



**ARMA INTERNATIONAL  
GREATER COLUMBUS CHAPTER**

**FINANCIAL REPORT 2011 - 2012**

**A 501(C)(3) ORGANIZATION**

# Message from the President

## 2011-2012 Chapter and Financial Review

Greetings! I would like to thank the Board and Chapter members for allowing me to serve as President this past year. This has been a very rewarding experience and I am thankful for the opportunity.

During the year we offered a variety of educational opportunities including a tour to the Federal Records Center in Dayton, a roundtable discussion about specific issues facing Records Managers, Why Become a CRM Q&A, How to Sell Records Management to the Un-Manageable, Business Process Mapping, and SharePoint. In order to continue offering our members low cost trainings, we continued our practice of finding low cost venues for hosting our monthly meetings.

This year's spring seminar was very successful. Two speakers were brought in and the seminar was split into a morning session and afternoon session. Topics included:

1. The Records Manager's Role in Implementing Electronic Information Management – Jim Coulson, CRM; CCIM Consulting, LLC.
2. Privacy & Data Protection for Records Managers – Brian Tretick, Managing Director, Athena.

The chapter continued our outreach to Nationwide Children's Hospital through our annual Merry Beary Bears drive held each December. The chapter donated \$250 in addition to donating a collection of stuffed animals and blankets for the children.

The chapter held its inaugural "Coffee & CRM" community event in April 2012! This community outreach is for business and community members that are faced with records management challenges. Our local CRMs and ARMA members team up to host the event at Panera Bread Community Rooms. Attendees can ask questions and get answers from the RIM professionals.

I am pleased to announce that with the upcoming fiscal year, every board position has been filled. It is exciting to have a full board of directors! Finally, I proudly hand over the Chapter's leadership to Deborah Voronkov and Martin Susec as they both have great vision for the Chapter's future.

Sincerely,  
Debbie Gantt  
President, Greater Columbus Chapter of ARMA Intl.  
2011-2012

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# ARMA Columbus Chapter Balance Sheet

As of June 30, 2012

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|                                     | <u>Total</u>               |
|-------------------------------------|----------------------------|
| <b>ASSETS</b>                       |                            |
| <b>Current Assets Bank Accounts</b> |                            |
| 1011 Huntington Check Account       | 18,806.70                  |
| 1012 Huntington Check Account #2    | <u>0.00</u>                |
| <b>Total Bank Accounts</b>          | <b><u>\$18,806.70</u></b>  |
| <b>Total Current Assets</b>         | <b><u>\$18,806.70</u></b>  |
| <b>TOTAL ASSETS</b>                 | <b><u>\$18,806.70</u></b>  |
| <b>LIABILITIES AND EQUITY</b>       |                            |
| <b>Liabilities</b>                  |                            |
| <b>Current Liabilities</b>          |                            |
| <b>Credit Cards</b>                 |                            |
| 1013 Huntington Credit Card         | <u>-1,958.01</u>           |
| <b>Total Credit Cards</b>           | <b><u>\$ -1,958.01</u></b> |
| <b>Total Current Liabilities</b>    | <b><u>\$ -1,958.01</u></b> |
| <b>Total Liabilities</b>            | <b><u>\$ -1,958.01</u></b> |
| <b>Equity</b>                       |                            |
| 3000 Opening Balance Equity         | 19,089.06                  |
| 7029 Retained Earnings              | -4,023.71                  |
| Net Income                          | <u>5,699.36</u>            |
| <b>Total Equity</b>                 | <b><u>\$20,764.71</u></b>  |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b><u>\$18,806.70</u></b>  |

# ARMA International Columbus Chapter Spring Seminar May 2012

## PROFIT / LOSS

| TOTAL EXPENSES                |                     | TOTAL INCOME           |                   |
|-------------------------------|---------------------|------------------------|-------------------|
| <b>Site</b>                   |                     | <b>VENDORS</b>         |                   |
| Facility                      | \$0.00              | SPECIAL-Exhibitor only | \$0.00            |
| Site staff                    | \$0.00              | Silver                 | \$0.00            |
| Equipment/Shuttle Bus         | \$0.00              | Gold                   | \$1,000.00        |
| <b>Total</b>                  | <b>\$0.00</b>       | Platinum               | \$1,500.00        |
|                               |                     | <b>Total</b>           | <b>\$2,500.00</b> |
| <b>Refreshments</b>           |                     | <b>Registrations</b>   |                   |
| Food & Drink                  | \$903.91            | Attendees              | \$7,579.22        |
| Staff and Gratuities          | \$0.00              | PayPal Fee/Refunds     | (\$248.00)        |
| Other (Candy)                 | \$45.53             | <b>Total</b>           | <b>\$7,331.22</b> |
| <b>Total</b>                  | <b>\$949.44</b>     |                        |                   |
| <b>Publicity/CRE</b>          |                     | <b>Total Revenue</b>   |                   |
| Photocopying/Printing         | \$0.00              |                        | <b>\$9,831.22</b> |
| NameTags                      | \$15.48             |                        |                   |
| Grab Bags                     | \$0.00              |                        |                   |
| Supreme Court Fee (CRE)       | \$125.00            |                        |                   |
| <b>Total</b>                  | <b>\$140.48</b>     |                        |                   |
| <b>Honorarium/Expenditure</b> |                     | <b>Profit/Loss</b>     |                   |
| Speakers                      | \$1,800.00          | Revenue                | \$9,831.22        |
| Travel                        | \$495.31            | Expenses               | (\$4,135.90)      |
| Hotel                         | \$271.10            | <b>Profit</b>          | <b>\$5,695.32</b> |
| Other (Dinner)                | \$366.37            |                        |                   |
| <b>Total</b>                  | <b>\$2,932.78</b>   |                        |                   |
| <b>Awards</b>                 |                     |                        |                   |
| Speakers' Gifts               | \$113.20            |                        |                   |
| Ribbons/Plaques/Trophies      | \$0.00              |                        |                   |
| <b>Total</b>                  | <b>\$113.20</b>     |                        |                   |
| <b>Registratin Fees</b>       |                     |                        |                   |
| Pay Pal                       | \$0.00              |                        |                   |
| <b>Total</b>                  | <b>\$0.00</b>       |                        |                   |
| <b>Total Expenses</b>         | <b>(\$4,135.90)</b> |                        |                   |

