
8/18/2015	Dep	Kim Perdew ARMA conference tour reimbursement	Credit (+)	\$35.00	23,006.40
8/17/2015	Dep	ARMA Membership Dues	Credit (+)	\$40.00	23,046.40
8/24/2015	Check	Deb Gantt Pizza for board meeting	Debit (-)	\$52.84	22,993.56
8/19/2015	Check	DJ Engraving (check lost in mail-reissued Nov 2, 2015 with check 1516)	Debit (-)	\$113.00	22,880.56
					Ending Balance

September 2015

Date	Type		Debit/Credit	Amount	Starting Balance
					\$22,880.56
9/17/2015	Check 1515	Allyson Stransky Parking for Sept meeting	Debit (-)	\$10.00	22,870.56
9/18/2015	Dep	September meeting dues-cash	Credit (+)	\$65.00	22,935.56
9/21/2015	Check 1513	Deb Gantt Magnet/stamps-save the date cards	Debit (-)	\$56.26	22,879.30

9/21/2015	Check 1514	Kim Perdew Snacks/drinks for Sept meeting	Debit (-)	\$14.75	22,864.55
9/22/2015	Dep	ARMA-annual membership credit	Credit (+)	\$100.00	22,964.55
9/24/2015	Dep	EventBrite-Sept meeting-prepay	Credit (+)	\$50.76	23,015.31
					Ending Balance
October 2015					
Date	Type		Debit/Credit	Amount	Starting Balance \$23,015.31
10/17/2015	Dep 1515	October meeting dues-cash	Credit (+)	\$70.00	23,085.31
10/19/2015	CC	Giant Eagle-Kim Perdew Gift Card to donate to AIEF Auction	Debit (-)	\$100.00	22,985.31
10/20/2015	Dep	ARMA-annual membership credit	Credit (+)	\$80.00	23,065.31
10/22/2015	Dep	EventBrite-Oct meeting-prepay	Credit (+)	\$44.56	23,109.87
10/27/2015	EXP	Quickbooks-Yearly renewal	Debit (-)	234.66	22,875.21
					Ending Balance
November 2015					
11/17/2015	Dep	ARMA-annual membership credit	Credit (+)	\$20.00	22,895.21
11/23/2015	Dep	Nov meeting dues-cash at the door	Credit (+)	50.00	22,945.21
11/27/2015	Dep	EventBrite-Nov meeting-prepay	Credit (+)	79.38	\$23,024.59

December 2015

12/18/2015	Check 1517	Debbie Gantt Amazon gift card for drawing	Debit (-)	50	22,974.59
12/21/2015	Dep	Dec meeting dues-cash at the door	Credit (+)	\$120.00	23,094.59
12/21/2015	Dep	ARMA-annual membership credit	Credit (+)	60.00	23,154.59
12/21/2015	CC	Scioto Downs Dec meeting/holiday party	Debit (-)	402.55	22,752.04

January 2016

1/8/2016	Dep	Eventbrite-Dec meeting-prepay	Credit (+)	\$113.72	22,865.76
1/21/2016	check 1518	Peter Margarities LLC	Debit (-)	1,500.00	21,365.76
1/21/2016	Check 1519	Kim Perdew Drinks for January meeting	Debit (-)	10.35	21,355.41
1/25/2016	Dep	Jan meeting dues-cash at the door	Credit (+)	50.00	21,405.41
1/28/2016	Dep	ARMA-annual membership credit	Credit (+)	100.00	21,505.41

February 2016

2/8/2016	Dep	Eventbrite-Jan meeting-prepay	Credit (+)	\$72.18	21,577.59
2/19/2016	Dep	Feb meeting dues-cash at the door	Credit (+)	\$70.00	21,647.59
2/17/2016	Dep	ARMA-annual membership credit	Credit (+)	\$140.00	21,787.59
2/25/2016	Dep	Eventbrite-Feb meeting-prepay	Credit (+)	\$99.78	21,887.37

