

Finance Directors

Presented by: ASID



ASID.ORG

Job Description Overview

www.asid.org/about

- **Planning:**
 - Prepare chapter budget in concert with the President-elect as a member chapter workplan (or strategic plan) committee
- **Activities:**
 - Voting member of the chapter board
 - Supports the mission, policies and programs of the Society and chapter, and ensures that all chapter communications are conducted in accordance with the ASID brand
 - Maintaining proper financial controls at all times
 - Receives and deposits all chapter funds, including funds from Design Community activities.
 - Serves as signatory on accounts and makes authorized disbursements *after proper approval*

Job Description Overview

www.asid.org/about

- **Reporting:**

- Provides board with a monthly written report on financial well-being to include income, expenditures, updates on any investment accounts.
- Prepares or reviews the quarterly chapter financial report
- Responsible for arranging the preparation and submittal of all tax returns (Forms 990, 990T and any state returns). **Chapters are required to use a paid tax professional for returns.**

Resources & Tools:

- Chapter Board Position E-mail Account
 - finance@yourchapter.asid.org
(finance@al.asid.org)
 - <https://portal.office.com>
- Chapter Budget and Strategic Plan
- Chapter Operational/Procedural Guidelines

QUARTER	MONTHS	DUE DATE	WHAT'S DUE
FIRST	OCT – NOV – DEC	JAN 31	<ul style="list-style-type: none"> • Budget v Actual 10/1 thru 12/31 • 12/31 Balance Sheet • 12/31 Bank Reconciliation Report • First page of 12/31 Bank Statement • Financial Report Certification
SECOND	JAN - FEB – MAR	APR 30	<ul style="list-style-type: none"> • Budget v Actual 10/1 thru 3/31 • 3/31 Balance Sheet • 3/31 Bank Reconciliation Report • First page of 3/31 Bank Statement • IRS Form 990, or Extension Filed • Financial Report Certification
THIRD	APR – MAY – JUN	JUL 31	<ul style="list-style-type: none"> • Budget v Actual 10/1 thru 6/30 • 6/30 Balance Sheet • 6/30 Bank Reconciliation Report • First page of 6/30 Bank Statement • IRS Form 990, if extension filed • Financial Report Certification
FOURTH	JUL – AUG – SEPT	OCT 31	<ul style="list-style-type: none"> • Budget v Actual 10/1 thru 9/30 • 9/30 Balance Sheet • 9/30 Bank Reconciliation Report • First page of 9/30 Bank Statement • Financial Report Certification
ANNUAL	12 MONTHS ENDING SEPT 30	OCT 31	<ul style="list-style-type: none"> • FY2017 Strategic Work Plan • FY2017 Budget • Administrator's Review, if applicable • Operational guidelines & procedures, if updated since previous year • Financial Report Certification

ASID Annual Chapter Budget Report



Chapter Fiscal Year

Income Statement

Revenues

ASID Chapter Allocations	\$ -
Event Revenue	\$ -
Sponsorship	\$ -
Other Revenue	\$ -
Total Revenue	\$ -

Expected Revenue by Quarter

	1st Q	2nd Q	3rd Q	4th Q
	\$ -	\$ -	\$ -	\$ -

Expenses

Payroll	\$ -
Staff Fringe Benefits	\$ -
Travel	\$ -
Assets Purchased	\$ -
Events Expense	\$ -
Foundation Pledges	\$ -
Contractual (Including Audit)	\$ -
Other Expenses	\$ -
Total Expenses	\$ -
Net Income	\$ -

Expected Expense by Quarter

	1st Q	2nd Q	3rd Q	4th Q
	\$ -	\$ -	\$ -	\$ -

Balance Sheet (for period Ending June 30)

Assets

Cash & Investments	\$ -
Accounts Receivable	\$ -
Other Short-Term Assets	\$ -
Fixed Assets	\$ -
Other Long-Term Assets	\$ -
Total Assets	\$ -

Liabilities

Accounts Payable (dues within 1 year)	\$ -
Other Short-Term Liabilities	\$ -
Notes Payables (due 1+ Years)	\$ -
Other Long-Term Liabilities	\$ -
Liabilities and Net Assets	\$ -

Net Assets \$ -

*For internal purposes only.

Ratios

Current Ratio	-	Days Sales Outstanding*	-
Months in Reserve	-	Days Payables Outstanding*	-
Total Liabilities to Total Assets	-		

Prepared By: Date:
 Approved By: Date:
 Current Auditor:



* The Days Outstanding ratios measure how well the Accounts Receivable and Payables are being managed.

