



ARMA INTERNATIONAL GREATER COLUMBUS CHAPTER

FINANCIAL REPORT 2010 - 2011

A 501(C)(3) ORGANIZATION

Message from the President

2010-2011 Chapter and Financial Review

I would first like to thank everyone for the opportunity to serve as the President of the Greater Columbus chapter of ARMA for a second time. A very involved board and membership has made this a wonderful experience for me.

The Greater Columbus Chapter of ARMA Intl. has had another good year in terms of both our educational mission and our financial soundness.

We provided a wide variety of educational opportunities this year with presentations, webinars, a tour of the John Glenn Archives, and round table discussions. We added short presentations at each meeting by members, with elements of GARP used for each presentation. We also had a very nice social in December for our membership.

We have been able to maintain our membership level above the 80 member level.

We increased our outreach to Nationwide Children's Hospital this year with a \$500 in donations from our members matched by \$500 from the chapter. In addition, we donated over 100 stuffed toys and blankets for the children.

Financially, we continued our practice of finding no or low cost venues for our meetings and seminars. We do this to keep our costs and membership dues and monthly meeting fees low. This combined, with another successful Spring seminar, allowed the chapter to maintain healthy financials.

I am glad to be able to hand over leadership of this chapter to a very capable new team led by Debbie Gannt and Deb Voronkov. I look forward to seeing where they guide the future in the chapter.

Sincerely,
Roger W. Hansen
President, Greater Columbus Chapter of ARMA Intl.
2010-2011

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2010 – 2011 Account/Split End of Year Report

ARMA International Columbus Chapter May Seminar

Region/Chapter Group Return Form 990

ARMA Columbus Chapter
Balance Sheet
As of June 30, 2011

| | Total |
|-------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1011 Huntington Check Account | 13,107.34 |
| 1012 Huntington Check Account #2 | 0.00 |
| Total Bank Accounts | \$13,107.34 |
| Total Current Assets | \$13,107.34 |
| TOTAL ASSETS | \$13,107.34 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | |
| 1013 Huntington Credit Card | -1,958.01 |
| Total Credit Cards | \$ -1,958.01 |
| Total Current Liabilities | \$ -1,958.01 |
| Total Liabilities | \$ -1,958.01 |
| Equity | |
| 3000 Opening Balance Equity | 19,089.06 |
| 7029 Retained Earnings | 601.91 |
| Net Income | -4,625.62 |
| Total Equity | \$15,065.35 |
| TOTAL LIABILITIES AND EQUITY | \$13,107.34 |

**ARMA Columbus Chapter
Transaction List by Date
July 2010 - June 2011**

| Date | Type | Num | Name | Memo/Description | Account | Split | Amount |
|-------------|-------------|---------------|------------------------------|---|--|------------------------------------|---------------|
| 07/16/2010 | Deposit | | ASSOC of Records MO escro | | 1011 Huntington Check Account | 4090 Membership Dues | 160.00 |
| 07/27/2010 | Check | debit card | Hampton Inn | leadership conference/Debbie Gantt room | 1011 Huntington Check Account | 6360 Conference Costs | -244.04 |
| 07/27/2010 | Check | debit card | Hampton Inn | leadership conference/Shelia Campbell room | 1011 Huntington Check Account | 6360 Conference Costs | -244.04 |
| 07/27/2010 | Check | debit card | Hampton Inn | leadership conference/Kevin Gartrell room | 1011 Huntington Check Account | 6360 Conference Costs | -244.04 |
| 07/27/2010 | Check | 1362 | Hampton Inn | leadership conference/Dylan Williams room | 1011 Huntington Check Account | 6360 Conference Costs | -244.04 |
| 07/30/2010 | Check | 1361 | Infoserv Media LLC | annual web site DOMAIN fee suport fees | 1011 Huntington Check Account | 6510 Website Expense | -239.00 |
| 07/30/2010 | Check | debit card | Hampton Inn | leadership conference/Roger & Cynthia Hanson room | 1011 Huntington Check Account | 6360 Conference Costs | -267.08 |
| 08/31/2010 | Deposit | | ASSOC of Records MO escro | electronic deposits | 1011 Huntington Check Account | 4090 Membership Dues | 120.00 |
| 09/13/2010 | Check | 1362 | Roger Hansen | refreshments | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -48.94 |
| 09/16/2010 | Check | 1363 | Shelia Campbell | refreshments | 1011 Huntington Check | 6330 Monthly Meeting Expense | -39.98 |

