

ARMA INTERNATIONAL GREATER COLUMBUS CHAPTER FINANCIAL REPORT 2015-2016

A 501 (C)(3) ORGANIZATION

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Message from the President

Hello everyone! Thank you to the 2015-16 ARMA Greater Columbus board, chapter members and everyone that took part in our chapter this past year. What a fun, rewarding and learning opportunity it has been and I am thankful to all of you for this opportunity.

This year provided us with a variety of programs and topics that spanned the records management world as well as delving into topics that will help us in our daily lives and business relationships. Some of the highlights were:

- The Mock Trial presented by local chapter members, which was well attended by ARMA members as well as non-members.
- Learning to say AND instead of BUT when Peter Margaritas spoke on "Using Improv to Create Positive Results"
- Crucial Conversations was the topic at the December meeting held at Scioto Downs. And we all have to have those at times.

These meetings, in addition to all of the other great topics, made for learning opportunities that appealed to members as well as non-members throughout the chapter year.

The seminar in May was, once again, a success. Martin Susec, our Seminar Director as well as our VP, put together a great line up of four individual speakers that addressed various 'hot topics' in the records management world. Please review the financials from the seminar later in this report.

We continue our support of Nationwide Children's Hospital with the annual Merry Berry Bears Drive. During our 2015 drive, \$25 was donated as well as 8 large bags of stuffed animals, blankets, etc.

I am happy to announce that all board positions have been filled for 2016-2017 with 2 new members on the board. Welcome to Kamal Kapoor and Trent Slabaugh. With these first time board members we have the opportunity to bring new ideas and an interesting perspective on meetings, programs and help to grow our membership. I proudly hand over the leadership of the chapter to Martin Susec, President, and Arlene Swanson, Vice President.

Sincerely, Kim Perdew President, ARMA Greater Columbus Chapter 2015-2016

Bank Transaction List by Date 2015-2016

August	. 2	UΙ	כ.

		August 2015			Starting
Date	Туре		Debit/Credit	Amount	Balance \$22,971.40
8/18/2015	Dep	Kim Perdew ARMA conference tour reimbursement	Credit (+)	\$35.00	23,006.40
8/17/2015	Dep	ARMA Membership Dues	Credit (+)	\$40.00	23,046.40
8/24/2015	Check	Deb Gantt Pizza for board meeting	Debit (-)	\$52.84	22,993.56
8/19/2015	Check	DJ Engraving (check lost in mail-reissued Nov 2, 2015 with check 1516	Debit (-)	\$113.00	22,880.56
					Ending Balance
		September 2015			
Date	Туре	·	Debit/Credit	Amount	Starting Balance \$22,880.56
9/17/2015	Check 1515	Allyson Stransky Parking for Sept meeting	Debit (-)	\$10.00	22,870.56
9/18/2015 9/21/2015	Dep	September meeting dues-cash	Credit (+)	\$65.00	22,935.56
5, 22, 2010	Check 1513	Deb Gantt Magnet/stamps-save the date cards	Debit (-)	\$56.26	22,879.30

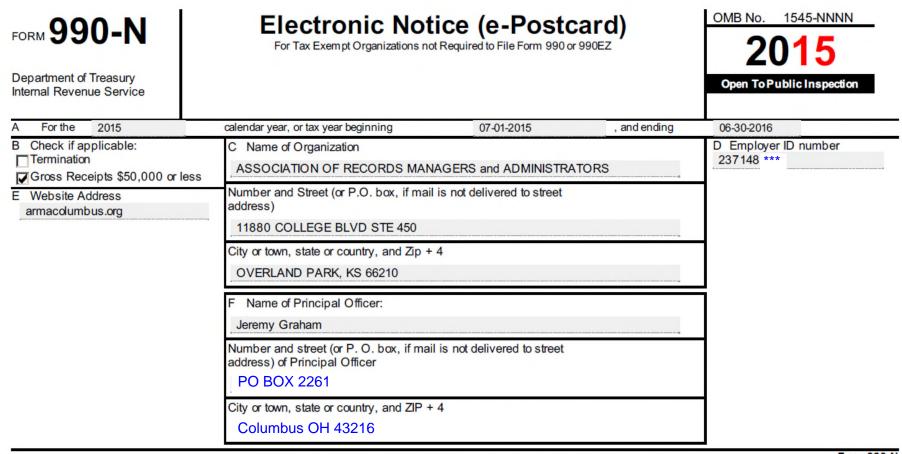
9/21/2015	Check 1514	Kim Perdew Snacks/drinks for Sept meeting	Debit (-)	\$14.75	22,864.55
9/22/2015	Dep	ARMA-annual membership credit	Credit (+)	\$100.00	22,964.55
9/24/2015	Dep	EventBrite-Sept meeting-prepay	Credit (+)	\$50.76	23,015.31
		October 2015			Ending Balance
Date	Туре		Debit/Credit	Amount	Starting Balance \$23,015.31
10/17/2015	Dep 1515	October meeting dues-cash	Credit (+)	\$70.00	23,085.31
10/19/2015		Giant Eagle-Kim Perdew			
10/20/2015	CC	Gift Card to donate to AIEF Auction	Debit (-)	\$100.00	22,985.31
10/20/2015	Dep	ARMA-annual membership credit	Credit (+)	\$80.00	23,065.31
10/22/2015	Dep	EventBrite-Oct meeting-prepay	Credit (+)	\$44.56	23,109.87
10/27/2015	EXP	Quickbooks-Yearly renewal	Debit (-)	234.66	22,875.21 Ending Balance
		November 2015			Balance
11/17/2015	Dep	ARMA-annual membership credit	Credit (+)	\$20.00	22,895.21
11/23/2015	Dep	Nov meeting dues-cash at the door	Credit (+)	50.00	22,945.21
11/27/2015	Dep	EventBrite-Nov meeting-prepay	Credit (+)	79.38	\$23,024.59

