



ARMA International
Columbus Chapter

ANNUAL FINANCIAL
REPORT
2007 - 2008

The Financial Year in Context

After a very successful financial program in (2006-2007), we had a hard act to follow for this year (2007-2008). Our Spring Seminar had an excellent speaker, made over \$3800.00 profit, even though the attendance was down this year.

As an organization, we donated \$1000.00 to charity and over \$500.00 to education.

Included in this yearly report:

- *Is the spread sheet on the Spring Seminar (profit/loss)*
- *The 990 form that the treasurer completes and sends to International (for IRS)*
- *Breakdown of expenses by transactions (by date), for the current year (2007/2008).*

We also changed our corporate name with the State of Ohio, (Secretary of State) to:

ARMA International Greater Columbus Chapter

We are registered as a non-profit organization until June 23, 2013, before we must re-register.

We also changed our Agent for contact to: Bob Eudy



Note from Cathy

Thank you Dear Colleagues, Cathy Stanley

(See last page)

ARMA International Columbus Chapter May 2008 Seminar

PROFIT / LOSS

	Estimated	Actual
Site		
Room and hall fees	\$866.00	\$866.00
Site staff	\$75.00	
Equipment	\$260.00	
Transportation/Shuttle Bus		\$280.00
Totals	\$1,201.00	\$1,146.00

	Estimated	Actual
Refreshments		
Food	\$1,644.50	\$1,404.90
Drinks		
Linens		
Staff and gratuities		\$173.20
Totals	\$1,644.50	\$1,578.10

Decorations		
Flowers	\$0.00	\$0.00
Candles		
Lighting		
Paper supplies		
Totals	\$0.00	\$0.00

Program		
Speakers	\$1,800.00	\$1,800.00
Travel	\$280.00	\$257.27
Hotel	\$179.00	\$179.00
Other (dinner for speaker)		\$206.79
Totals	\$2,259.00	\$2,443.06

Publicity		
Graphics work/Bags	\$0.00	\$414.81
Photocopying/Printing		\$75.00
ARMA pamphlets		\$248.49
Shirts		\$204.40
Totals	\$0.00	\$942.70

Prizes		
Ribbons/Plaques/Trophies	\$0.00	\$0.00
Speaker Gift	\$65.00	\$56.47
Totals	\$65.00	\$56.47

Miscellaneous		
Telephone		
CLE credits		\$120.00
Stationery supplies		\$154.90
Fax services		
Totals	\$0.00	\$274.90

TOTAL INCOME

VENDORS		
SPECIAL-Exhibitor only	\$400.00	\$400.00
Silver		
Gold	\$1,000.00	\$1,000.00
Platinum	\$2,000.00	\$2,000.00
Totals	\$3,400.00	\$3,400.00

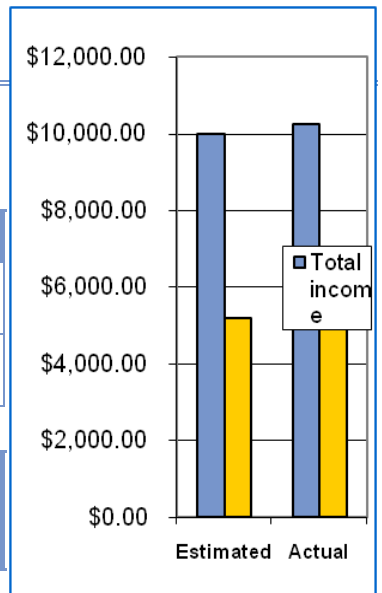
Registristarion		
MEMBERS	\$4,650.00	\$5,100.00
33		
NON_MEMBERS	\$1,925.00	\$1,750.00
10		
Totals	\$6,575.00	\$6,850.00

	Estimated	Actual
Expences	\$5,169.50	\$6,441.23
Income	\$9,975.00	\$10,250.00
Profit / Loss	\$4,805.50	\$3,808.77

ARMA International Columbus Chapter May 2008 Seminar

Profit - Loss Summary Spring Seminar

	Estimated	Actual
Total income	\$9,975.00	\$10,250.00
Total expenses	\$5,169.50	\$6,441.23
Total profit (or loss)	\$4,805.50	\$3,808.77



