



Treasurer's Report for January 1, 2018 -December 31, 2018

Submitted by: Elaine Long, PhD, RDN, LD and Kyli Gough, RDN

This document summarizes the financial status of the Idaho Academy of Nutrition and Dietetics for 2018.

The 2018 Budget was approved by the Board in November 2017 in accordance with the Idaho Academy Bylaws.

Income: Actual \$49,268; Projected \$64,575

*Academy Dues Rebate:	\$ 13,395
*Diet Manual Sales:	\$ 625
*Annual Meeting Registrations:	\$ 27,286
*Annual Meeting Exhibitors:	\$ 1,100
*Annual Meeting Sponsors:	\$ 3,946
*Fundraising:	\$ 1,670
*Gold Sponsors:	\$ 900
*Member Contributions:	\$ 300
*Saving Account Interest:	\$ 46

Expenses: Actual \$60,875; Projected \$80,227

*Board Expenses:	\$ 3,531
*Diet Manual Expenses:	\$ 47
*Supplies:	\$ 231
*Website:	\$ 1,551
*Travel Expenses:	\$ 5,355
*Independent Contractors:	\$ 16,350
*Annual Meeting Expenses:	\$ 30,785
*JUMP 2019 Deposit and Insurance	\$ 2,425
*Fundraising Expenses for 2019 AM	\$ 200
*Academy Foundation Contribution:	\$ 200
*Idaho Hunger Summit Contribution:	\$ 200

Income – Expenses (\$11,607)

Total Assets (end of FY 2018): \$69,472

Total Assets (end of FY 2017): \$81,079

Change in Total Assets (\$11,607)

Summary of Board Financial Policies and Guidance:

- The recommendation from the Academy of Nutrition and Dietetics is for an affiliate to have 100-150% of annual operating expenses in reserve.
- Funds are to be used to meet our Strategic Plan, Mission, and Vision.
- We have two checking accounts, a General Account and a Meeting Account.
- We have one savings account.
- Checking and savings accounts are maintained at US Bank. Signers include the Treasurer, the Meeting Planner, and the Executive Director.
- We have two PayPal accounts. One PayPal account is dedicated to all meeting related activities. The second PayPal account is for all other affiliate business. PayPal fees are 2.7%.
- Requests for Idaho Academy reimbursement are submitted to the Treasurer on the Idaho Academy Expense report (available on our website) with accompanying receipts. President and Treasurer approve reimbursement requests.
- The Treasurer writes checks for the General Account.
- Annual Meeting speakers and expenses are paid using a payment voucher system created on Survey Monkey. Checks are written by the Meeting Planner.
- Checking Account activity is tracked monthly by the Executive Director and sent to the Treasurer and President for review and audit.
- A budget is prepared for each FY and approved by the board (generally in November).
- The Meeting Planner prepares an Annual Meeting budget. The board approves the budget.
- At the end of each FY an annual report is prepared by Executive Director and approved by the board. The Treasurer presents this report to the members at the Annual Business Meeting.
- The tax filing (990 EZ and related forms) is prepared by Executive Director and reviewed by Treasurer, President and Tax advisor. Our tax advisor submits the forms electronically.
- A copy of our federal tax filing is submitted with the Annual Affiliate Report to the Academy of Nutrition and Dietetics.
- Policies reviewed annually by the Idaho Academy Board. Guidance is provided by the Academy's Affiliate Relations Team.