ARVP Finance Update

Fall 2020 ROC Meeting
Region I ASSP

Jon Johanson, MBA, CSP
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

<table>
<thead>
<tr>
<th>INCOME STATEMENT</th>
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<td><strong>REVENUES (Cash Receipts)</strong></td>
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<td><strong>EXPENSES (Cash Disbursements)</strong></td>
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<tr>
<td><strong>NET INCOME (Excess Receipts over Disbursements)</strong></td>
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