| | | | | | | | |
|------------|---------|----------|------------------------------|---------------------------|---|------------------------------------|---------|
| 09/17/2010 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | Account 1011 Huntington Check Account | 4080 Monthly Meetings | 130.00 |
| 09/17/2010 | Deposit | | ASSOC of Records MO escro | electronic deposits | 1011 Huntington Check Account | 4090 Membership Dues | 100.00 |
| 10/04/2010 | Check | Withdraw | Quickbooks | Quick Books Online | 1011 Huntington Check Account | 6510 Website Expense | -215.73 |
| 10/15/2010 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 60.00 |
| 10/21/2010 | Check | 1368 | Debbie Gantt | refreshments | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -23.12 |
| 10/21/2010 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 1011 Huntington Check Account | 4080 Monthly Meetings | 155.00 |
| 11/15/2010 | Check | | Service Charge | Service Charge | 1011 Huntington Check Account | 1030 Bank Charges | -7.00 |
| 11/18/2010 | Check | 1371 | Debbie Gantt | refreshments | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -22.43 |
| 11/18/2010 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 1011 Huntington Check Account | 4080 Monthly Meetings | 135.00 |
| 11/18/2010 | Deposit | | ASSOC of Records MO escro | electronic deposits | 1011 Huntington Check Account | 4090 Membership Dues | 40.00 |
| 12/14/2010 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 80.00 |

| | | | | | | | |
|------------|---------|------|---|---|--|------------------------------------|----------|
| 12/15/2010 | Check | | Service Charge | Service Charge | 1011 Huntington Check Account | 1030 Bank Charges | -7.00 |
| 12/16/2010 | Check | 1374 | Nationwide Children's Hospital | Merry Bears and Christmas Donation | 1011 Huntington Check Account | 6060 Charity | -500.00 |
| 01/14/2011 | Check | 1375 | Debbie Gantt | refreshments | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -176.95 |
| 01/14/2011 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 1011 Huntington Check Account | 4080 Monthly Meetings | 95.00 |
| 01/18/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 160.00 |
| 02/15/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 240.00 |
| 03/07/2011 | Check | 1366 | ARMA Great Lakes region | Leadership Conference..Great Lakes region registration fees for all members of chapter | 1011 Huntington Check Account | 6161 Chapter Assessment | -246.00 |
| 03/14/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 20.00 |
| 03/18/2011 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 1011 Huntington Check Account | 4080 Monthly Meetings | 115.00 |
| 04/19/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 140.00 |
| 04/21/2011 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 1011 Huntington Check Account | 4080 Monthly Meetings | 85.00 |
| 04/28/2011 | Deposit | | 2011 Spring Seminar Sponsorship/Attendance | | 1011 Huntington | 6339 Spring Seminar | 1,423.00 |

| | | | | | | | |
|------------|---------|------|-------------------------------|--------------------------|-------------------------------|----------------------------------|-----------|
| | | | | | Check Account | Conference | |
| 04/28/2011 | Deposit | | Transfer from closed account | Closed education account | 1011 Huntington Check Account | 1012 Huntington Check Account #2 | 100.00 |
| 05/05/2011 | Check | 1367 | Shelia Campbell | refreshments | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -35.46 |
| 05/16/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 1011 Huntington Check Account | 4090 Membership Dues | 120.00 |
| 05/19/2011 | Check | 1369 | Honorarium for Nancy Flynn | Speaking Fee | 1011 Huntington Check Account | 6340 Seminar Expense | -3,750.00 |
| 05/19/2011 | Check | 1370 | Honorarium for Therese Miller | Speaking Fee | 1011 Huntington Check Account | 6340 Seminar Expense | -1,800.00 |
| 05/19/2011 | Check | 1372 | Travel for Therese Miller | Travel | 1011 Huntington Check Account | 6351 Travel | -358.94 |
| 05/19/2011 | Check | 1373 | Taxi Fare for Therese Miller | Taxi | 1011 Huntington Check Account | 6340 Seminar Expense | -60.00 |
| 05/19/2011 | Check | 1375 | Janice Redman | Hotel Fee | 1011 Huntington Check Account | 6340 Seminar Expense | -106.24 |
| 05/19/2011 | Check | 1376 | Shelia Campbell | refreshments | 1011 Huntington Check Account | 6340 Seminar Expense | -18.10 |
| 05/19/2011 | Check | 1378 | Debbie Gantt | Gift Card | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -50.00 |
| 05/19/2011 | Check | 1380 | Winking Lizard Traven | | 1011 Huntington Check Account | 6350 Meals and Entertainment | -50.00 |