### ARMA Columbus Chapter Transaction List by Date

|            |         |                               |   |                               |                          |          |
|------------|---------|-------------------------------|---|-------------------------------|--------------------------|----------|
| 07/08/2011 | Check   | 1384 ARMA Great Lakes region  | Leadership Conference..Great Lakes region registration fees for members | 1011 Huntington Check Account | 6360 Conference Costs    | -470.00  |
| 07/19/2011 | Deposit | ASSOC of Records MO escro     | electronic payments   | 1011 Huntington Check Account | 4090 Membership Dues     | 220.00   |
| 07/26/2011 | Check   | 1385 ARMA Great International | annual website domain fee   | 1011 Huntington Check Account | 6510 Website Expense     | -250.00  |
| 07/26/2011 | Check   | 1386 Sanese Services Inc      | Spring Seminar Expense  | 1011 Huntington Check Account | 6340 Seminar Expense     | -938.60  |
| 07/27/2011 | Deposit | PayPal                        | PayPal Transfer   | 1011 Huntington Check Account | 7031 Other Income        | 6,530.45 |
| 08/01/2011 | Check   | Holiday Inn Dayton            | Debit   | 1011 Huntington Check Account | 6360 Conference Costs    | -234.00  |
| 08/01/2011 | Check   | Holiday Inn Dayton            | Debit   | 1011 Huntington Check Account | 6360 Conference Costs    | -234.00  |
| 08/01/2011 | Check   | Holiday Inn Dayton            | Debit   | 1011 Huntington Check Account | 6360 Conference Costs    | -234.00  |
| 08/01/2011 | Check   | Holiday Inn Dayton            | Debit   | 1011 Huntington Check Account | 6360 Conference Costs    | -234.00  |
| 08/15/2011 | Check   | huntington bank               |   | 1011 Huntington Check Account | 1031 Bank Service Charge | -10.00   |
| 08/15/2011 | Deposit | ASSOC of Records MO escro     | electronic payments   | 1011 Huntington Check Account | 4090 Membership Dues     | 140.00   |
| 08/19/2011 | Check   | Intuit (Quick Books)          | Dayton Dinner   | 1011 Huntington Check Account | 6340 Seminar Expense     | -40.00   |
| 09/13/2011 | Check   | huntington bank               | Prior Month   | 1011 Huntington Check Account | 1031 Bank Service Charge | -215.73  |
| 09/15/2011 | Check   |                               |   | 1011 Huntington               | 1031 Bank Service        | -10.00   |

| Check Account                                   | Charge  |      |            |                              |                             |                                    |         |
|---|---------|------|------------|------------------------------|-----------------------------|------------------------------------|---------|
| 09/16/2011<br>Records MO<br>escrow<br>Account   | Deposit |      | ASSOC of   | electronic payments          | 1011<br>Huntington<br>Check | 4090<br>Membership<br>Dues         | 145.00  |
| 09/19/2011<br>Huntington Check Account          | Check   |      | Office Max | Check Card                   | 1011                        | 6552 Supplies                      | -16.60  |
| 09/19/2011<br>Meeting<br>Income<br>Account      | Deposit |      | Monthly    | Meeting Registration<br>Fees | 1011<br>Huntington<br>Check | 4080 Monthly<br>Meetings           | 175.00  |
| 09/20/2011<br>International<br>Check<br>Account | Check   |      | ARMA Great | Check Card                   | 1011<br>Huntington          | 6360<br>Conference<br>Costs        | -999.00 |
| 09/26/2011<br>Voronkov<br>Check<br>Account      | Check   | 1388 | Deborah    | refreshments                 | 1011<br>Huntington          | 6330 Monthly<br>Meeting<br>Expense | -81.25  |
| 10/12/2011<br>Records MO<br>escro<br>Account    | Deposit |      | ASSOC of   | electronic payments          | 1011<br>Huntington<br>Check | 4090<br>Membership<br>Dues         | 180.00  |
| 10/17/2011<br>bank<br>Check<br>Account          | Check   |      | huntington | Prior Month                  | 1011<br>Huntington          | 1031 Bank<br>Service<br>Charge     | -10.00  |
| 11/15/2011<br>bank<br>Check<br>Account          | Check   |      | huntington | Prior Month                  | 1011<br>Huntington          | 1031 Bank<br>Service<br>Charge     | -10.00  |
| 11/17/2011<br>Records MO<br>escro<br>Account    | Deposit |      | ASSOC of   | electronic Payments          | 1011<br>Huntington<br>Check | 4090<br>Membership<br>Dues         | 40.00   |
| 11/17/2011<br>Voronkov<br>Check<br>Account      | Check   | 1389 | Deborah    | refreshments                 | 1011<br>Huntington          | 6330 Monthly<br>Meeting<br>Expense | -135.00 |
| 11/17/2011<br>Voronkov<br>Check<br>Account      | Check   | 1391 | Deborah    | Rental Fee                   | 1011<br>Huntington          | 6330 Monthly<br>Meeting<br>Expense | -220.59 |
| 11/21/2011<br>Meeting<br>Income<br>Account      | Deposit |      | Monthly    | Meeting Registration<br>Fees | 1011<br>Huntington<br>Check | 4080 Monthly<br>Meetings           | 195.00  |
| 11/21/2011<br>Website<br>Refund<br>Account      | Deposit |      | Chapter    |                              | 1011<br>Huntington<br>Check | 7031 Other<br>Income               | 83.33   |
| 11/21/2011<br>Huntington Check Account          | Check   |      | Office Max | Credit Card                  | 1011                        | 6552 Supplies                      | -15.00  |
| 11/21/2011<br>Roach<br>Check                    | Check   | 1390 | Florist    | Flowers for Melissa          | 1011<br>Huntington          | 8010<br>Miscellaneous              | -45.98  |

|                          |         |      |            |                    |            |              |         |
|--------------------------|---------|------|------------|--------------------|------------|--------------|---------|
| Account                  |         |      |            |                    |            |              |         |
| 12/05/2011 Deposit       |         |      | refund     |                    | 1011       | 4150         | 10.00   |
| Huntington Miscellaneous |         |      |            |                    |            |              |         |
| Check                    |         |      |            |                    |            | Income       |         |
| Account                  |         |      |            |                    |            |              |         |
| 12/15/2011 Deposit       | Deposit |      | ASSOC of   |                    | 1011       | 4090         | 40.00   |
| Records MO               |         |      |            |                    | Huntington | Membership   |         |
| escro                    |         |      |            |                    | Check      | Dues         |         |
| Account                  |         |      |            |                    |            |              |         |
| 12/15/2011               | Check   |      | huntington | Prior Month        | 1011       | 1031 Bank    | -10.00  |
| bank                     |         |      |            |                    | Huntington | Service      |         |
| Check                    |         |      |            |                    |            | Charge       |         |
| Account                  |         |      |            |                    |            |              |         |
| 12/19/2011               | Deposit |      | Monthly    |                    | 1011       | 4080 Monthly | 205.00  |
| Meeting                  |         |      |            |                    | Huntington | Meetings     |         |
| Income                   |         |      |            |                    | Check      |              |         |
| Account                  |         |      |            |                    |            |              |         |
| 12/19/2011               | Check   | 1392 | Nationwide | Merry Bears and    | 1011       | 6060 Charity | -250.00 |
| Children's               |         |      |            | Christmas Donation | Huntington |              |         |
| Hospital                 |         |      |            |                    | Check      |              |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/13/2012               | Deposit |      | ASSOC of   |                    | 1011       | 4090         | 160.00  |
| Records MO               |         |      |            |                    | Huntington | Membership   |         |
| escro                    |         |      |            |                    | Check      | Dues         |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/17/2012               | Check   |      | huntington | Prior Month        | 1011       | 1031 Bank    | -10.00  |
| bank                     |         |      |            |                    | Huntington | Service      |         |
| Check                    |         |      |            |                    |            | Charge       |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/19/2012               | Deposit |      | Monthly    |                    | 1011       | 4080 Monthly | 135.00  |
| Meeting                  |         |      |            |                    | Huntington | Meetings     |         |
| Income                   |         |      |            |                    | Check      |              |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/19/2012               | Check   | 1393 | Deborah    | Rental Fee         | 1011       | 6330 Monthly | -85.00  |
| Voronkov                 |         |      |            |                    | Huntington | Meeting      |         |
| Check                    |         |      |            |                    |            | Expense      |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/19/2012               | Check   |      | Deborah    | refreshments       | 1011       | 6330 Monthly | -27.98  |
| Voronkov                 |         |      |            |                    | Huntington | Meeting      |         |
| Check                    |         |      |            |                    |            | Expense      |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/19/2012               | Check   |      | Deborah    | Gift Card          | 1011       | 6330 Monthly | -25.00  |
| Voronkov                 |         |      |            |                    | Huntington | Meeting      |         |
| Check                    |         |      |            |                    |            | Expense      |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/19/2012               | Check   |      | Deborah    | Refreshments       | 1011       | 6330 Monthly | -2.50   |
| Voronkov                 |         |      |            |                    | Huntington | Meeting      |         |
| Check                    |         |      |            |                    |            | Expense      |         |
| Account                  |         |      |            |                    |            |              |         |
| 01/23/2012               | Check   | 1394 | Shelia     | Refreshments       | 1011       | 6330 Monthly | -34.15  |
| Campbell                 |         |      |            |                    | Huntington | Meeting      |         |
| Check                    |         |      |            |                    |            | Expense      |         |
| Account                  |         |      |            |                    |            |              |         |
| 02/15/2012               | Deposit |      | ASSOC of   |                    | 1011       | 4090         | 220.00  |
| Records MO               |         |      |            |                    | Huntington | Membership   |         |
| escro                    |         |      |            |                    | Check      | Dues         |         |
| Account                  |         |      |            |                    |            |              |         |
| 02/15/2012               | Check   |      | huntington | Prior Month        | 1011       | 1031 Bank    | -10.00  |
| bank                     |         |      |            |                    | Huntington | Service      |         |