Region/Chapter Financial Information Form
Group Return Form 990
Fiscal Year Ending June 30, 2008

Name of Region/Chapter ARMA International Greater Columbus Chapter Great Lakes/#25 Tax/EIN# 23-7148522

CASH BASIS - DO NOT INCLUDE RECEIVABLES AND PAYABLES

	"Beginning of Year" (*) <u>1-Jul-07</u>	"End of Year" <u>30-Jun-08</u>
Assets, Liabilities & Net Worth		
Cash:		
Un-deposited Funds	<u>\$0.00</u>	<u>\$0.00</u>
Non-Interest Bearing Accounts	<u>\$27,885.07</u>	<u>\$24,991.54</u>
Interest Bearing Accounts (CD's, Money Market, etc.)	<u>\$0.00</u>	<u>\$0.00</u>
Total Cash	<u>\$27,885.07</u>	<u>\$24,991.54</u>
Other Assets:		
Furniture & Equipment	<u>\$0.00</u>	<u>\$0.00</u>
Inventory	<u>\$0.00</u>	<u>\$0.00</u>
Investments (Stocks and Bonds) (Attach Detail Schedule)	<u>\$0.00</u>	<u>\$0.00</u>
Other (Please describe)		
Description:		
(1) Total Assets:	<u>\$27,885.07</u>	<u>\$24,991.54</u>
Liabilities (Example: Outstanding Loan)		
	<u>\$0.00</u>	<u>\$0.00</u>
	<u>\$0.00</u>	<u>\$0.00</u>
(2) Total	<u>\$0.00</u>	<u>\$0.00</u>
(3) Net Worth (1 less 2)	<u>\$27,885.07</u> Y*	<u>\$24,991.54</u> X*
	(Column 1)	(Column 2)

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

GROUP RETURN FORM 990 (page 2 of 2)

Revenues and Expenses

REVENUES:

\$0.00
 Provide the following information for any contributions or grants received that were over \$5000.
Name **Amount**
 \$2,660.72
 Interest
 Dividends \$11,771.09
 \$0.00
 \$0.00
 \$0.00
 \$100.00
 \$14,531.81

Cash basis – Do Not Include Accounts Receivable

Contributions, Grants* (Donation from AIEF, Red Cross, etc.)

Address
 Membership Dues and Assessments
 \$0.00
 \$0.00
 Seminars and Meetings
 Special Projects
 Newsletter Subscriptions
 Advertising Revenue
 Other Revenues
(1) Total Revenue – A

EXPENSES: Cash Basis - Do Not Include Accounts Payable

\$1,500.00
 \$0.00
 \$0.00
 \$8.73
 Supplies
 Travel
 Dues
 \$10,686.75
 \$0.00
 Library
 \$5,209.86
 miscl expences--- flowers, wedding (club member), state fees, (\$920.75)
 Infoserve Web site--- (545.65)
 Leadership Conference-- (3,743.46)
 \$17,405.34

Contributions, Grants* (Donation to AIEF, Red Cross, etc.)
 Accounting Fees
 Legal Fees
 Printing and Postage
 \$0.00
 \$0.00
 \$0.00
 Seminars and Meetings
 Special Projects
 \$0.00
 Other (Describe)

(2) Total Expenses – B

*Please list the name to whom the taxable deductible contribution or grant was given, type of contribution (donation, scholarship, etc.), address, dollar amount, whether or not they are a member (M) or a non-member (NM), and charity status (example (501(c)(3), etc). These items should not include board, member, speaker gifts, awards, etc.

Member or Non-Member	Type of Contribution	Name of Recipient	Charity Status	Address	Amount
1	ARMA International	Education		\$500.00	Member
2	Choices	Charity		\$1,000.00	Non-Member
3					
4					

Fiscal Year July 1, 2007 through June 30, 2008

(3) Net Revenue C = (A – B) -\$2,873.53 C
 (4) Net Worth
 \$24,991.54 X
 \$27,865.07 Y
 Change -\$2,873.53 C