| | | | | | | | |
|------------|---------|---------------|------------------------------------|--------------------------------------|--|--------------------------------------|----------|
| 05/19/2011 | Check | 1377 | Martin Susec | CLE Filing Fee | 1011 Huntington Check Account | 6340 Seminar Expense | -25.00 |
| 05/19/2011 | Check | 1381 | Janice Redman | Speakers' Gifts | 1011 Huntington Check Account | 6340 Seminar Expense | -80.06 |
| 05/19/2011 | Deposit | | 2011 Spring Seminar Sponsorship | Iron Mountain Sponsorship | 1011 Huntington Check Account | 6339 Spring Seminar Conference | 1,500.00 |
| 05/20/2011 | Check | Debit Card | Montgomery Inn | Debit Card | 1011 Huntington Check Account | 6350 Meals and Entertainment | -100.08 |
| 06/16/2011 | Check | 1379 | Debbie Gantt | Awards | 1011 Huntington Check Account | Purchases | -196.30 |
| 06/16/2011 | Check | 1382 | Winking Lizard Traven | | 1011 Huntington Check Account | 6350 Meals and Entertainment | -497.81 |
| 06/16/2011 | Check | 1383 | Cintas | ARMA Shirts | 1011 Huntington Check Account | 6670 Promotional | -183.24 |
| 06/20/2011 | Deposit | | ASSOC of Records MO escrow | | 1011 Huntington Check Account | 4090 Membership Dues | 120.00 |
| 06/20/2011 | Deposit | | Monthly Meeting Income | Seminar Meeting Registration Fees | 1011 Huntington Check Account | 4080 Monthly Meetings | 457.00 |

ARMA Columbus Chapter
Transaction Detail by Account
 July 2010 - June 2011

| Date | Type | Num | Name | Memo/Description | Split | Amount | Balance |
|--------------------------------------|---------|---------------|------------------------------|--|---------------------------------|---------|-----------|
| 1011 Huntington Check Account | | | | | | | |
| 07/16/2010 | Deposit | | ASSOC of Records MO escro | | 4090 Membership Dues | 160.00 | 160.00 |
| 07/27/2010 | Check | debit card | Hampton Inn | leadership conference/Kevin Gartrell room | 6360 Conference Costs | -244.04 | -84.04 |
| 07/27/2010 | Check | debit card | Hampton Inn | leadership conference/Debbie Gantt room | 6360 Conference Costs | -244.04 | -328.08 |
| 07/27/2010 | Check | debit card | Hampton Inn | leadership conference/Shelia Campbell room | 6360 Conference Costs | -244.04 | -572.12 |
| 07/27/2010 | Check | 1362 | Hampton Inn | leadership conference/Dylan Williams room | 6360 Conference Costs | -244.04 | -816.16 |
| 07/30/2010 | Check | debit card | Hampton Inn | leadership conference/Roger & Cynthia Hanson room | 6360 Conference Costs | -267.08 | -1,083.24 |
| 07/30/2010 | Check | 1361 | Infoserv Media LLC | annual web site DOMAIN fee suport fees | 6510 Website Expense | -239.00 | -1,322.24 |
| 08/31/2010 | Deposit | | ASSOC of Records MO escro | electronic deposits | 4090 Membership Dues | 120.00 | -1,202.24 |
| 09/13/2010 | Check | 1362 | Roger Hansen | refreshments | 6330 Monthly Meeting Expense | -48.94 | -1,251.18 |
| 09/16/2010 | Check | 1363 | Shelia Campbell | refreshments | 6330 Monthly Meeting Expense | -39.98 | -1,291.16 |
| 09/17/2010 | Deposit | | ASSOC of Records MO escro | electronic deposits | 4090 Membership Dues | 100.00 | -1,191.16 |
| 09/17/2010 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 4080 Monthly Meetings | 130.00 | -1,061.16 |
| 10/04/2010 | Check | Withdraw | Quickbooks | Quick Books Online | 6510 Website Expense | -215.73 | -1,276.89 |
| 10/15/2010 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 60.00 | -1,216.89 |
| 10/21/2010 | Check | 1368 | Debbie Gantt | refreshments | 6330 Monthly Meeting Expense | -23.12 | -1,240.01 |