|            |         |      |                           |                    |                               |                              |         |
|------------|---------|------|---------------------------|--------------------|-------------------------------|------------------------------|---------|
| 02/21/2012 | Deposit |      | Monthly Meeting Income    |                    | 1011 Huntington Check Account | 4080 Monthly Meetings        | 145.00  |
| 02/21/2012 | Check   | 1396 | Shelia Campbell           | Refreshments       | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -47.86  |
| 02/23/2012 | Check   | 1395 | Debbie Gantt              | Refreshments       | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -29.96  |
| 03/05/2012 | Deposit |      | Monthly Meeting Income    |                    | 1011 Huntington Check Account | 4080 Monthly Meetings        | 10.00   |
| 03/14/2012 | Deposit |      | ASSOC of Records MO escro |                    | 1011 Huntington Check Account | 4090 Membership Dues         | 100.00  |
| 03/15/2012 | Check   | 1401 | Debbie Gantt              | Refreshments       | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -189.90 |
| 03/15/2012 | Check   |      | huntington bank           | Prior Month        | 1011 Huntington Check Account | 1031 Bank Service Charge     | -10.00  |
| 03/16/2012 | Check   | 1397 | Dan Noonan                |                    | 1011 Huntington Check Account | 6510 Website Expense         | -562.38 |
| 03/16/2012 | Check   | 1398 | Deborah Voronkov          | Refreshments       | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -28.49  |
| 03/16/2012 | Check   | 1400 | Deborah Voronkov          | Gift Card          | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -18.40  |
| 03/20/2012 | Deposit |      | Monthly Meeting Income    |                    | 1011 Huntington Check Account | 4080 Monthly Meetings        | 260.00  |
| 03/22/2012 | Check   |      | Non-PIN Purchase          |                    | 1011 Huntington Check Account | 1031 Bank Service Charge     | -1.95   |
| 03/23/2012 | Check   |      | Non-PIN Purchase          |                    | 1011 Huntington Check Account | 1031 Bank Service Charge     | -1.95   |
| 04/16/2012 | Deposit |      | ASSOC of Records MO escro |                    | 1011 Huntington Check Account | 4090 Membership Dues         | 40.00   |
| 04/17/2012 | Check   | 1402 | American Interstate       | Bus Ride to Dayton | 1011 Huntington Check Account | 6330 Monthly Meeting Expense | -540.76 |
| 4/18/2012  | Check   |      | huntington                | Prior Month        | 1011                          | 1031 Bank                    | -10.00  |

|            |         | bank                              |                    | Huntington<br>Check Account            | Service<br>Charge                    |           |
|------------|---------|-----------------------------------|--------------------|--|--------------------------------------|-----------|
| 04/23/2012 | Deposit | PayPal                            |                    | 1011<br>Huntington<br>Check<br>Account | 6339 Spring<br>Seminar<br>Conference | 1,876.04  |
| 04/23/2012 | Deposit | Monthly<br>Meeting<br>Income      |                    | 1011<br>Huntington<br>Check<br>Account | 4080 Monthly<br>Meetings             | 170.00    |
| 04/27/2012 | Check   | 1403 The Ohio<br>Supreme<br>Court |                    | 1011<br>Huntington<br>Check<br>Account | 6340 Seminar<br>Expense              | -125.00   |
| 04/30/2012 | Deposit | PayPal                            |                    | 1011<br>Huntington<br>Check<br>Account | 6339 Spring<br>Seminar<br>Conference | 1,444.10  |
| 04/30/2012 | Check   | huntington bank                   |                    | 1011<br>Huntington<br>Check<br>Account | 1031 Bank<br>Service<br>Charge       | -13.82    |
| 05/08/2012 | Deposit | PayPal                            |                    | 1011<br>Huntington<br>Check<br>Account | 6339 Spring<br>Seminar<br>Conference | 672.68    |
| 05/11/2012 | Deposit | Seminar<br>Sponsors               |                    | 1011<br>Huntington<br>Check<br>Account | 6339 Spring<br>Seminar<br>Conference | 2,500.00  |
| 05/14/2012 | Deposit | PayPal                            |                    | 1011<br>Huntington<br>Check<br>Account | 6339 Spring<br>Seminar<br>Conference | 183.22    |
| 05/14/2012 | Check   | huntington bank                   | Prior Month        | 1011<br>Huntington<br>Check<br>Account | 1031 Bank<br>Service<br>Charge       | -10.00    |
| 05/22/2012 | Deposit | ASSOC of<br>Records MO<br>escro   |                    | 1011<br>Huntington<br>Check<br>Account | 4090<br>Membership Dues              | 140.00    |
| 05/24/2012 | Check   | Oscars                            |                    | 1011<br>Huntington<br>Check<br>Account | 6340 Seminar<br>Expense              | -366.37   |
| 05/25/2012 | Deposit | PayPal                            |                    | 1011<br>Huntington<br>Check<br>Account | 6339 Spring<br>Seminar<br>Conference | 903.18    |
| 05/25/2012 | Check   | 1404 American<br>Interstate       | Bus Ride to Dayton | 1011<br>Huntington<br>Check<br>Account | 6330 Monthly<br>Meeting<br>Expense   | -9.00     |
| 05/29/2012 | Check   | 1408 Brian Tretick                | Speaker Fee        | 1011<br>Huntington<br>Check<br>Account | 6340 Seminar<br>Expense              | -1,800.00 |
| 05/29/2012 | Check   | 1410 Janice<br>Redman             | Speakers' Gifts    | 1011<br>Huntington                     | 6340 Seminar<br>Expense              | -113.20   |