ASID.ORG

ASID Chapter 1st Quarter Report (Oct-Dec)



Chapter 0 \$ - 1st Q (Oct-Dec)

Income Statement

Revenues

ASID Chapter Allocations	\$ - *
Event Revenue	\$ -
Sponsorship	\$ -
Other Revenue	\$ -
Total Revenue	\$ -

Budget Revenue

\$ -

Percentage

Expenses

Payroll	\$ -
Staff Fringe Benefits	\$ -
Travel	\$ -
Assets Purchased	\$ -
Events Expense	\$ -
Foundation Pledges	\$ -
Contractual (Including Audit)	\$ -
Other Expenses	\$ -
Total Expenses	\$ -

Budget Expense

\$ -

Net Income

\$ -

Variance Revenue

\$ -

0.00%

Variance Expense

\$ -

0.00%

Variance Net Income

\$ -

0.00%

Balance Sheet (for Period ending December 31)

Assets

Cash & Investments	\$ -
Accounts Receivable	\$ -
Other Short-Term Assets	\$ -
Fixed Assets	\$ -
Other Long-Term Assets	\$ -
Total Assets	\$ -

Liabilities

Accounts Payable (dues within 1 year)	\$ -
Other Short-Term Liabilities	\$ -
Notes Payables (due 1+ Years)	\$ -
Other Long-Term Liabilities	\$ -
Liabilities and Net Assets	\$ -

Net Assets \$ -

Total Assets

\$ -

Liabilities and Net Assets

\$ -

*For internal purposes only.

Ratios

Current Ratio	-	Days Sales Outstanding	-
Months in Reserve	-	Days Payables Outstanding	-
Total Liabilities to Total Assets	-		

Prepared By:

Date:

Approved By:

Date:

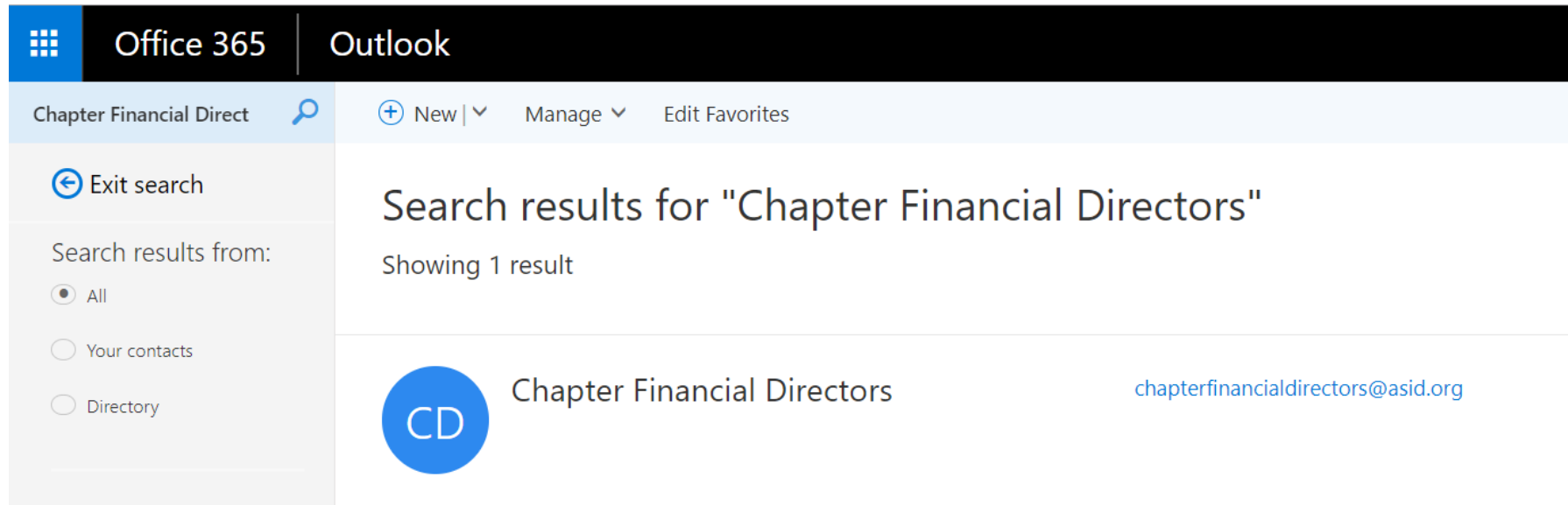
Explain any variances over ±10%

* The Chapter Allocation can be put in after you receive it but is not necessary for submission.

Resources & Tools:

chapters@asid.org

Each other.



Top Objectives

1. You are the facilitator of budget and workplan development.
2. You are the manager of the chapter's assets and accounts.
3. You are the coordinator of creative, effective fundraising.

THANK YOU!

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



ASID.ORG