Transaction by Date report

2007 - 2008

					Ledger/Quick Books	
Date	Type	Num	Name	Memo/Description	Split	Amount
07/06/2007	Check	1270	ARMA International	Leadership Conferance	6340 seminar expense	-290.00
07/09/2007	Check	1271	Infoserv Media LLC	service fee	6510 Web site expence	-56.25
07/16/2007	Check		ARMA International	Mike Purington Baltimore ARMA	6340 seminar expense	-799.00
				Conferance		
07/18/2007	Deposit		ARMA International		4090 Membership Dues	240.00
07/24/2007	Check	1272	Infoserv Media LLC	service fee	6510 Web site expence	-239.40
					4160 Seminar Income	
07/24/2007	Deposit		RSL		(deleted)	1,500.00
07/25/2007	Check		DEALS	expenses for Conferance in Cinnci grab	6340 seminar expense	-60.97
				bag		
08/06/2007	Check	1273	Sharon Eudy	Leadership conferance shipping fees	6340 seminar expense	-19.41
08/06/2007	Check	1274	ARMA International Education Foundation	Gift for ARMA Education program	6060 Charity	-500.00
					6330 monthly meeting	
08/09/2007	Check	1275	Sharon Eudy	Refr4eshments for Seto meeting	expense	-16.60
08/13/2007	Check		Staples	office supplies / Cathy	1013 Huntington credit card	-95.44
08/14/2007	Check		Millennium Hotel	hotel room for coferance in Cinnci	6340 seminar expense	-298.48
08/14/2007	Check		Millennium Hotel	hotel room for coferance in Cinnci	6340 seminar expense	-159.24
08/15/2007	Deposit		ARMA International		4090 Membership Dues	180.00
08/16/2007	Check		Millennium Hotel	hotel room for coferance in Cinnci	6340 seminar expense	-318.48
08/16/2007	Check		Millennium Hotel	hotel room for coferance in Cinnci	6340 seminar expense	-318.48
08/16/2007	Check		Millennium Hotel	hotel room for coferance in Cinnci	6340 seminar expense	-278.48
09/07/2007	Check	1276	Sharon Eudy	funeral flowers for Yvonne's dad	6060 Charity	-89.67
09/10/2007	Check	1277	BSA Troop # 826	gift cards for Cathy	6060 Charity	-120.00
09/13/2007	Check		quick books	annual fee	6550 Office Expenses	-172.50
					6330 monthly meeting	
09/17/2007	Check		gordin food supply	cups, plates, etc fror 9/18 meeting	expense	-15.43
09/17/2007	Deposit		members and visitors		4080 monthly meetings	190.00
					6330 monthly meeting	
09/19/2007	Check		Panara bread	box lunches for Mock Trial 9/19	expense	-202.97
09/19/2007	Deposit		ASSOC of Records MO escro		4090 Membership Dues	160.00
					6330 monthly meeting	
09/20/2007	Check	1278	Sharon Eudy	se for refreshments for 9/19 meeting	expense	-41.49
09/20/2007	Check	1279	Ohio Secratary of state	fee for changing statory agent	6550 Office Expenses	-25.00
					1012 huntington check	
10/01/2007	Transfer			new checking account	account #2	-100.00
10/09/2007	Check		DEALS	expenses for snacks, refreshments (trays)	6330 monthly meeting	-6.41
					expense	
10/15/2007	Deposit				-SPLIT-	215.28
					6330 monthly meeting	
11/09/2007	Check		ARMA International	Speaker gift cards (Cathy-Mike)	expense	-500.00
11/15/2007	Deposit		ASSOC of Records MO escro		4090 Membership Dues	60.00
					6330 monthly meeting	
11/23/2007	Check	1280	Sanese Services Inc	refreshments for November meeting	expense	-190.44
12/05/2007	Deposit		PayPal		4080 monthly meetings	122.91
					6350 Meals and	
12/13/2007	Check		Columbus bowling square	Christmas party for club	Entertainment	-251.48
12/14/2007	Deposit		members and visitors		4080 monthly meetings	175.00
12/17/2007	Deposit		ASSOC of Records MO escro		4090 Membership Dues	20.00
01/11/2008	Check	1281	ARMA Great Lakes region	Chapter Assessment	6161 Chapter assessment	-252.00