December 2015

12/18/2015	Check 1517	Debbie Gantt Amazon gift card for drawing	Debit (-)	50	22,974.59
12/21/2015	Dep	Dec meeting dues-cash at the door	Credit (+)	\$120.00	23,094.59
12/21/2015	Dep	ARMA-annual membership credit	Credit (+)	60.00	23,154.59
12/21/2015	СС	Scioto Downs Dec meeting/holiday party	Debit (-)	402.55	22,752.04
		January 2016			
1/8/2016	Dep	Eventbrite-Dec meeting-prepay	Credit (+)	\$113.72	22,865.76
1/21/2016	check 1518	Peter Margarities LLC	Debit (-)	1,500.00	21,365.76
1/21/2016	Check 1519	Kim Perdew Drinks for January meeting	Debit (-)	10.35	21,355.41
1/25/2016	Dep	Jan meeting dues-cash at the door	Credit (+)	50.00	21,405.41
1/28/2016	Dep	ARMA-annual membership credit	Credit (+)	100.00	21,505.41
		February 2016			
2/8/2016	Dep	Eventbrite-Jan meeting-prepay	Credit (+)	\$72.18	21,577.59
2/19/2016	Dep	Feb meeting dues-cash at the door	Credit (+)	\$70.00	21,647.59
2/17/2016	Dep	ARMA-annual membership credit	Credit (+)	\$140.00	21,787.59
2/25/2016	Dep	Eventbrite-Feb meeting-prepay	Credit (+)	\$99.78	21,887.37

2/25/2016	Debit	Buca di Beppo	Debit (-)	\$116.57	21,770.80		
2/29/2016	Dep	Spring seminar planning meeting ARMA-Speaker grant for January mtg	Credit (+)	500.00	22,270.80		
		March 2016					
3/17/20216	Dep	ARMA-annual membership credit	Credit (+)	\$100.00	22,370.80		
3/17/2016	СС	Land's End Board member polo shirts	Debit (-)	\$450.92	21,919.88		
3/21/2016	Dep	March meeting dues-pay at door	Credit (+)	\$10.00	21,929.88		
3/24/2016	Dep	Eventbrite-March meeting-prepary	Credit (+)	\$92.80	22,022.68		
		April 2016					
4/1/2016	Check	The Supreme Court of Ohio	Debit (-)	125.00	21,897.68		
4/1/2016	1520 Check 1521	CLE credit application for Mock Trial The Supreme Court of Ohio CLE credit application for Mock Trial	Debit (-)	125.00	21,772.68		
4/7/2016	CC	Poll Everywhere Mock Trial audience	Debit (-)	19.00	21,753.68		
4/21/2016	Dep	ARMA-annual membership credit	Credit (+)	20.00	21,773.68		
4/21/2016	Check	Deb Gantt	Debit (-)	798.56	20,975.12		
4/22/2016	1523	Snacks for mock trial/seminar gifts April meeting dues-cash at the door	Credit (+)	105.00	21,080.12		
4/22/2016 4/22/2016	Dep Check	Martin Susec	Debit (-)	26.88	21,080.12		
4/22/2010	1524	Reimbursement for mock trial robe	Debit ()	20.00	21,033.24		
4/282016	Dep	Eventbrite-April meeting-prepay	Credit (-)	164.70	21,217.94		
		May 2016					
5/8/2016	CC	Sam's Club	Debit (-)	33.60	21,184.34		
5/8/2016	СС	Seminar candy Walmart	Debit (-)	10.04	21,174.30		
		Seminar candy	· ,			Spring Seminar	
5/17/2016	Check	Tina Torres	Debit (-)	1,146.92	20,027.38	4250	Sponsor-checks
, ,	1525	Spring seminar speaker-airfare	• •		•	1633.16	sponsor-paypal