|            |         |      |                                 |                 | Check Account                            |                                    |         |
|------------|---------|------|---------------------------------|-----------------|--|------------------------------------|---------|
| 05/29/2012 | Check   | 1411 | Debbie Gantt                    | Name Tags       | 1011<br>Huntington<br>Check<br>Account   | 6340 Seminar<br>Expense            | -15.48  |
| 05/29/2012 | Check   |      | Hyatt Place<br>Columbus         | Hotel Room      | 1011<br>Huntington<br>Check<br>Account   | 6340 Seminar<br>Expense            | -135.55 |
| 05/29/2012 | Check   |      | Hyatt Place<br>Columbus         | Hotel Room      | 1011<br>Huntington<br>Check ,<br>Account | 6340 Seminar<br>Expense            | -135.55 |
| 06/07/2012 | Check   | 1405 | ARMA Great<br>Lakes region      |                 | 1011<br>Huntington<br>Check<br>Account   | 6161 Chapter<br>Assessment         | -385.00 |
| 06/12/2012 | Check   | 1412 | Brian Tretick                   |                 | 1011<br>Huntington<br>Check<br>Account   | 6340 Seminar<br>Expense            | -114.31 |
| 06/13/2012 | Check   | 1416 | Sanese<br>Services Inc          | Food            | 1011<br>Huntington<br>Check<br>Account   | 6340 Seminar<br>Expense            | -903.91 |
| 06/13/2012 | Check   | 1413 | Spring<br>Seminar<br>Refund     | Autumn Gollob   | 1011<br>Huntington<br>Check<br>Account   | 6580 Spring<br>Seminar<br>Refund   | -149.00 |
| 06/13/2012 | Check   | 1414 | Spring<br>Seminar<br>Refund     | Kathy Bashaar   | 1011<br>Huntington<br>Check<br>Account   | 6580 Spring<br>Seminar<br>Refund   | -99.00  |
| 06/15/2012 | Deposit |      | ASSOC of<br>Records MO<br>escro |                 | 1011<br>Huntington<br>Check<br>Account   | 4090<br>Membership Dues            | 140.00  |
| 06/15/2012 | Check   | 1415 | huntington bank                 | Prior Month     | 1011<br>Huntington<br>Check<br>Account   | 1031 Bank Service<br>Charge        | -10.00  |
| 06/27/2012 | Check   |      | Buca di<br>Beppo                | Year End Dinner | 1011<br>Huntington<br>Check<br>Account   | 6330 Monthly<br>Meeting<br>Expense | -678.42 |

**ARMA Columbus Chapter**  
**Transaction Detail by Account**  
 July 2011 - June 2012

## 1011 Huntington Check Account

|   |         |                  |                                  |                             |          |           |
|---|---------|------------------|----------------------------------|-----------------------------|----------|-----------|
| 07/08/2011<br>Lakes region<br>Lakes region<br>registration fees for<br>at members of<br>chapter | Check   | 1384 ARMA Great  | Leadership<br>Conference.. Great | 6360<br>Conference<br>Costs | -470.00  | -470.00   |
| 07/19/2011<br>Records MO<br>escro   | Deposit | ASSOC of         | electronic payments              | 4090<br>Membership<br>Dues  | 220.00   | -250.00   |
| 07/26/2011<br>International   | Check   | 1385 ARMA Great  | annual website<br>domain fee     | 6510 Website<br>Expense     | -250.00  | -500.00   |
| 07/26/2011<br>Services Inc  | Check   | 1386 Sanese      | Spring Seminar<br>Expense        | 6340 Seminar<br>Expense     | -938.60  | -1,438.60 |
| 07/27/2011<br>Income  | Deposit | PayPal           | PayPal Transfer                  | 7031 Other                  | 6,530.45 | 5,091.85  |
| 08/01/2011<br>Dayton<br>Costs   | Check   | Holiday Inn      | Debit                            | 6360<br>Conference          | -234.00  | 4,857.85  |
| 08/01/2011<br>Dayton<br>Costs   | Check   | Holiday Inn      | Debit                            | 6360<br>Conference          | -234.00  | 4,623.85  |
| 08/01/2011<br>Dayton<br>Costs   | Check   | Holiday Inn      | Debit                            | 6360<br>Conference          | -234.00  | 4,389.85  |
| 08/01/2011<br>Dayton<br>Costs   | Check   | Holiday Inn      | Debit                            | 6360<br>Conference          | -234.00  | 4,155.85  |
| 08/15/2011<br>Records MO<br>escro   | Deposit | ASSOC of         | electronic payments              | 4090<br>Membership<br>Dues  | 140.00   | 4,295.85  |
| 08/15/2011<br>bank<br>Charge  | Check   | huntington       |                                  | 1031 Bank<br>Service        | -10.00   | 4,285.85  |
| 08/19/2011<br>Region of<br>ARMA<br>International  | Check   | 1387 Great Lakes | Dayton Dinner                    | 6340 Seminar<br>Expense     | -40.00   | 4,245.85  |
| 09/13/2011<br>Books)<br>Charge  | Check   | Intuit (Quick    | Check Card                       | 1031 Bank<br>Service        | -215.73  | 4,030.12  |
| 09/15;2011<br>bank<br>Charge  | Check   | huntington       | Prior Month                      | 1031 Bank<br>Service        | -10.00   | 4,020.12  |
| 09/16/2011<br>Records MO<br>escro   | Deposit | ASSOC of         | electronic payments              | 4090<br>Membership<br>Dues  | 145.00   | 4,165.12  |
| 09/19/2011  | Check   | Office Max       | Check Card                       | 6552 Supplies               | -16.60   | 4,148.52  |
| 09/19/2011<br>Meeting<br>Income   | Deposit | Monthly          | Meeting Registration<br>Fees     | 4080 Monthly<br>Meetings    | 175.00   | 4,323.52  |
| 09/20/2011<br>International<br>Costs  | Check   | ARMA Great       | Check Card                       | 6360<br>Conference          | -999.00  | 3,324.52  |

|            |         |      |                                |                                    |                              |         |          |
|------------|---------|------|--------------------------------|------------------------------------|------------------------------|---------|----------|
|            |         |      |                                |                                    | 6330 Monthly Meeting Expense | -81.25  | 3,243.27 |
| 09/26/2011 | Check   | 1388 | Deborah Voronkov               | refreshments                       | 4090 Membership Dues         | 180.00  | 3,423.27 |
| 10/12/2011 | Deposit |      | ASSOC of Records MO escro      | electronic                         | 1031 Bank Service Charge     | -10.00  | 3,413.27 |
| 10/17/2011 | Check   |      | huntington bank                | payments Prior                     | 1031 Bank Service Charge     | -10.00  | 3,403.27 |
| 11/15/2011 | Check   |      | huntington bank                | Month Prior Month                  | 6330 Monthly Meeting Expense | -220.59 | 3,182.68 |
| 11/17/2011 | Check   | 1391 | Deborah Voronkov               | Rental Fee                         | 6330 Monthly Meeting Expense | -135.00 | 3,047.68 |
| 11/17/2011 | Check   | 1389 | Deborah Voronkov               | refreshments                       | 4090 Membership Dues         | 40.00   | 3,087.68 |
| 11/17/2011 | Deposit |      | ASSOC of Records MO escro      | electronic Payments                | 7031 Other Income            | 83.33   | 3,171.01 |
| 11/21/2011 | Deposit |      | Chapter Website Refund         |                                    | 6552 Supplies                | -15.00  | 3,156.01 |
| 11/21/2011 | Check   |      | Office Max                     |                                    | 8010 Miscellaneous           | -45.98  | 3,110.03 |
| 11/21/2011 | Check   | 1390 | Florist                        | Credit Card                        | 4080 Monthly Meetings        | 195.00  | 3,305.03 |
| 11/21/2011 | Deposit |      | Monthly Meeting Income         | Flowers for Melissa Roach          | 4150 Miscellaneous Income    | 10.00   | 3,315.03 |
| 12/05/2011 | Deposit |      | refund                         | Meeting Registration Fees          | 1031 Bank Service Charge     | -10.00  | 3,305.03 |
| 12/15/2011 | Check   |      | huntington bank                | Prior Month                        | 4090 Membership Dues         | 40.00   | 3,345.03 |
| 12/15/2011 | Deposit |      |                                |                                    | 4080 Monthly Meetings        | 205.00  | 3,550.03 |
| 12/19/2011 | Deposit |      | ASSOC of Records MO escro      |                                    | 6060 Charity                 | -250.00 | 3,300.03 |
| 12/19/2011 | Check   | 1392 | Nationwide Children's Hospital | Merry Bears and Christmas Donation |                              |         |          |
| 01/13/2012 | Deposit |      | ASSOC of Records MO escro      |                                    | 4090 Membership Dues         | 160.00  | 3,460.03 |
| 01/17/2012 | Check   |      | huntington bank                | Prior Month                        | 1031 Bank Service Charge     | -10.00  | 3,450.03 |
| 01/19/2012 | Check   |      | Deborah Voronkov               | Refreshments Gift                  | 6330 Monthly Meeting Expense | -2.50   | 3,447.53 |
| 01/19/2012 | Check   |      | Deborah Voronkov               | Card refreshments                  | 6330 Monthly Meeting Expense | -25.00  | 3,422.53 |
| 01/19/2012 | Check   |      |                                |                                    | 6330 Monthly Meeting Expense | -27.98  | 3,394.55 |