| | | | | | | | |
|------------|---------|------|--|--|--------------------------------|----------|-----------|
| 10/21/2010 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 4080 Monthly Meetings | 155.00 | -1,085.01 |
| 11/15/2010 | Check | | Service Charge | Service Charge | 1030 Bank Charges | -7.00 | -1,092.01 |
| 11/18/2010 | Deposit | | ASSOC of Records MO escro | electronic deposits | 4090 Membership Dues | 40.00 | -1,052.01 |
| 11/18/2010 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 4080 Monthly Meetings | 135.00 | -917.01 |
| 11/18/2010 | Check | 1371 | Debbie Gantt | refreshments | 6330 Monthly Meeting Expense | -22.43 | -939.44 |
| 12/14/2010 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 80.00 | -859.44 |
| 12/15/2010 | Check | | Service Charge | Service Charge | 1030 Bank Charges | -7.00 | -866.44 |
| 12/16/2010 | Check | 1374 | Nationwide Children's Hospital | Merry Bears and Christmas Donation | 6060 Charity | -500.00 | -1,366.44 |
| 01/14/2011 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 4080 Monthly Meetings | 95.00 | -1,271.44 |
| 01/14/2011 | Check | 1375 | Debbie Gantt | refreshments | 6330 Monthly Meeting Expense | -176.95 | -1,448.39 |
| 01/18/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 160.00 | -1,288.39 |
| 02/15/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 240.00 | -1,048.39 |
| 03/07/2011 | Check | 1366 | ARMA Great Lakes region | Leadership Conference..Great Lakes region registration fees for all members of chapter | 6161 Chapter Assessment | -246.00 | -1,294.39 |
| 03/14/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 20.00 | -1,274.39 |
| 03/18/2011 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 4080 Monthly Meetings | 115.00 | -1,159.39 |
| 04/19/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 140.00 | -1,019.39 |
| 04/21/2011 | Deposit | | Monthly Meeting Income | Meeting Registration Fees | 4080 Monthly Meetings | 85.00 | -934.39 |
| 04/28/2011 | Deposit | | 2011 Spring Seminar Sponsorship/Attendance | | 6339 Spring Seminar Conference | 1,423.00 | 488.61 |

| | | | | | | | |
|------------|---------|------------|---------------------------------|-----------------------------------|----------------------------------|-----------|-----------|
| 04/28/2011 | Deposit | | Transfer from closed account | Closed education account | 1012 Huntington Check Account #2 | 100.00 | 588.61 |
| 05/05/2011 | Check | 1367 | Shelia Campbell | refreshments | 6330 Monthly Meeting Expense | -35.46 | 553.15 |
| 05/16/2011 | Deposit | | ASSOC of Records MO escro | electronic payments | 4090 Membership Dues | 120.00 | 673.15 |
| 05/19/2011 | Deposit | | 2011 Spring Seminar Sponsorship | Iron Mountain Sponsorship | 6339 Spring Seminar Conference | 1,500.00 | 2,173.15 |
| 05/19/2011 | Check | 1381 | Janice Redman | Speakers' Gifts | 6340 Seminar Expense | -80.06 | 2,093.09 |
| 05/19/2011 | Check | 1380 | Winking Lizard Traven | | 6350 Meals and Entertainment | -50.00 | 2,043.09 |
| 05/19/2011 | Check | 1378 | Debbie Gantt | Gift Card | 6330 Monthly Meeting Expense | -50.00 | 1,993.09 |
| 05/19/2011 | Check | 1376 | Shelia Campbell | refreshments | 6340 Seminar Expense | -18.10 | 1,974.99 |
| 05/19/2011 | Check | 1375 | Janice Redman | Hotel Fee | 6340 Seminar Expense | -106.24 | 1,868.75 |
| 05/19/2011 | Check | 1373 | Taxi Fare for Therese Miller | Taxi | 6340 Seminar Expense | -60.00 | 1,808.75 |
| 05/19/2011 | Check | 1372 | Travel for Therese Miller | Travel | 6351 Travel | -358.94 | 1,449.81 |
| 05/19/2011 | Check | 1370 | Honorarium for Therese Miller | Speaking Fee | 6340 Seminar Expense | -1,800.00 | -350.19 |
| 05/19/2011 | Check | 1369 | Honorarium for Nancy Flynn | Speaking Fee | 6340 Seminar Expense | -3,750.00 | -4,100.19 |
| 05/19/2011 | Check | 1377 | Martin Susec | CLE Filing Fee | 6340 Seminar Expense | -25.00 | -4,125.19 |
| 05/20/2011 | Check | Debit Card | Montgomery Inn | Debit Card | 6350 Meals and Entertainment | -100.08 | -4,225.27 |
| 06/16/2011 | Check | 1382 | Winking Lizard Traven | | 6350 Meals and Entertainment | -497.81 | -4,723.08 |
| 06/16/2011 | Check | 1379 | Debbie Gantt | Awards | Purchases | -196.30 | -4,919.38 |
| 06/16/2011 | Check | 1383 | Cintas | ARMA Shirts | 6670 Promotional | -183.24 | -5,102.62 |
| 06/20/2011 | Deposit | | ASSOC of Records MO escrow | | 4090 Membership Dues | 120.00 | -4,982.62 |
| 06/20/2011 | Deposit | | Monthly Meeting Income | Seminar Meeting Registration Fees | 4080 Monthly Meetings | 457.00 | -4,525.62 |