5/19/2016	Dep	ARMA-annual membership credit	Credit (+)	40.00	20,067.38	3200.59	attendee registration
5/20/2016	СС	Whitney House Pre-seminar dinner	Debit (-)	457.16	19,610.22	9083.75 -43.64	Candy expense
5/23/2016	Dep	ARMA-Greater Col chapter Seminar sponsors	Credit (+)	4,250.00	23,860.22	-1146.92	Tina Tores airfare Whitney house
5/23/2016	СС	Ashland Chemical	Debit (-)	662.73	23,197.49	-457.16 -662.73	dinner Lunch expense David Cohen
5/25/2016	Dep	Seminar food expense Eventbrite	Credit (+)	3,200.59	26,398.08	-273.52 6499.78	expenses
		Spring Seminar registration				6540	Potential income from those who have not paid for the seminar Received \$298 for
		June 2016				\$549	sheila and Melissa
6/1/2016	Dep	Paypal Spring seminar sponsors	Credit (+)	1,633.16	28,031.24		
6/13/2016	Check 1526	David Cohen Spring seminar speaker expenses	Debit (-)	273.52	27,757.72		
6/14/2016	Check 1528	Arlene Swanson Leadership conf airfare	Debit (-)	500.20	27,257.52		
6/14/2016	Check	Jan Redman	Debit (-)	653.20	26,604.32		
6/15/2016	1529 CC	Airfare and reg for conference Capital Awards-year end awards	Debit (-)	171.25	26,433.07		
6/20/2016	CC	BJ Restaurant End of year dinner	Debit (-)	572.60	25,860.47		
6/20/2016	Dep	ARMA international Credit for membership renewal	Credit (+)	140.00	26,000.47		
6/21/2016	Dep	2 Seminar and 1 dinner guest payment	Credit (+)	323.00	26,323.47		
6/22/2016	Dep	EventBrite-ARMA dinner guest	Credit (+)	21.01	26,344.48		



Form 990-N

Short Form Return of Organization Exempt From Income Tax

OMB No. 1545-1150

Open to Public

Inspection

Form **990-EZ** (2015)

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Department of the Treasury Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public. ▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

\overline{A}	For the	2015 calenda	ar year, or tax year beginning July 1st , 2	2015, and ending	Ju	ne 30th	, 20	16
_	Check if ap		C Name of organization	,	D Emple	oyer identification		r
	Address c	change	ARMA International Greater Columbus Chapter			23-714***	e	
	Name cha	ange	Number and street (or P.O. box, if mail is not delivered to street address)	Room/suite	E Telep	hone number		
=	Initial retu		PO BOX 2261					
\equiv		rn/terminated	City or town, state or province, country, and ZIP or foreign postal code		F Grou	p Exemption		
=	Amended Applicatio	n return on pending	Columbus, OH, 43216			ıber ▶		
_		ting Method:		н	Check	if the org	anization	is not
	Vebsite		columbus.org	"		to attach Sche		10 110
			eck only one) — ☐ 501(c)(3)	a)(1) or 527		90, 990-EZ, or		
			☐ Corporation ☐ Trust ☑ Association ☐ Ot		•			
			7b to line 9 to determine gross receipts. If gross receipts are \$200,00		l assets			
(Pa	rt II, col	lumn (B) belov	v) are \$500,000 or more, file Form 990 instead of Form 990-EZ			▶ \$		
_	art I		e, Expenses, and Changes in Net Assets or Fund Ba			tions for Pa	rt I)	
			the organization used Schedule O to respond to any ques	•			•	. 🗆
	1		ons, gifts, grants, and similar amounts received			1		500
	2		ervice revenue including government fees and contracts .		1	2		10570
	3	_	ip dues and assessments			3		1111
	4	Investment	•			4		0
	5a	Gross amo	ount from sale of assets other than inventory	5a	o			
	b		or other basis and sales expenses	5b	0			
	С		ss) from sale of assets other than inventory (Subtract line 5b f	rom line 5a)		5c		0
	6		d fundraising events	,	Ī			
ē	а		ome from gaming (attach Schedule G if greater than	6a	0			
Revenue	b	Gross inco	me from fundraising events (not including \$	of contribution	ns			
ě	-		aising events reported on line 1) (attach Schedule G if the					
_			th gross income and contributions exceeds \$15,000)	6b	0			
	С	Less: direc	t expenses from gaming and fundraising events	6c	0			
	d		e or (loss) from gaming and fundraising events (add lines 6	a and 6b and su	btract			
		line 6c) .			[6d		0
	7a	Gross sale	s of inventory, less returns and allowances	7a	0			
	b		of goods sold	7b	0			
	С	Gross prof	it or (loss) from sales of inventory (Subtract line 7b from line 7	'a)		7c		0
	8	Other reve	nue (describe in Schedule O)		[8		0
	9	Total reve	nue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		. ▶	9		12181
	10	Grants and	I similar amounts paid (list in Schedule O)			10		0
	11	Benefits pa	aid to or for members		[11		0
es	12	Salaries, o	ther compensation, and employee benefits			12		0
Expenses	13		al fees and other payments to independent contractors			13		
ĝ	14		y, rent, utilities, and maintenance			14		0
ш	15	Printing, p	ublications, postage, and shipping			15		106
	16		enses (describe in Schedule O)			16		12808
	17	Total expe	enses. Add lines 10 through 16	<u> </u>	. ▶	17		12914
တ္တ	18	Excess or	(deficit) for the year (Subtract line 17 from line 9)		[18		(733)
Net Assets	19		or fund balances at beginning of year (from line 27, colum					
As		=	r figure reported on prior year's return)		+	19		26432
<u>let</u>	20	Other char	nges in net assets or fund balances (explain in Schedule O).]	20		0
~	21	Net assets	or fund balances at end of year. Combine lines 18 through 20	0	. ▶ │	21	9	25699