|                    |         |      |                    |                    |                       |         |          |
|--------------------|---------|------|--------------------|--------------------|-----------------------|---------|----------|
| 01/19/2012         | Check   | 1393 | Deborah Rental Fee |                    | 6330 Monthly Meeting  | -85.00  | 3,309.55 |
| Voronkov Expense   |         |      |                    |                    |                       |         |          |
| 01/19/2012         | Deposit |      | Monthly            |                    | 4080 Monthly Meetings | 135.00  | 3,444.55 |
| Meeting Income     |         |      |                    |                    |                       |         |          |
| 01/23/2012         | Check   | 1394 | Shelia             | Refreshments       | 6330 Monthly Meeting  | -34.15  | 3,410.40 |
| Campbell Expense   |         |      |                    |                    |                       |         |          |
| 02/15/2012         | Check   |      | huntington         | Prior Month        | 1031 Bank Service     | -10.00  | 3,400.40 |
| bank Charge        |         |      |                    |                    |                       |         |          |
| 02/15/2012         | Deposit |      | ASSOC of           |                    | 4090 Membership Dues  | 220.00  | 3,620.40 |
| Records MO escro   |         |      |                    |                    |                       |         |          |
| 02/21/2012         | Deposit |      | Monthly            |                    | 4080 Monthly Meetings | 145.00  | 3,765.40 |
| Meeting Income     |         |      |                    |                    |                       |         |          |
| 02/21/2012         | Check   | 1396 | Shelia             | Refreshments       | 6330 Monthly Meeting  | -47.86  | 3,717.54 |
| Campbell Expense   |         |      |                    |                    |                       |         |          |
| 02/23/2012         | Check   | 1395 | Debbie             | Refreshments       | 6330 Monthly Meeting  | -29.96  | 3,687.58 |
| Gantt Expense      |         |      |                    |                    |                       |         |          |
| 03/05/2012         | Deposit |      | Monthly            |                    | 4080 Monthly Meetings | 10.00   | 3,697.58 |
| Meeting Income     |         |      |                    |                    |                       |         |          |
| 03/14/2012         | Deposit |      | ASSOC of           |                    | 4090 Membership Dues  | 100.00  | 3,797.58 |
| Records MO escro   |         |      |                    |                    |                       |         |          |
| 03/15/2012         | Check   | 1401 | Debbie             | Refreshments       | 6330 Monthly Meeting  | -189.90 | 3,607.68 |
| Gantt Expense      |         |      |                    |                    |                       |         |          |
| 03/15/2012         | Check   |      | huntington         | Prior Month        | 1031 Bank Service     | -10.00  | 3,597.68 |
| bank Charge        |         |      |                    |                    |                       |         |          |
| 03/16/2012         | Check   | 1400 | Deborah            | Gift Card          | 6330 Monthly Meeting  | -18.40  | 3,579.28 |
| Voronkov Expense   |         |      |                    |                    |                       |         |          |
| 03/16/2012         | Check   | 1397 | Dan Noonan         |                    | 6510 Website          | -562.38 | 3,016.90 |
| Expense            |         |      |                    |                    |                       |         |          |
| 03/16/2012         | Check   | 1398 | Deborah            | Refreshments       | 6330 Monthly Meeting  | -28.49  | 2,988.41 |
| Voronkov Expense   |         |      |                    |                    |                       |         |          |
| 03/20/2012         | Deposit |      | Monthly            |                    | 4080 Monthly Meetings | 260.00  | 3,248.41 |
| Meeting Income     |         |      |                    |                    |                       |         |          |
| 03/22/2012         | Check   |      | Non-PIN            |                    | 1031 Bank Service     | -1.95   | 3,246.46 |
| Purchase Charge    |         |      |                    |                    |                       |         |          |
| 03/23/2012         | Check   |      | Non-PIN            |                    | 1031 Bank Service     | -1.95   | 3,244.51 |
| Purchase Charge    |         |      |                    |                    |                       |         |          |
| 04/16/2012         | Deposit |      | ASSOC of           |                    | 4090 Membership Dues  | 40.00   | 3,284.51 |
| Records MO escro   |         |      |                    |                    |                       |         |          |
| 04/17/2012         | Check   | 1402 | American           | Bus Ride to Dayton | 6330 Monthly Meeting  | -540.76 | 2,743.75 |
| Interstate Expense |         |      |                    |                    |                       |         |          |
| 04/18/2012         | Check   |      | huntington         | Prior Month        | 1031 Bank             | -10.00  | 2,733.75 |