**Transaction by
date Report**

01/11/2008	Check	1282	Infoserv Media LLC	service fee	6510 Web site expence	-162.50
01/15/2008	Deposit		ASSOC of Records MO escro	membership dues from International	4090 Membership Dues	40.00
01/17/2008	Check		DEALS	expenses for snacks, refreshments (trays)	6330 monthly meeting expense	-5.64
01/18/2008	Deposit		members and visitors	from meeting 1/18/08	4080 monthly meetings	160.00
01/19/2008	Check		gordin food supply	cups, plates, etc fror meetings	6330 monthly meeting expense	-31.22
01/24/2008	Check		ARMA International	phamplets for spring seminar	6340 seminar expense	-248.49
01/24/2008	Check		Staples	office supplies / tickets for give away at meetings	6330 monthly meeting expense	-8.00
01/29/2008	Check	1283	Ohio Historical Society	fee for meeting room for chapter	6330 monthly meeting expense	-194.00
02/09/2008	Check		Walmart	name tag holder for seminar	6340 seminar expense	-19.51
02/11/2008	Check	1284	ARMA International	membeship for Cathy Clark (door prize)	6330 monthly meeting expense	-170.00
02/19/2008	Deposit		ASSOC of Records MO escro		4090 Membership Dues	260.00
02/21/2008	Check	1285	Infoserv Media LLC	service fee	6510 Web site expence	-37.50
02/26/2008	Deposit		members	member meeting dues	4080 monthly meetings	15.00
03/14/2008	Deposit		ASSOC of Records MO escro	membership dues	4090 Membership Dues	120.00
03/17/2008	Check		ARMA International	book for library	8010 Miscellaneous	-43.58
03/20/2008	Check	1287	Sanese Services Inc	refreshments for March meeting	6330 monthly meeting expense	-114.02
03/26/2008	Deposit		members and visitors	funds received from 50 / 50 raffle	7030 Non Profit Income	10.00
03/26/2008	Deposit		members and visitors	monthly meeting (March)	4080 monthly meetings	120.00
03/27/2008	Check	1286	linda Sampson	for postage	6250 Postage	-8.73
03/27/2008	Deposit		PayPal	pay pal income for meeting	4080 monthly meetings	59.39
04/15/2008	Deposit		ASSOC of Records MO escro		4090 Membership Dues	80.00
04/25/2008	Deposit		conferance expence		6339 Spring Seminar Conference	550.00
04/28/2008	Check		Cathy Stanley	SOS fee seminar credits	8010 Miscellaneous	-120.00
04/30/2008	Check		ABJINA	bags for seminar	6770 Advertising	-414.81
04/30/2008	Check		ABJINA	shirts for seminar	6770 Advertising	-204.40
05/02/2008	Check		seminar expence	frames frim Michaels	6340 seminar expense	-15.99
05/02/2008	Check		seminar expense	Bath and body for speaker	6340 seminar expense	-16.01
05/03/2008	Check		Best Buy	ink and material for seminar	6340 seminar expense	-72.57
05/03/2008	Check		seminar expense	Buckeye corner speaker gift	6340 seminar expense	-40.46
05/04/2008	Check		seminar expense	McCormich & Schidt	6340 seminar expense	-206.79
05/07/2008	Check		Giant Eagle	gift card for Cynthis Davis and Roger	8010 Miscellaneous	-50.00
05/09/2008	Check	1288	speaker for spring seminar	speaker costs plus travel and meals	6340 seminar expense	2,057.27
05/09/2008	Deposit		PayPal	PayPal transfer to Huntington bank for Spring seminar	6339 Spring Seminar Conference	4,821.09
05/10/2008	Check	1289	seminar expense	seminar supplies -ink paper- name badges	6340 seminar expense	-46.83
05/12/2008	Deposit		members and visitors		4080 monthly meetings	10.00
05/12/2008	Deposit		seminar income		6339 Spring Seminar Conference	3,600.00
05/14/2008	Deposit		seminar income	pay at door fees for spring seminar	6339 Spring Seminar Conference	1,150.00
05/14/2008	Check		Blackwell center	seminar - fstorage - room	6340 seminar expense	-90.00
05/15/2008	Check		Blackwell center	seminar - food - room	6340 seminar expense	2,724.10
05/15/2008	Check		Blackwell center	seminar - lunch and drinks	6340 seminar expense	1,358.40
05/15/2008	Check		Blackwell center	room for speaker	6340 seminar expense	-196.90
05/15/2008	Deposit		ASSOC of Records MO escro		4090 Membership Dues	80.00