Total for 1011 Huntington Check Account

\$ -4,525.62

1012 Huntington Check Account #2

| | | | | | |
|------------|---------|------------------------------|-------------------------------|---------|---------|
| 04/28/2011 | Deposit | Transfer from closed account | 1011 Huntington Check Account | -100.00 | -100.00 |
|------------|---------|------------------------------|-------------------------------|---------|---------|

Total for 1012 Huntington Check Account #2

\$ -100.00

4080 Monthly Meetings

| | | | | | |
|------------|---------|------------------------|-------------------------------|--------|----------|
| 09/17/2010 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 130.00 | 130.00 |
| 10/21/2010 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 155.00 | 285.00 |
| 11/18/2010 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 135.00 | 420.00 |
| 01/14/2011 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 95.00 | 515.00 |
| 03/18/2011 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 115.00 | 630.00 |
| 04/21/2011 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 85.00 | 715.00 |
| 06/20/2011 | Deposit | Monthly Meeting Income | 1011 Huntington Check Account | 457.00 | 1,172.00 |

Total for 4080 Monthly Meetings

\$1,172.00

4090 Membership Dues

| | | | | | |
|------------|---------|---------------------------|-------------------------------|--------|----------|
| 07/16/2010 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 160.00 | 160.00 |
| 08/31/2010 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 120.00 | 280.00 |
| 09/17/2010 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 100.00 | 380.00 |
| 10/15/2010 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 60.00 | 440.00 |
| 11/18/2010 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 40.00 | 480.00 |
| 12/14/2010 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 80.00 | 560.00 |
| 01/18/2011 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 160.00 | 720.00 |
| 02/15/2011 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 240.00 | 960.00 |
| 03/14/2011 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 20.00 | 980.00 |
| 04/19/2011 | Deposit | ASSOC of Records MO escro | 1011 Huntington Check Account | 140.00 | 1,120.00 |

| | | | | | | |
|---|---------|------|---|----------------------------------|-------------------|----------|
| 05/16/2011 | Deposit | | ASSOC of Records MO escro | 1011 Huntington Check Account | 120.00 | 1,240.00 |
| 06/20/2011 | Deposit | | ASSOC of Records MO escrow | 1011 Huntington Check Account | 120.00 | 1,360.00 |
| Total for 4090 Membership Dues | | | | | \$1,360.00 | |
| 6339 Spring Seminar Conference | | | | | | |
| 04/28/2011 | Deposit | | 2011 Spring Seminar Sponsorship/Attendance | 1011 Huntington Check Account | 1,423.00 | 1,423.00 |
| 05/19/2011 | Deposit | | 2011 Spring Seminar Sponsorship | 1011 Huntington Check Account | 1,500.00 | 2,923.00 |
| Total for 6339 Spring Seminar Conference | | | | | \$2,923.00 | |
| 1030 Bank Charges | | | | | | |
| 11/15/2010 | Check | | Service Charge | 1011 Huntington Check Account | 7.00 | 7.00 |
| 12/15/2010 | Check | | Service Charge | 1011 Huntington Check Account | 7.00 | 14.00 |
| Total for 1030 Bank Charges | | | | | \$14.00 | |
| 6060 Charity | | | | | | |
| 12/16/2010 | Check | 1374 | Nationwide Children's Hospital | 1011 Huntington Check Account | 500.00 | 500.00 |
| Total for 6060 Charity | | | | | \$500.00 | |
| 6161 Chapter Assessment | | | | | | |
| 03/07/2011 | Check | 1366 | ARMA Great Lakes region | 1011 Huntington Check Account | 246.00 | 246.00 |
| Total for 6161 Chapter Assessment | | | | | \$246.00 | |
| 6330 Monthly Meeting Expense | | | | | | |
| 09/13/2010 | Check | 1362 | Roger Hansen | 1011 Huntington Check Account | 48.94 | 48.94 |
| 09/16/2010 | Check | 1363 | Shelia Campbell | 1011 Huntington Check Account | 39.98 | 88.92 |
| 10/21/2010 | Check | 1368 | Debbie Gantt | 1011 Huntington Check Account | 23.12 | 112.04 |
| 11/18/2010 | Check | 1371 | Debbie Gantt | 1011 Huntington Check Account | 22.43 | 134.47 |
| 01/14/2011 | Check | 1375 | Debbie Gantt | 1011 Huntington Check Account | 176.95 | 311.42 |
| 05/05/2011 | Check | 1367 | Shelia Campbell | 1011 Huntington Check Account | 35.46 | 346.88 |