|            |         | bank                         |                    | Service Charge                 |           |           |
|------------|---------|------------------------------|--------------------|--------------------------------|-----------|-----------|
| 04/23/2012 | Deposit | Monthly Meeting Income       |                    | 4080 Monthly Meetings          | 170.00    | 2,903.75  |
| 04/23/2012 | Deposit | PayPal                       |                    | 6339 Spring Seminar Conference | 1,876.04  | 4,779.79  |
| 04/27/2012 | Check   | 1403 The Ohio Supreme Court  |                    | 6340 Seminar Expense           | -125.00   | 4,654.79  |
| 04/30/2012 | Deposit | PayPal                       |                    | 6339 Spring Seminar Conference | 1,444.10  | 6,098.89  |
| 04/30/2012 | Check   | huntington bank              |                    | 1031 Bank Service Charge       | -13.82    | 6,085.07  |
| 05/08/2012 | Deposit | PayPal                       |                    | 6339 Spring Seminar Conference | 672.68    | 6,757.75  |
| 05/11/2012 | Deposit | Seminar Sponsors             |                    | 6339 Spring Seminar Conference | 2,500.00  | 9,257.75  |
| 05/14/2012 | Check   | huntington bank              | Prior Month        | 1031 Bank Service Charge       | -10.00    | 9,247.75  |
| 05/14/2012 | Deposit | PayPal                       |                    | 6339 Spring Seminar Conference | 183.22    | 9,430.97  |
| 05/22/2012 | Deposit | ASSOC of Records MO escro    |                    | 4090 Membership Dues           | 140.00    | 9,570.97  |
| 05/24/2012 | Check   | Oscars                       |                    | 6340 Seminar Expense           | -366.37   | 9,204.60  |
| 05/25/2012 | Check   | 1404 American Interstate     | Bus Ride to Dayton | 6330 Monthly Meeting Expense   | -9.00     | 9,195.60  |
| 05/25/2012 | Deposit | PayPal                       |                    | 6339 Spring Seminar Conference | 903.18    | 10,098.78 |
| 05/29/2012 | Check   | Hyatt Place Columbus         | Hotel Room         | 6340 Seminar Expense           | -135.55   | 9,963.23  |
| 05/29/2012 | Check   | 1408 Brian Tretick           | Speaker Fee        | 6340 Seminar Expense           | -1,800.00 | 8,163.23  |
| 05/29/2012 | Check   | 1410 Janice Redman           | Speakers' Gifts    | 6340 Seminar Expense           | -113.20   | 8,050.03  |
| 05/29/2012 | Check   | 1411 Debbie Gantt            | Name Tags          | 6340 Seminar Expense           | -15.48    | 8,034.55  |
| 05/29/2012 | Check   | Hyatt Place Columbus         | Hotel Room         | 6340 Seminar Expense           | -135.55   | 7,899.00  |
| 06/07/2012 | Check   | 1405 ARMA Great Lakes region |                    | 6161 Chapter Assessment        | -385.00   | 7,514.00  |
| 06/12/2012 | Check   | 1412 Brian Tretick           |                    | 6340 Seminar Expense           | -114.31   | 7,399.69  |
| 06/13/2012 | Check   | 1414 Spring Seminar Defund   | Kathy Bashaar      | 6580 Spring Seminar Defund     | -99.00    | 7,300.69  |
| 06/13/2012 | Check   | 1413 Spring Seminar          | Autumn Gollob      | 6580 Spring Seminar            | -149.00   | 7,151.69  |

|   |         |      |                              |                 |  |         |            |
|---|---------|------|------------------------------|-----------------|--|---------|------------|
| 06/13/2012                              | Check   | 1416 | Refund<br>Sanese             | Food            | Refund<br>6340 Seminar<br>Expense      | -903.91 | 6,247.78   |
| Services Inc                            |         |      |                              |                 |  |         |            |
| 06/15/2012                              | Deposit |      | ASSOCof                      |                 | 4090<br>Membership Dues                | 140.00  | 6,387.78   |
| Records MO escro                        |         |      |                              |                 |  |         |            |
| 06/15/2012                              | Check   | 1415 | hunington                    | Prior Month     | 1031 Bank Service<br>Charge            | -10.00  | 6,377.78   |
| bank                                    |         |      |                              |                 |  |         |            |
| 06/27/2012                              | Check   |      | Bucad                        | Year End Dinner | 6330 Monthly<br>Meeting<br>Expense     | -678.42 | 5,699.36   |
| Beppo                                   |         |      |                              |                 |  |         |            |
| Total for 1011 Huntington Check Account |         |      |                              |                 |  |         |            |
|   |         |      |                              |                 |  |         | \$5,699.36 |
| 4080 Monthly Meetings                   |         |      |                              |                 |  |         |            |
| 09/19/2011                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 175.00  | 175.00     |
| 11/21/2011                              | Deposit |      | Monthly                      |                 | 1011<br>Huntington Check<br>Account    | 195.00  | 370.00     |
| Meeting income                          |         |      |                              |                 |  |         |            |
| 12/19/2011                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 205.00  | 575.00     |
| 01/19/2012                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 135.00  | 710.00     |
| 02/21/2012                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 145.00  | 855.00     |
| 03/05/2012                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 10.00   | 865.00     |
| 03/20/2012                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 260.00  | 1,125.00   |
| 04/23/2012                              | Deposit |      | Monthly<br>Meeting<br>Income |                 | 1011<br>Huntington<br>Check<br>Account | 170.00  | 1,295.00   |
| Total for 4080 Monthly Meetings         |         |      |                              |                 |  |         |            |
|   |         |      |                              |                 |  |         | \$1,295.00 |
| 4090 Membership Dues                    |         |      |                              |                 |  |         |            |
| 07/19/2011                              | Deposit |      | ASSOCof                      |                 | 1011<br>Huntington Check<br>Account    | 220.00  | 220.00     |
| Records MO escro                        |         |      |                              |                 |  |         |            |
| 08/15/2011                              | Deposit |      | ASSOCof                      |                 | 1011<br>Huntington Check<br>Account    | 140.00  | 360.00     |
| Records MO escro                        |         |      |                              |                 |  |         |            |
| 09/16/2011                              | Deposit |      | ASSOCof                      |                 | 1011<br>Huntington Check<br>Account    | 145.00  | 505.00     |
| Records MO escro                        |         |      |                              |                 |  |         |            |



|   |         |          |                             |            |          |
|---|---------|----------|-----------------------------|------------|----------|
| 10/12/2011<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 180.00     | 685.00   |
| 11/17/2011<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 40.00      | 725.00   |
| 12/15/2011<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 40.00      | 765.00   |
| 01/13/2012<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 160.00     | 925.00   |
| 02/15/2012<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 220.00     | 1,145.00 |
| 03/14/2012<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 100.00     | 1,245.00 |
| 04/16/2012<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 40.00      | 1,285.00 |
| 05/22/2012<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 140.00     | 1,425.00 |
| 06/15/2012<br>Records MO<br>escro<br>Account    | Deposit | ASSOC of | 1011<br>Huntington<br>Check | 140.00     | 1,565.00 |
| Total for 4090 Membership Dues                  |         |          |                             | \$1,565.00 |          |
| 6339 Spring Seminar Conference                  |         |          |                             |            |          |
| 04/23/2012 Deposit<br>Huntington Check Account  |         | PayPal   | 1011                        | 1,876.04   | 1,876.04 |
| 04/30/2012 Deposit<br>Huntington Check Account  |         | PayPal   | 1011                        | 1,444.10   | 3,320.14 |
| 05/08/2012 Deposit<br>Huntington Check Account  |         | PayPal   | 1011                        | 672.68     | 3,992.82 |
| 05/11/2012 Deposit<br>Sponsors<br>Check Account |         | Seminar  | 1011<br>Huntington          | 2,500.00   | 6,492.82 |
| 05/14/2012 Deposit<br>Huntington Check Account  |         | PayPal   | 1011                        | 183.22     | 6,676.04 |
| 05/25/2012 Deposit                              |         | PayPal   | 1011                        | 903.18     | 7,579.22 |

Huntington Check Account

Total for 6339 Spring Seminar Conference

\$7,579.22

1031 Bank Service Charge

|               |       |               |                      |            |        |
|---------------|-------|---------------|----------------------|------------|--------|
| 08/15/2011    | Check | huntington    | 1011                 | 10.00      | 10.00  |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 09/13/2011    | Check | Intuit (Quick | Intuit (Quick Books) | 1011       |        |
| Books)        |       |               |                      | Huntington |        |
| Check Account |       |               |                      | 215.73     | 225.73 |
| 09/15/2011    | Check | huntington    | 1011                 |            |        |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      | 10.00      | 235.73 |
| 10/17/2011    | Check | huntington    | 1011                 |            |        |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 11/15/2011    | Check | huntington    | 1011                 | 10.00      | 245.73 |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 12/15/2011    | Check | huntington    | 1011                 |            |        |
| bank          |       |               | Huntington           | 10.00      | 255.73 |
| Check Account |       |               |                      |            |        |
| 01/17/2012    | Check | huntington    | 1011                 |            |        |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      | 10.00      | 265.73 |
| 02/15/2012    | Check | huntington    | 1011                 |            |        |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 03/15/2012    | Check | huntington    | 1011                 | 10.00      | 275.73 |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 03/22/2012    | Check | Non-PIN       | 1011                 |            |        |
| Purchase      |       |               | Huntington           | 10.00      | 285.73 |
| Check Account |       |               |                      |            |        |
| 03/23/2012    | Check | Non-PIN       | 1011                 |            |        |
| Purchase      |       |               | Huntington           |            |        |
| Check Account |       |               |                      | 10.00      | 295.73 |
| 04/18/2012    | Check | huntington    | 1011                 |            |        |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 04/30/2012    | Check | huntington    | 1011                 | 1.95       | 297.68 |
| bank          |       |               | Huntington           |            |        |
| Check Account |       |               |                      |            |        |
| 05/14/2012    | Check | huntington    | 1011                 | 1.95       | 299.63 |
| bank          |       |               | Huntington           |            |        |
| Check         |       |               |                      |            |        |

