



NATIONAL
STAFF
DEVELOPMENT
COUNCIL

Affiliate Budget Process Survey Compilation of Affiliate Responses - 2008

The 15 affiliates that responded to the survey were:

Arizona	Kansas	New Jersey
Arkansas	Maryland	New York
California	Michigan	Pennsylvania
Colorado	Mississippi	South Carolina
Florida	Missouri	Texas

Survey questions are listed below with compiled responses for the group:

1. Does your affiliate have a permanent account that remains with the same bank, or does the account rotate with a change in treasurer?

Fourteen affiliates have a permanent account with the same bank. For many of these, the person holding the position of treasurer also remains the same. One affiliate indicated that potentially their affiliate might rotate banks according to policy – but they have tried to keep the same person in the treasurer's position for several years.

2. Who signs the checks for your affiliate? Treasurer, President, must be double-signed by both?

Seven affiliates indicated that only the treasurer or designed budget person (Executive Director or Administrative Assistant) signs checks. Three affiliates indicated that the treasurer signed the checks, but with the approval of the Executive Director or the President. One affiliate said that either the treasurer or president may sign and one said either the treasurer, secretary, or president may sign. One affiliate said that the treasurer, president, and vice president all have access to the account and have debit cards. One affiliate said the president and treasurer must both sign. One was unclear.

3. Does your affiliate create an annual budget to plan how expenditures will be allotted? If so, who approves the budget (entire board, officers only, etc.)?

Seven affiliates said yes. All of them require approval either by the Executive Committee of the Board or the entire board. Kansas has an elaborate, collaborative process for developing their budget. Four affiliates do not have a formal budget. Three affiliates indicated that development of a budget was a plan or goal for this year.

**Affiliate Budget Process Survey
Compilation of Affiliate Responses – 2008
Page 2**

4. Do you now have 501 (c) (3) status? (federal tax exemption)

Seven affiliates said yes. Three affiliates said no. Two affiliates said they used to or were working on it. Three affiliates are exempt from both federal taxes and local state sales tax – 501 (c) 6. Those are Mississippi, Texas, and Kansas.

5. Do you have your financial statement audited on a regular basis by an outside auditor?
How frequently?

Six affiliates said no. Four affiliates have a CPA or CPA firm that deals with their tax forms and assists with budget issues. Two affiliates do internal audits regularly. Two affiliates have had an external audit – perhaps when officers change – but not recently.

6. If your affiliate pays members to make presentations on behalf of the affiliate, do you complete a 1099 for these persons?

Only one affiliate (TX) from this response group indicated that they pay affiliate members to make presentations on behalf of the affiliate, and thus issue 1099s for those persons. Some offer reimbursement for expenses only.

7. Are your members who present insured by your affiliate (liability)?

None of the affiliates indicated that they carry liability insurance for their members who present. Kansas states that their Treasurer, Executive Director, and Registrar – those who handle monies for the affiliate – are bonded for liability commensurate with the amount each may handle during a fiscal year.

8. Does your affiliate Constitution/By-Laws address the following:

- (A) What will happen if your affiliate runs out of money?

Twelve affiliates do not have language in their Constitutions/By-Laws dealing with this issue. Three affiliates do have a designated procedure. In some cases, it is the responsibility of the board. Colorado has a designated amount of money that is held as a contingency fund in their budget.

- (B) How remaining funds will be handled if the affiliate becomes “inactive?”

Seven affiliates have not addressed this issue in their Constitution/By-Laws. Eight affiliates have addressed this. Here is typical language used:

If at any time the (name of affiliate) shall cease to carry out the purposes as herein stated, all assets and property held by the Council, whether in trust or otherwise, shall, after the payment of all liabilities, be paid over to an organization which has similar purposes and has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1954 as enacted or as it may hereafter be amended. The designated organization shall be endorsed by a majority vote of the board.