| | | | | | | |
|---|-------|---------------|----------------------------------|----------------------------------|----------|-------------------|
| 05/19/2011 | Check | 1378 | Debbie Gantt | 1011 Huntington Check Account | 50.00 | 396.88 |
| Total for 6330 Monthly Meeting Expense | | | | | | \$396.88 |
| 6340 Seminar Expense | | | | | | |
| 05/19/2011 | Check | 1373 | Taxi Fare for Therese Miller | 1011 Huntington Check Account | 60.00 | 60.00 |
| 05/19/2011 | Check | 1370 | Honorarium for Therese Miller | 1011 Huntington Check Account | 1,800.00 | 1,860.00 |
| 05/19/2011 | Check | 1369 | Honorarium for Nancy Flynn | 1011 Huntington Check Account | 3,750.00 | 5,610.00 |
| 05/19/2011 | Check | 1376 | Shelia Campbell | 1011 Huntington Check Account | 18.10 | 5,628.10 |
| 05/19/2011 | Check | 1381 | Janice Redman | 1011 Huntington Check Account | 80.06 | 5,708.16 |
| 05/19/2011 | Check | 1377 | Martin Susec | 1011 Huntington Check Account | 25.00 | 5,733.16 |
| 05/19/2011 | Check | 1375 | Janice Redman | 1011 Huntington Check Account | 106.24 | 5,839.40 |
| Total for 6340 Seminar Expense | | | | | | \$5,839.40 |
| 6350 Meals and Entertainment | | | | | | |
| 05/19/2011 | Check | 1380 | Winking Lizard Traven | 1011 Huntington Check Account | 50.00 | 50.00 |
| 05/20/2011 | Check | Debit Card | Montgomery Inn | 1011 Huntington Check Account | 100.08 | 150.08 |
| 06/16/2011 | Check | 1382 | Winking Lizard Traven | 1011 Huntington Check Account | 497.81 | 647.89 |
| Total for 6350 Meals and Entertainment | | | | | | \$647.89 |
| 6351 Travel | | | | | | |
| 05/19/2011 | Check | 1372 | Travel for Therese Miller | 1011 Huntington Check Account | 358.94 | 358.94 |
| Total for 6351 Travel | | | | | | \$358.94 |
| 6360 Conference Costs | | | | | | |
| 07/27/2010 | Check | debit card | Hampton Inn | 1011 Huntington Check Account | 244.04 | 244.04 |
| 07/27/2010 | Check | debit card | Hampton Inn | 1011 Huntington Check Account | 244.04 | 488.08 |
| 07/27/2010 | Check | debit card | Hampton Inn | 1011 Huntington Check Account | 244.04 | 732.12 |
| 07/27/2010 | Check | 1362 | Hampton Inn | 1011 Huntington | 244.04 | 976.16 |

| | | | | | | |
|--|-------|---------------|--------------------|---|-------------------|----------|
| 07/30/2010 | Check | debit card | Hampton Inn | Check Account 1011 Huntington Check Account | 267.08 | 1,243.24 |
| Total for 6360 Conference Costs | | | | | \$1,243.24 | |
| 6510 Website Expense | | | | | | |
| 07/30/2010 | Check | 1361 | Infoserv Media LLC | 1011 Huntington Check Account | 239.00 | 239.00 |
| 10/04/2010 | Check | Withdraw | Quickbooks | 1011 Huntington Check Account | 215.73 | 454.73 |
| Total for 6510 Website Expense | | | | | \$454.73 | |
| 6670 Promotional | | | | | | |
| 06/16/2011 | Check | 1383 | Cintas | 1011 Huntington Check Account | 183.24 | 183.24 |
| Total for 6670 Promotional | | | | | \$183.24 | |
| Purchases | | | | | | |
| 06/16/2011 | Check | 1379 | Debbie Gantt | 1011 Huntington Check Account | 196.30 | 196.30 |
| Total for Purchases | | | | | \$196.30 | |

ARMA International Columbus Chapter May 2011 Seminar

"Addressing the Records Management, Legal and Policy Issues of Social Media and Web 2.0"

Presenters: Nancy Flynn & Thérèse Miller, Esq.,
Date: May 19, 2011
Seminar Director: Janice Redman