2/25/2016	Debit	Buca di Beppo	Debit (-)	\$116.57	21,770.80		
		Spring seminar planning meeting					
2/29/2016	Dep	ARMA-Speaker grant for January mtg	Credit (+)	500.00	22,270.80		
		March 2016					
3/17/20216	Dep	ARMA-annual membership credit	Credit (+)	\$100.00	22,370.80		
3/17/2016	CC	Land's End	Debit (-)	\$450.92	21,919.88		
		Board member polo shirts					
3/21/2016	Dep	March meeting dues-pay at door	Credit (+)	\$10.00	21,929.88		
3/24/2016	Dep	Eventbrite-March meeting-preparay	Credit (+)	\$92.80	22,022.68		
		April 2016					
4/1/2016	Check	The Supreme Court of Ohio	Debit (-)	125.00	21,897.68		
	1520	CLE credit application for Mock Trial					
4/1/2016	Check	The Supreme Court of Ohio	Debit (-)	125.00	21,772.68		
	1521	CLE credit application for Mock Trial					
4/7/2016	CC	Poll Everywhere	Debit (-)	19.00	21,753.68		
		Mock Trial audience					
4/21/2016	Dep	ARMA-annual membership credit	Credit (+)	20.00	21,773.68		
4/21/2016	Check	Deb Gantt	Debit (-)	798.56	20,975.12		
	1523	Snacks for mock trial/seminar gifts					
4/22/2016	Dep	April meeting dues-cash at the door	Credit (+)	105.00	21,080.12		
4/22/2016	Check	Martin Susec	Debit (-)	26.88	21,053.24		
	1524	Reimbursement for mock trial robe					
4/282016	Dep	Eventbrite-April meeting-prepay	Credit (-)	164.70	21,217.94		
		May 2016					
5/8/2016	CC	Sam's Club	Debit (-)	33.60	21,184.34		
		Seminar candy					
5/8/2016	cc	Walmart	Debit (-)	10.04	21,174.30		
		Seminar candy					
5/17/2016	Check	Tina Torres	Debit (-)	1,146.92	20,027.38	Spring Seminar	
	1525	Spring seminar speaker-airfare				4250	Sponsor-checks
						1633.16	sponsor-paypal

5/19/2016	Dep	ARMA-annual membership credit	Credit (+)	40.00	20,067.38	3200.59	attendee registration
5/20/2016	CC	Whitney House Pre-seminar dinner	Debit (-)	457.16	19,610.22	9083.75	
5/23/2016	Dep	ARMA-Greater Col chapter Seminar sponsors	Credit (+)	4,250.00	23,860.22	-1146.92	Candy expense Tina Tores airfare Whitney house dinner
5/23/2016	CC	Ashland Chemical Seminar food expense	Debit (-)	662.73	23,197.49	-457.16 -662.73	Lunch expense David Cohen expenses
5/25/2016	Dep	Eventbrite Spring Seminar registration	Credit (+)	3,200.59	26,398.08	-273.52 6499.78	
							Potential income from those who have not paid for the seminar Received \$298 for sheila and Melissa
						\$549	
June 2016							
6/1/2016	Dep	Paypal Spring seminar sponsors	Credit (+)	1,633.16	28,031.24		
6/13/2016	Check 1526	David Cohen Spring seminar speaker expenses	Debit (-)	273.52	27,757.72		
6/14/2016	Check 1528	Arlene Swanson Leadership conf airfare	Debit (-)	500.20	27,257.52		
6/14/2016	Check 1529	Jan Redman Airfare and reg for conference	Debit (-) Debit (-)	653.20 171.25	26,604.32 26,433.07		
6/15/2016	CC	Capital Awards-year end awards					
6/20/2016	CC	BJ Restaurant End of year dinner	Debit (-)	572.60	25,860.47		
6/20/2016	Dep	ARMA international Credit for membership renewal	Credit (+)	140.00	26,000.47		
6/21/2016	Dep	2 Seminar and 1 dinner guest payment	Credit (+)	323.00	26,323.47		
6/22/2016	Dep	EventBrite-ARMA dinner guest	Credit (+)	21.01	26,344.48		

FORM **990-N**

Department of Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)

For Tax Exempt Organizations not Required to File Form 990 or 990EZ

OMB No. 1545-NNNN

2015

Open To Public Inspection

A For the 2015 calendar year, or tax year beginning 07-01-2015, and ending 06-30-2016

B Check if applicable:
 Termination
 Gross Receipts \$50,000 or less

C Name of Organization
ASSOCIATION OF RECORDS MANAGERS and ADMINISTRATORS

D Employer ID number
237148 ***

E Website Address
armacclumbus.org

Number and Street (or P.O. box, if mail is not delivered to street address)
11880 COLLEGE BLVD STE 450