Form 990-EZ (2015) Page 2 Part II Balance Sheets (see the instructions for Part II) Check if the organization used Schedule O to respond to any question in this Part II (A) Beginning of year (B) End of year 26432 22 22 Cash, savings, and investments 25699 23 0 23 Land and buildings 0 24 Other assets (describe in Schedule O) 0 24 0 26432 25 25 Total assets 25699 26 Total liabilities (describe in Schedule O) 0 26 0 27 Net assets or fund balances (line 27 of column (B) must agree with line 21) 26432 27 25699 Part III Statement of Program Service Accomplishments (see the instructions for Part III) **Expenses** Check if the organization used Schedule O to respond to any question in this Part III (Required for section What is the organization's primary exempt purpose? **Membership Training** 501(c)(3) and 501(c)(4) organizations; optional for Describe the organization's program service accomplishments for each of its three largest program services, others.) as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title. Yearly Seminar - 4 topic speakers in a one day seminar on Records and Information Governance) If this amount includes foreign grants, check here 28a (Grants \$ 5089 Monthly Meetings - 2 hour educational program on Records and Information Governance 29a) If this amount includes foreign grants, check here 1846 Special Meetings - Twice a year 2 hour meeting to celebrate membership and includes speaker presentation on **Records and Information Governance**) If this amount includes foreign grants, check here . . . 30a 1146 Other program services (describe in Schedule O) (Grants \$) If this amount includes foreign grants, check here 31a 8081 List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated – see the instructions for Part IV) Check if the organization used Schedule O to respond to any question in this Part IV (c) Reportable (d) Health benefits. (b) Average compensation contributions to employee (e) Estimated amount of (a) Name and title hours per week (Forms W-2/1099-MISC) benefit plans, and other compensation devoted to position (if not paid, enter -0-) deferred compensation Kim Perdew **President** 0 3 0 0 Allyson Stransky **Vice President** 3 0 0 0 Sheila Campbell Secretary 2 0 0 0 Jennifer Davis Treasurer 2 0 0

Other Information (Note the Schedule A and personal benefit contract statement requirements in the Part V instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V Yes No 33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a 33 34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the 34 Did the organization have unrelated business gross income of \$1,000 or more during the year from business 35a 35a If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O 35b Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III 35c 36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N 36 Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a 37a 37b 38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? . 38a If "Yes," complete Schedule L, Part II and enter the total amount involved Section 501(c)(7) organizations. Enter: 39 39a Gross receipts, included on line 9, for public use of club facilities Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ► ; section 4955 ► Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I 40b / Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter List the states with which a copy of this return is filed ▶ 41 **42a** The organization's books are in care of ▶ **Jeremy Graham (2016 Treasurer)** Telephone no. ▶ Located at ► Columbus Ohio ZIP + 4 ▶ 43215 **b** At any time during the calendar year, did the organization have an interest in or a signature or other authority over Yes No a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 42b If "Yes," enter the name of the foreign country: ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). At any time during the calendar year, did the organization maintain an office outside the U.S.? . . . V If "Yes," enter the name of the foreign country: ▶ 43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year 0 Yes No 44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be 44a Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be 44b If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an 44d 45a Did the organization have a controlled entity within the meaning of section 512(b)(13)? 45a Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of 45b