PROFIT / LOSS Statement

| | <u>Estimated</u> | <u>Actual</u> |
|-------------------------|--------------------|--------------------|
| Attendees | 40 | 49 |
| Income | | |
| Registration | 6,000.00 | 6,930.00 |
| Vendor Sponsorships | 4,500.00 | 3,500.00 |
| Total Revenue | \$10,500.00 | \$10,430.00 |
| Expenses | | |
| <u>Speaker Related</u> | | |
| Honorarium/Speaking Fee | 5,000.00 | 5,550.00 |
| Travel | 800.00 | 358.94 |
| Hotel | 250.00 | 106.24 |
| Taxi | 0.00 | 60.00 |
| Meals | 125.00 | 100.08 |
| Gifts | 100.00 | 80.06 |
| | \$6,275.00 | \$6,255.32 |
| <u>Seminar Expenses</u> | | |
| Room | 0.00 | 0.00 |
| Food | 500.00 | 938.60 |
| Marketing | 300.00 | 0.00 |
| Fees | 25.00 | 25.00 |
| Door Prizes | 50.00 | 50.00 |
| Other | 50.00 | 18.10 |
| | \$925.00 | \$1,031.70 |
| Total Expenses | \$7,200.00 | \$7,287.02 |
| Profit/Loss | \$3,300.00 | \$3,142.98 |

Fiscal Year July 1, 2010 through June 30, 2011

Region/Chapter Financial Information Form Group Return Form 990

Fiscal Year Ending June 30, 2011

| | | | |
|------------------------|-------------------------------------|----------|------------|
| Name of Region/Chapter | Great Lakes/Greater Columbus | Tax/EIN# | 23-7148522 |
|------------------------|-------------------------------------|----------|------------|

CASH BASIS - DO NOT INCLUDE RECEIVABLES AND PAYABLES

| | "Beginning of <u>7/1/2010</u> | "End of Year" <u>6/30/2011</u> |
|---|----------------------------------|-----------------------------------|
| Assets, Liabilities & Net Worth | | |
| <i>Cash:</i> | | |
| Un-deposited Funds | \$0.00 | \$6,690.45 |
| Non-Interest Bearing Accounts | \$17,732.96 | \$13,107.34 |
| Interest Bearing Accounts (CD's, Money Market, etc.) | \$0.00 | \$0.00 |
| Total Cash | \$17,732.96 | \$19,797.79 |
| <i>Other Assets:</i> | | |
| Furniture & Equipment | \$0.00 | \$0.00 |
| Inventory | \$0.00 | \$0.00 |
| Investments (Stocks and Bonds) (Attach Detail Schedule) | \$0.00 | \$0.00 |
| Other (Please describe) Description: _____ _____ _____ | \$0.00 | \$0.00 |
| (1) Total Assets: | \$17,732.96 | \$19,797.79 |
| <i>Liabilities (Example: Outstanding Loan)</i> | | |
| 1. _____ | | |
| 2. _____ | | |
| (2) Total Liabilities: | \$0.00 | \$0.00 |
| (3) Net Worth (1 less 2): | Y* \$17,732.96 | X* \$19,797.79 |
| | (Column 1) | (Column 2) |

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

Fiscal Year July 1, 2010 through June 30, 2011

Revenues and Expenses

REVENUES: Cash basis – Do Not Include Accounts Receivable

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

Provide the following information for any contributions or grants received of \$5000 or more.

| Name | Address | Amount |
|------|---------|--------|
| | | |
| | | |
| | | |

| | |
|---------------------------------|-------------|
| Membership Dues and Assessments | \$1,360.00 |
| Interest | \$0.00 |
| Dividends | \$0.00 |
| Seminars and Meetings | \$10,839.00 |
| Special Projects | \$0.00 |
| Newsletter Subscriptions | \$0.00 |
| Advertising Revenue | \$0.00 |
| Other Revenues | \$160.00 |

(1) Total Revenue – A: \$12,359.00

EXPENSES: Cash Basis - Do Not Include Accounts Payable

| | |
|--|------------|
| Contributions, Grants* (Donation to AIEF, Red Cross, etc.) | \$500.00 |
| Accounting Fees | \$227.55 |
| Legal Fees | \$0.00 |
| Printing and Postage | \$0.00 |
| Supplies | \$183.24 |
| Travel | \$0.00 |
| Dues | \$0.00 |
| Seminars and Meetings | \$7,439.41 |
| Special Projects | \$0.00 |
| Library | \$0.00 |
| Other (Describe) | \$1,943.97 |

#6161 Chapter Assessment Fee \$246

#6361 Leadership Conference (Cleveland) \$1243.24

#6510 Infoserv \$239 and Quickbooks \$215.73

(2) Total Expenses – B: \$10,294.17

*Provide the following information for any contributions or grants paid in excess of \$5000. These items should not include board, member, speaker gifts, awards, etc.