10.00 309.63

13.82 323.45

10.00 333.45

| Date                               | Type  | Check # | Description                    | Account                       | Debit         | Balance |
|------------------------------------|-------|---------|--------------------------------|-------------------------------|---------------|---------|
| 06/15/2012                         | Check | 1415    | huntington bank                | 1011 Huntington Check Account | 10.00         | 343.45  |
| Total for 1031 Bank Service Charge |       |         |                                |                               | <u>10.00</u>  |         |
|                                    |       |         |                                |                               | \$343.45      |         |
| 6060 Charity                       |       |         |                                |                               |               |         |
| 12/19/2011                         | Check | 1392    | Nationwide Children's Hospital | 1011 Huntington Check Account | 250.00        | 250.00  |
| Total for 6060 Charity             |       |         |                                |                               | <u>250.00</u> |         |
|                                    |       |         |                                |                               | \$250.00      |         |
| 6161 Chapter Assessment            |       |         |                                |                               |               |         |
| 06/07/2012                         | Check | 1405    | ARMA Great Lakes region        | 1011 Huntington Check Account | 385.00        | 385.00  |
| Total for 6161 Chapter Assessment  |       |         |                                |                               | <u>385.00</u> |         |
|                                    |       |         |                                |                               | \$385.00      |         |
| 6330 Monthly Meeting Expense       |       |         |                                |                               |               |         |
| 09/26/2011                         | Check | 1388    | Deborah Voronkov               | 1011 Huntington Check Account | 81.25         | 81.25   |
| 11/17/2011                         | Check | 1391    | Deborah Voronkov               | 1011 Huntington Check Account | 220.59        | 301.84  |
| 11/17/2011                         | Check | 1389    | Deborah Voronkov               | 1011 Huntington Check Account | 135.00        | 436.84  |
| 01/19/2012                         | Check | 1393    | Deborah Voronkov               | 1011 Huntington Check Account | 85.00         | 521.84  |
| 01/19/2012                         | Check |         | Deborah Voronkov               | 1011 Huntington Check Account | 27.98         | 549.82  |
| 01/19/2012                         | Check |         | Deborah Voronkov               | 1011 Huntington Check Account | 25.00         | 574.82  |
| 01/19/2012                         | Check |         | Deborah Voronkov               | 1011 Huntington Check Account | 2.50          | 577.32  |
| 01/23/2012                         | Check | 1394    | Shelia Campbell                | 1011 Huntington Check Account | 34.15         | 611.47  |
| 02/21/2012                         | Check | 1396    | Shelia Campbell                | 1011 Huntington Check Account | 47.86         | 659.33  |
| 02/23/2012                         | Check | 1395    | Debbie Gantt                   | 1011 Huntington Check Account | 29.96         | 689.29  |

|   |  |  |             |                                     |            |          |        |
|---|--|--|-------------|-------------------------------------|------------|----------|--------|
| 03/15/2012 Check 1401 Debbie Gantt<br>Check Account             |  |  |             | 1011<br>Huntington                  | 189.90     | 879.19   |        |
| 03/16/2012 Check 1400 Deborah Voronkov<br>Check Account         |  |  |             | 1011<br>Huntington                  | 18.40      | 897.59   |        |
| 03/16/2012 Check 1398 Deborah Voronkov<br>Check Account         |  |  |             | 1011<br>Huntington                  | 28.49      | 926.08   |        |
| 04/17/2012 Check 1402 American Interstate<br>Check Account      |  |  |             | 1011<br>Huntington                  | 540.76     | 1,466.84 |        |
| 05/25/2012 Check 1404 American Interstate<br>Check Account      |  |  |             | 1011<br>Huntington                  | 9.00       | 1,475.84 |        |
| 06/27/2012 Check Buca di Beppo<br>Check Account                 |  |  |             | 1011<br>Huntington                  | 678.42     | 2,154.26 |        |
| Total for 6330 Monthly Meeting Expense                          |  |  |             |                                     | \$2,154.26 |          |        |
| 6340 Seminar Expense  |  |  |             |                                     |            |          |        |
| 07/26/2011 Check 1386 Sanese Services Inc<br>Check Account      |  |  |             | 1011<br>Huntington                  | 938.60     | 938.60   |        |
| 08/19/2011 Check 1387 Great Lakes Region of ARMA International  |  |  |             | 1011<br>Huntington<br>Check Account |            | 40.00    | 978.60 |
| 04/27/2012 Check 1403 The Ohio Supreme Court<br>Account         |  |  |             | 1011<br>Huntington<br>Check         | 125.00     | 1,103.60 |        |
| 05/24/2012 Check Huntington Check Account                       |  |  | Oscars      | 1011                                | 366.37     | 1,469.97 |        |
| 05/29/2012 Check Columbus Check Account                         |  |  | Hyatt Place | 1011<br>Huntington                  |            |          |        |
| 05/29/2012 Check 1411 Debbie Gantt<br>Check Account             |  |  |             | 1011<br>Huntington                  | 135.55     | 1,605.52 |        |
| 05/29/2012 Check 1410 Janice Redman<br>Check Account            |  |  |             | 1011<br>Huntington                  | 15.48      | 1,621.00 |        |
| 05/29/2012 Check 1408 Brian Tretick<br>Huntington Check Account |  |  |             | 1011                                |            |          |        |
| 05/29/2012 Check Hyatt Place                                    |  |  |             | 1011                                | 113.20     | 1,734.20 |        |
|   |  |  |             |                                     | 1,800.00   | 3,534.20 |        |
|   |  |  |             |                                     | 135.55     | 3,669.75 |        |

