2019 Spring Meeting Finance Update

AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Region I

Steven Conklé, PE, CSP
ASSP ROC 1 – ARVP Finance
• Change from ASSE to ASSP
• Use when Change of Banks/ Financial Institutions
• Foreign Corporation Registration in your state
• IRS: FEIN (Federal Identification Number)
Illinois Secretary of State

ASSP registered Corporation in Illinois
Dear Madam:

This is in response to your telephone call of April 16, 2002, requesting a copy of your organization’s group exemption letter.

In April 1972 we issued a determination letter which recognized your organization as exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code. Based on the information supplied, we also recognized the subordinates named on the list your organization submitted as exempt from Federal income tax under 501(c)(6) of the Code.

Your organization and each of its subordinates are required to file Form 990, Return of Organization Exempt from Income Tax, only if the gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization’s annual accounting period. The law imposes a penalty of $20 a day, up to a maximum of $10,000, when a return is filed late, unless there is reasonable cause for the delay.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more to each of the organization’s employees during a calendar year. Your organization and its subordinates are also liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization or its subordinates’ present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Each year, at least 90 days before the end of your organization’s annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown at the end of this letter.

Taxpayer identification number: 36-2413556
Form: 5GRI

Dear Taxpayer:

Thank you for your Supplemental Group Ruling Information list.

We have made the changes you asked us to make to your roster of subordinates included in your group exemption letter.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need any forms, schedules, or publications mentioned in this letter, you can get them by visiting our website at www.irs.gov/formspubs or by calling toll-free at 800-TAX-FORM (800-829-3676).

If you have questions, you can call the EO Entity Dept. at 801-620-6019 between 12:01 a.m. and 11:59 p.m. MDT.

If you prefer, you can write to the address at the top of the first page of this letter.

When you write, include a copy of this letter, and provide your telephone number and the hours we can reach you in the spaces below.

Telephone number ( ) Hours
Keep a copy of this letter for your records.
Thank you for your cooperation.
1. A statement describing any changes during the year in the purposes, character, or method of operation of your organization's subordinates;

2. A list showing the names, mailing addresses (including Postal ZIP Codes), actual addresses if different, and employer identification numbers of subordinates that:
   a. Changed names or addresses;
   b. Were deleted from the roster; or
   c. Were added to the roster.

3. For subordinates to be added, attach:
   a. A statement that the information on which your organization's present group exemption letter is based applies to the new subordinates;
   b. A statement that each has given your organization written authorization to add its name to the roster;
   c. A list of those to which the Service previously issued exemption rulings or determination letters;
   d. The street address of subordinates where the mailing address is a P.O. Box; and

4. If applicable, a statement that your organization's group exemption roster did not change since the previous report.

The above information should be sent to the following address:

Internal Revenue Service Center
Attn: Entity Control Unit
Ogden, UT 84409

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of $20 a day for each day you do not make these documents available for public inspection (up to a maximum of $10,000 in the case of an annual return).

Your organization's Group Exemption Number is 2270.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

John E. Ricketts, Director, T/E/GE
Customer Account Services
## American Society of Safety Professionals Committee
Region I Operating
Annual Financial Report
Period Ending February 28, 2019

### INCOME STATEMENT

<table>
<thead>
<tr>
<th>REVENUES (Cash Receipts)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$11,738.25</td>
</tr>
<tr>
<td>Meeting Fees</td>
<td>$8,268.34</td>
</tr>
<tr>
<td>Other</td>
<td>$431.45</td>
</tr>
</tbody>
</table>

**REVENUE (Total Receipts)**: $20,438.04

<table>
<thead>
<tr>
<th>EXPENSES (Cash Disbursements)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEETINGS:</strong></td>
<td></td>
</tr>
<tr>
<td>Lunch/Dinner</td>
<td>$17,062.11</td>
</tr>
<tr>
<td>Other</td>
<td>$2,152.48</td>
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<tr>
<td><strong>TRAVEL:</strong></td>
<td></td>
</tr>
<tr>
<td>Officers</td>
<td>$6,130.95</td>
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<tr>
<td>Other</td>
<td>$41.84</td>
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<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,096.95</td>
</tr>
<tr>
<td><strong>Gross (total) expense from Sections</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>

**EXPENSES (Total Disbursements)**: $26,484.33

**NET INCOME (Excess Receipts over Disbursements)**: ($6,046.29)
Chapter ROC 1 Assessments

• Effective April 1, 2019 increase in Chapter Assessment of $2.25/ member to $3.00

• This was approved by vote of ROC 1 Chapters last year at ROC 1 meeting
Annual Fiscal Year Ends March 31, 2019

- Annual Chapter Financial Report due May, 31, 2019
- Sections Annual report numbers included in Chapter’s
- Download copy to Society
- Copy to ROC 1 RVP (James Boretti)
- Questions?
Audit of Chapter & Section Treasurers

• AUDITS:

➢ After July 1, 2019 when new Treasurers (including re-elected Treasurers) take over financial responsibilities

➢ After end of each Fiscal Year (March 31)

• Chapter Presidents - advise ADOs Audits completed

• ADOs - advise RVP’s when Audits are completed

• Questions?
• At what age should you start mentoring people in safety?
Mentoring – you set the example