**Transaction by
date Report**

05/19/2008	Deposit		seminar income		6339 Spring Seminar Conference	150.00
05/20/2008	Check	1290	Ohio Secretary of state	fee for changing name	6550 Office Expenses	-50.00
05/21/2008	Check	1291	Ohio Secretary of state	fee for changing statutory agent	6550 Office Expenses	-25.00
06/01/2008	Check	1295	ARMA Great Lakes region	ARMA leadership conference 7-2008	6360 Conference Costs	-535.00
06/03/2008	Check	1292	Mike Purington	lunch for mock trial meeting	6350 Meals and Entertainment	-78.14
06/04/2008	Check	1293	ARMA International	yearly membership assessment	6160 Dues & Subscriptions	-195.00
06/09/2008	Check	1294	Martin Susec	lunch for mock trial	6350 Meals and Entertainment	-38.87
06/09/2008	Check	debit card	Infoserv Media LLC	web site service fee	6510 Web site expence	-50.00
06/13/2008	Deposit		ASSOC of Records MO escro		4090 Membership Dues	160.00
06/14/2008	Check	debit card	Giftlogoly	Gifts for outgoing officers	8010 Miscellaneous	-123.78
06/17/2008	Check	credit card	Giftlogoly	Gifts for outgoing president	8010 Miscellaneous	-77.40
06/17/2008	Check	debit card	buckeye hall of fame	June meeting and game cards for party	6330 monthly meeting expense	-200.00
06/19/2008	Check	debit card	buckeye hall of fame	June meeting and officers change june	6330 monthly meeting expense	-535.00
06/20/2008	Check	1296	Choices	charitable contribution - battered women	6060 Charity	1,000.00
06/20/2008	Check	1297	Robert Eudy	for out of pocket money given to Mike P for basket for silent auction for conferance	6360 Conferance Costs	-75.00
06/27/2008	Deposit		ASSOC of Records MO escro		4090 Membership Dues	40.00

NAME CHANGE, AGENT CHANGE WITH SECRETARY OF STATE

Charter/Registration Number Secretary of State

Business Name	Charter / Registration Number	Type	Original Filing Date	Status	Expiration Date	Location County State	Agent Contact Info	Business Filing Info <i>View Images !</i>	Prior Business Name Info
ARMA INTERNATIONAL GREATER COLUMBUS CHAPTER, INC.	654452	Corporation For Non-Profit	May 08 1985	Active	Jun 23 2013	Columbus Franklin Ohio	Click for Details	Click for Details	Click for Details

Agent Contact Information

Agent Name	Agent Address	City	State	Zip	Effective Date	Contact Status
Hershel Eudy	4025 Virginia Circle East	Whitehall	Ohio	43213	23-JUN-08	Active

Prior Business Name Information

Prior Name	Change Date	Current Name
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS-CENTRAL OHIO CHAPTER, INC.	Oct 10 1996	ARMA INTERNATIONAL GREATER COLUMBUS CHAPTER, INC.
ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS-GREATER COLUMBUS OHIO CHAPTER, INC.	May 22 2008	ARMA INTERNATIONAL GREATER COLUMBUS CHAPTER, INC.

Dear Colleagues,

What a fantastic, challenging, exhausting, exciting year we have had! As you can see from the financial report we are still in a great position to financially meet the goals and mission of this chapter. As a board you have done a great job of getting the relevant information to the membership in a timely manner. Additionally, your willingness to support others through our community service efforts should be applauded. Never let it be said that you didn't care! You should all be proud of what you have accomplished over the last year for the Greater Columbus Chapter. But, it's not all about money. (But the money helps) It's about promoting the profession and educating and engaging the membership. We want our members to be that voice that not only seeks to educate themselves but to educate others within their organizations. That voice that pushes management to move from complacency to compliance and from being reactive to being proactive! This year we have moved closer to that goal. Sometimes I wondered if we were going to accomplish our goals but your commitment and your dedication prevailed and we made it!! I appreciate your sacrifice and commitment to the chapter, our members and to me as your president. I look forward to serving as your Chairperson for the 2008/2009 season as we move into our 40th anniversary year.

Thanks for a great year!