



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Region I

ARVP Finance Update

Fall 2020 ROC Meeting
Region I ASSP

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Overview

- Audits
- Chapter Dues
- Financial Reports
- Chapter Banking
- Region One Income Statement



Audits – Chapter & Section Treasurers

- Treasurer Audit – When ?
 - *April – June (or as requested)*
- Who are the Auditors ? *Financial Audit Committee*
- When Audit is Completed
 - *Chapter advises AD*
 - AD advise RVP



Audit Committee

- Incoming Chapter President
- Current member of the Executive Committee
 - Except the Treasurer
- Chapter member



Chapter Dues Report to Society

- “If” your Chapter votes to increase dues for the upcoming chapter year, then...
- Submit by March 1 to ASSP Chapter Services



Financial Reports

- Chapters & Sections – *Monthly & Annual May 31*
- Prepared by - *Treasurer or outside resource*
- Your Tools – *Excel or software*
- Back-up of Files – *Portable drives, Cloud, Google Drive*
- When Treasurer changes / leaves



Annual Fiscal Year Ends March 31, 2021

- Chapter Annual Financial Report - *due May 31, 2021*
- Section's numbers - *included in Chapter's Report*
- Upload a *copy* to Society
- Copies to *your AD and RVP*



Chapter Banking

- Protect your Passwords
- Documentation – *Banks / Financial Institutions*
- Your state registration – *as a Foreign Corporation*
- Annual Reports – *your State Filing*
- Tax Reporting – *Local, State & Federal*



American Society of Safety Professionals Region 1 Operating Committee

April 30 - August 31, 2020

INCOME STATEMENT

REVENUES (Cash Receipts)

Dues

\$7,263

REVENUE (Total Receipts)

\$7,263

EXPENSES (Cash Disbursements)

ARVP

Transition

\$129.54

ROC (FedEx)

\$127.11

Webhosting

\$1,188.00

**EXPENSES (Total
Disbursements)**

\$1,444.65

NET INCOME (Excess Receipts over Disbursements)

\$5,818.35