| Name of Recipient | Address | Amount | Type of Contribution (donation, scholarships, etc.) | Charity Status (501c3, etc.) | EIN |
|-------------------|---------|--------|---|------------------------------|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Fiscal Year July 1, 2010 through June 30, 2011

(3) Net Revenue (line 1 less line 2)* C = (A - B) \$2,064.83 C

(4) Net Worth (From page 1 line 3)

| | | |
|-------------------------|--------------------|---|
| "End of Year" - X | <u>\$19,797.79</u> | X |
| "Beginning of Year" - Y | <u>\$17,732.96</u> | Y |
| Change | <u>\$2,064.83</u> | C |

Line 3 - Line 4 = \$0.00 Must equal \$0.

*Net Revenue for the year (line 3 above) must agree with the change in Net Worth in line #4

Prepared By: Kevin Gartrell

Region/Chapter
Title: Treasurer

Daytime Phone: 614-466-9382 Fax Number: (614) 621-2561

E-mail: kevin.gartrell@bwc.state.oh.us

Signature: _____

Date: 7/28/2011

Fiscal Year July 1, 2010 through June 30, 2011

| | |
|---|-----|
| 1. Total number of employees | 0 |
| 2. Total number of volunteers | 11 |
| 3. Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? | No |
| 4. Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? | No |
| 5. Did the organization provide a grant or other assistance to an officer, director, trustee, key employee or substantial contributor, or to a person related to such an individual? | No |
| 6. Was the organization a party to a business transaction with one of the following parties: | |
| A. A current or former officer, director, trustee, or key employee? | No |
| B. A family member of a current or former officer, director, trustee, or key employee? | No |
| C. An entity of which a current or former officer, director, trustee or key employee of the organization (or a family member) was an officer, director, trustee, or direct or indirect owner? | No |
| 7. Provide the number reported in box 3 of Form 1096, Annual Summary and Transmittal of U.S. Information Returns, filed for the 2010 calendar year. | 0 |
| 8. Provide the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements filed for the 2010 calendar year. | 0 |
| 9. Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return? | No |
| 10. At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If yes, enter the name of the foreign country. | No |
| Foreign Country: <u>N/A</u> | |
| 11. Did the organization solicit any contributions that were not tax deductible? | No |
| A. If yes, did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? | No |
| 12. Number of voting members of the governing body | 11 |
| 13. Number of voting members that are independent | 0 |
| 14. Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? | No |
| 15. Does the organization have members or stockholders? | Yes |
| 16. Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body? | Yes |
| 17. Are any decisions of the governing body subject to approval by members, stockholders, or other persons? | Yes |
| 18. Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed? | No |
| 19. Did the organization become aware during the year of a material diversion of the organization's assets? | No |

Fiscal Year July 1, 2010 through June 30, 2011

20. Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:

Yes

A. The governing body?

Yes

B. Each committee with authority to act on behalf of the governing body?

Yes

21. Was a copy of the Form 990 provided to the organization's governing body before it was filed?

Yes

A. Describe the process, if any, the organization uses to review the Form 990.

E-mail of document sent to governing body, (includes 990 form and annual financial report) and also put on Chapter website for all members to access.

22. Does the organization have a written conflict of interest policy?

No

If yes:

A. Are officers, directors or trustees, and key employees required to disclose annually interest that could give rise to conflicts?

No

B. Does the organization regularly and consistently monitor and enforce compliance with the policy? If yes, how is this done?

No

23. Does the organization have a written whistleblower policy?

No

24. Does the organization have a written document retention and destruction policy?

No

25. Did the process for determining compensation of the officer or key employees of the organization include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? If yes, describe the process.

No

Fiscal Year July 1, 2010 through June 30, 2011

26. How do you make Form 990 available for public inspection? Mark all that apply.

Own website

Another's website

Upon request

27. Describe whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public.

Documents are available on Chapter Website.

Fiscal Year July 1, 2010 through June 30, 2011

GROUP RETURN AUTHORIZATION

The Great Lakes/ Greater Columbus Region/Chapter Representative of Association of Records Managers and Administrators, Inc. authorizes the Association of Records Managers and Administrators, Inc. (ARMA HQ) to include this Region/Chapter in the group information return, FORM 990, if eligible for such inclusion.

Under penalty of perjury. I declare that this authorization and the information submitted to be included in the group return are, to the best of my knowledge and belief, true, correct, and complete.

Title: President

Name: Debbie Gantt

Address: 100 South Third Street
Columbus, OH 43215

Signature: _____

Date: 7/28/2011