| Columbus                               |                  |      |                             | Huntington<br>Check<br>Account         |                   |          |
|--|------------------|------|-----------------------------|--|-------------------|----------|
| 06/12/2012                             | Check            | 1412 | Brian Tretick               | 1011<br>Huntington<br>Check<br>Account | 114.31            | 3,784.06 |
| 06/13/2012                             | Check            | 1416 | Sanese<br>Services Inc      | 1011<br>Huntington<br>Check<br>Account | 903.91            | 4,687.97 |
| <b>Total for 6340 Seminar Expense</b>  |                  |      |                             |  | <b>\$4,687.97</b> |          |
| <b>6360 Conference Costs</b>           |                  |      |                             |  |                   |          |
| 07/08/2011                             | Check            | 1384 | ARMA Great<br>Lakes region  | 1011<br>Huntington<br>Check<br>Account | 470.00            | 470.00   |
| 08/01/2011                             | Check            |      | Holiday Inn<br>Dayton       | 1011<br>Huntington<br>Check<br>Account | 234.00            | 704.00   |
| 08/01/2011                             | Check            |      | Holiday Inn<br>Dayton       | 1011<br>Huntington<br>Check<br>Account | 234.00            | 938.00   |
| 08/01/2011                             | Check            |      | Holiday Inn<br>Dayton       | 1011<br>Huntington<br>Check<br>Account | 234.00            | 1,172.00 |
| 08/01/2011                             | Check            |      | Holiday Inn<br>Dayton       | 1011<br>Huntington<br>Check<br>Account | 234.00            | 1,406.00 |
| 09/20/2011                             | Check            |      | ARMA Great<br>International | 1011<br>Huntington<br>Check<br>Account | 999.00            | 2,405.00 |
| <b>Total for 6360 Conference Costs</b> |                  |      |                             |  | <b>\$2,405.00</b> |          |
| <b>6510 Website Expense</b>            |                  |      |                             |  |                   |          |
| 07/26/2011                             | Check            | 1385 | ARMA Great<br>International | 1011<br>Huntington<br>Check<br>Account | 250.00            | 250.00   |
| 03/16/2012                             | Check            | 1397 | Dan Noonan                  | 1011<br>Huntington<br>Check<br>Account | 562.38            | 812.38   |
| <b>Total for 6510 Website Expense</b>  |                  |      |                             |  | <b>\$812.38</b>   |          |
| <b>6552 Supplies</b>                   |                  |      |                             |  |                   |          |
| <del>09/20/2011</del>                  | <del>Check</del> |      | Office Max                  | 1011<br>Huntington<br>Check<br>Account | 16.60             | 16.60    |
| 11/21/2011                             | Check            |      | Office Max                  | 1011<br>Huntington<br>Check<br>Account | 15.00             | 31.60    |

**Total for 6552 Supplies**

---

**\$31.60**

**6580 Spring Seminar Refund**

|   |                       |              |        |
|---|-----------------------|--------------|--------|
| 06/13/2012 Check 1413 Spring Seminar Refund Account | 1011 Huntington Check | 149.00       | 149.00 |
| 06/13/2012 Check 1414 Spring Seminar Refund Account | 1011 Huntington Check | <u>99.00</u> | 248.00 |

**Total for 6580 Spring Seminar Refund** **\$248.00**

**4150 Miscellaneous Income**

|   |        |      |              |       |
|---|--------|------|--------------|-------|
| 12/05/2011 Deposit Huntington Check Account | refund | 1011 | <u>10.00</u> | 10.00 |
|---|--------|------|--------------|-------|

**Total for 4150 Miscellaneous Income** **\$10.00**

**7031 Other Income**

|   |         |                       |          |          |
|---|---------|-----------------------|----------|----------|
| 07/27/2011 Deposit Huntington Check Account | PayPal  | 1011                  | 6,530.45 | 6,530.45 |
| 11/21/2011 Deposit Website Refund Account   | Chapter | 1011 Huntington Check | 83.33    | 6,613.78 |

**Total for 7031 Other Income** **\$6,613.78**

**8010 Miscellaneous**

|                               |                               |       |       |
|-------------------------------|-------------------------------|-------|-------|
| 11/21/2011 Check 1390 Florist | 1011 Huntington Check Account | 45.98 | 45.98 |
|-------------------------------|-------------------------------|-------|-------|

**Total for 8010 Miscellaneous** **\$45.98**

## Region/Chapter Financial Information Form Group Return Form 990

Fiscal Year Ending June 30, 2012

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

CASH BASIS - DO NOT INCLUDE RECEIVABLES AND PAYABLES

| <b>Assets, Liabilities &amp; Net Worth</b>                 | <b>“Beginning of<br/>7/1/2011</b> | <b>“End of Year”<br/>6/30/2012</b> |
|--|-----------------------------------|------------------------------------|
| <i>Cash:</i>   |                                   |                                    |
| Un-deposited Funds   | \$6,690.45                        | \$160.00                           |
| Non-Interest Bearing Accounts                              | \$13,107.34                       | \$18,806.70                        |
| Interest Bearing Accounts<br>(CD's, Money Market, etc.)    |                                   |                                    |
| <b>Total Cash</b>  | <b>\$19,797.79</b>                | <b>\$18,966.70</b>                 |
| <i>Other Assets:</i>                                       |                                   |                                    |
| Furniture & Equipment                                      |                                   |                                    |
| Inventory  |                                   |                                    |
| Investments (Stocks and Bonds)<br>(Attach Detail Schedule) |                                   |                                    |
| Other (Please describe)<br>Description: _____<br>_____     |                                   |                                    |
| <b>(1) Total Assets:</b>                                   | <b>\$19,797.79</b>                | <b>\$18,966.70</b>                 |
| <i>Liabilities (Example: Outstanding Loan)</i>             |                                   |                                    |
| 1. _____   |                                   |                                    |
| 2. _____   |                                   |                                    |
| <b>(2) Total Liabilities:</b>                              | <b>\$0.00</b>                     | <b>\$0.00</b>                      |
| <b>(3) Net Worth (1 less 2):</b>                           | <b>Y* \$19,797.79</b>             | <b>X* \$18,966.70</b>              |

(Column 1)

(Column 2)

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



**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 | \$1,565.00 |
| Interest                        | \$0.00     |
| Dividends                       | \$0.00     |
| Seminars and Meetings           | \$8,874.22 |
| Special Projects                | \$0.00     |
| Newsletter Subscriptions        | \$0.00     |
| Advertising Revenue             | \$0.00     |
| Other Revenues                  | \$93.33    |

**(1) Total Revenue – A:** \$10,532.55

**EXPENSES: Cash Basis - Do Not Include Accounts Payable**

|   |            |
|---|------------|
| Contributions, Grants* ( <i>Donation to AIEF, Red Cross, etc.</i> ) | \$250.00   |
| Accounting Fees   | \$343.45   |
| Legal Fees  | \$0.00     |
| Printing and Postage  | \$0.00     |
| Supplies  | \$31.60    |
| Travel  | \$0.00     |
| Dues  | \$0.00     |
| Seminars and Meetings   | \$7,090.23 |
| Special Projects  | \$0.00     |
| Library   | \$0.00     |
| Other (Describe)  | \$3,648.36 |

#6161 Chapter Assessment Fee: \$385; #6360 Conference Costs \$2405;

#6510 Website Expense: \$812.38; #8010 Florist Expense: \$45.98

**(2) Total Expenses – B:** \$11,363.64

\*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 |
|-------------------|---------|--------|---|------------------------------|-----|
|                   |         |        |   |                              |     |
|                   |         |        |   |                              |     |
|                   |         |        |   |                              |     |
|                   |         |        |   |                              |     |

(3) Net Revenue (line 1 less line 2)\* C = (A - B) (\$831.09) C

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

|                         |             |   |
|-------------------------|-------------|---|
| "End of Year" - X       | \$18,966.70 | X |
| "Beginning of Year" - Y | \$19,797.79 | Y |
| Change                  | (\$831.09)  | 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: GREATER COLUMBUS CHAPTER/TREASURER

Daytime Phone: 614-466-9382 Fax Number:

E-mail: KEVIN.G.1@BWC.STATE.OH.US

Signature:

Date: 7/20/2012

|   |     |
|---|-----|
| 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  |

**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 and also put on Chapter's 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

**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.

**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: Chair-Past President

Name: Debbie Gantt

Address: 100 South Third Street

Columbus, OH 43215

Signature: \_\_\_\_\_

Date: 7/20/2012