Page 3

Form 99	U-EZ (20	115)							- 1	age -
									Yes	No
46		ne organization engage, directly or in								
		ndidates for public office? If "Yes," c		Part I				. 46		/
Part \		Section 501(c)(3) organizations All section 501(c)(3) organizations		ctions 47, 40h an	d 52 and	Loomo	loto th	o tables :	or lin	00
		50 and 51.	s must answer que	Suons 47–490 an	u 52, and	Comp	iete tri	e labies	OI IIII	es
		Check if the organization used Sch	odulo O to respond	to any question in	thic Dart	M				
		Check if the organization used Scr	ledule O to respond	to any question ii	i iiiis Fait	VI .			Yes	No
47	Did tl	ne organization engage in lobbying	activities or have a s	section 501(h) elec	tion in eff	ect duri	na the	tax	163	INO
••		If "Yes," complete Schedule C, Part						. 47		
48	-	organization a school as described in		i)? If "Yes " complet	e Schedul	e F		. 48		
49a		ne organization make any transfers to						-		
		s," was the related organization a se								
50		plete this table for the organization's								nd key
		oyees) who each received more than								
			(b) Average	(c) Reportable		ealth ben				
	(a)	Name and title of each employee	hours per week	compensation	hanafit n	tions to er lans, and		(e) Estimat other cor		
			devoted to position	(Forms W-2/1099-MIS		mpensation			•	
f 51	Comp	number of other employees paid over plete this table for the organization's 000 of compensation from the organ	s five highest compe	ensated independe	nt contrac	_ tors wh	no each	n received	more	e thar
	(a)	Name and business address of each independent	ent contractor	(b) Type of s	ervice		(c)	Compensat	ion	
d	Total	number of other independent contra	ctors each receiving	over \$100 000	—					
52		the organization complete Schedu	•		nanization	s must	attack	า ล		
-		eted Schedule A						. ▶ ☐ Yes	s 🗆	No
Under pe	enalties	of perjury, I declare that I have examined this re	eturn, including accompan	ying schedules and state	ments, and t	o the bes	t of my kr			, it is
		d complete. Declaration of preparer (other than					,			,
		\								
Sign		Signature of officer				Date				
Here		Jeremy Graham - 2016 Treasurer	7/22/2016							
		Type or print name and title								
Paid		Print/Type preparer's name	Preparer's signature		Date	С	heck	if PTIN		
Prepa	arer						elf-emplo	I		
Use (Firm's name ▶				Firm's E	IN ▶			
		Firm's address ▶				Phone n	0.			
May th	ie IRS	discuss this return with the preparer	snown above? See i	nstructions				Yes	S	No

ARMA International Columbus Chapter Spring Seminar May 2016 (FY 2015-2016)

PROFIT / LOSS

TOTAL EXPENSES	
Site	
Facility	\$0.00
Site staff	\$0.00
Total	\$0.00
Refreshments	
Food & Drink	\$662.73
Staff and Gratuities	\$0.00
Other (Candy)	\$43.64
Total	\$706.37
Publicity/CRE	
Photocopying/Printing	\$0.00
NameTags	\$0.00
Supreme Court Fee (CRE)	\$0.00
Total	\$0.00
Honorarium/Expenditure	
Speakers	\$0.00
Travel	\$2,080.87
Hotel	\$141.00
Other (Dinner)	\$461.36
Total	\$2,683.23
Awards	
Speakers' Gifts	\$0.00
Ribbons/Plaques/Trophies	\$0.00
Total	\$0.00
Registration Fees	
t Bright Fees	\$121.66
Total	\$121.66
Total Expenses	(\$3,389.60)

TOTAL INCOME		
VENDOR SPONSORSHIP		
Lunch Sponsor	\$1,750.00	1
Silver		
Gold	\$1,000.00	1
Platinum	\$3,000.00	2
Total	\$5,750.00	_
Registrations		T
Attendees	\$4,070.00	
Total	\$4,070.00	39 attendees

Total Revenue	\$9,820.00
iotai keveilue	\$9,620.00

Profit/Loss	
Revenue	\$9,820.00
Expenses	(\$3,389.60)
Profit	\$6,430.40