City or town, state or country, and Zip + 4
OVERLAND PARK, KS 66210

F Name of Principal Officer:
Jeremy Graham

Number and street (or P. O. box, if mail is not delivered to street address) of Principal Officer
PO BOX 2261

City or town, state or country, and ZIP + 4
Columbus OH 43216

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

A For the 2015 calendar year, or tax year beginning **July 1st**, 2015, and ending **June 30th**, 20 **16**

B Check if applicable:

- Address change
- Name change
- Initial return
- Final return/terminated
- Amended return
- Application pending

C Name of organization

ARMA International Greater Columbus Chapter

Number and street (or P.O. box, if mail is not delivered to street address)

Room/suite

PO BOX 2261

City or town, state or province, country, and ZIP or foreign postal code

Columbus, OH, 43216

D Employer identification number

23-714***

E Telephone number

F Group Exemption Number ▶

G Accounting Method: Cash Accrual Other (specify) ▶

I Website: ▶ **armacolumbus.org**

J Tax-exempt status (check only one) – 501(c)(3) 501(c) (**6**) ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets

(Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

		Revenue		Expenses		Net Assets	
1	Contributions, gifts, grants, and similar amounts received	1	500	10	Grants and similar amounts paid (list in Schedule O)	10	0
2	Program service revenue including government fees and contracts	2	10570	11	Benefits paid to or for members	11	0
3	Membership dues and assessments	3	1111	12	Salaries, other compensation, and employee benefits	12	0
4	Investment income	4	0	13	Professional fees and other payments to independent contractors	13	
5a	Gross amount from sale of assets other than inventory	5a	0	14	Occupancy, rent, utilities, and maintenance	14	0
b	Less: cost or other basis and sales expenses	5b	0	15	Printing, publications, postage, and shipping	15	106
c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0	16	Other expenses (describe in Schedule O)	16	12808
6	Gaming and fundraising events			17	Total expenses. Add lines 10 through 16 ▶	17	12914
a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	0	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	(733)
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	0	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	26432
c	Less: direct expenses from gaming and fundraising events	6c	0	20	Other changes in net assets or fund balances (explain in Schedule O)	20	0
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	25699
7a	Gross sales of inventory, less returns and allowances	7a	0				
b	Less: cost of goods sold	7b	0				
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0				
8	Other revenue (describe in Schedule O)	8	0				
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	12181				

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V

Table with columns for question number, question text, and Yes/No checkboxes. Includes questions 33 through 45b regarding organizational activities, financials, and governance.

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	<input checked="" type="checkbox"/>

Part VI Section 501(c)(3) organizations only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	
b If "Yes," was the related organization a section 527 organization?	49b	

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	▶ Signature of officer	Date
	▶ Jeremy Graham - 2016 Treasurer -- 7/22/2016	
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions ▶ **Yes** **No**

ARMA International Columbus Chapter Spring Seminar May 2016 (FY 2015-2016)

PROFIT / LOSS

TOTAL EXPENSES	
Site	
Facility	\$0.00
Site staff	\$0.00
Total	\$0.00
Refreshments	
Food & Drink	\$662.73
Staff and Gratuities	\$0.00
Other (Candy)	\$43.64
Total	\$706.37
Publicity/CRE	
Photocopying/Printing	\$0.00
NameTags	\$0.00
Supreme Court Fee (CRE)	\$0.00
Total	\$0.00
Honorarium/Expenditure	
Speakers	\$0.00
Travel	\$2,080.87
Hotel	\$141.00
Other (Dinner)	\$461.36
Total	\$2,683.23
Awards	
Speakers' Gifts	\$0.00
Ribbons/Plaques/Trophies	\$0.00
Total	\$0.00
Registration Fees	
Registration Fees	\$121.66
Total	\$121.66
Total Expenses	(\$3,389.60)

TOTAL INCOME	
VENDOR SPONSORSHIP	
Lunch Sponsor	\$1,750.00
Silver	
Gold	\$1,000.00
Platinum	\$3,000.00
Total	\$5,750.00
Registrations	
Attendees	\$4,070.00
Total	\$4,070.00

1
1
2
39 attendees

Total Revenue \$9,820.00

Profit/Loss	
Revenue	\$9,820.00
Expenses	(\$3,389.60)
Profit	\$6,430.40