

STATE OF THE 173d AIRBORNE BRIGADE ASSOCIATION
Treasurer's Report- as of May 1, 2015

TREASURER'S REPORT

1. Financial Statements

- a. The Statement of Financial Position showing the Assets, Liabilities and Unrestricted Funds as of December 31, 2014 and compared to the prior year 2013 is shown on **page 5** at the end of the report.
- b. The Statement of Revenues and Expenses for the ***short year*** from June 1, 2014 to December 31, 2014 is shown on **page 6** at the end of the report.
- c. Because we are changing our accounting year from a Fiscal Year from June 1st to May 31st to a Calendar Year from January 1st to December 31st, it is necessary to generate a report for the short year period.

2. Activities and Accomplishments

a. Banking Activities

- i. Four checking accounts were consolidated into one Bank of America checking account which has branches nationwide so when National Officers change, it won't be necessary to open new checking accounts. This helps reduce the number of financial transactions, transfer of funds among accounts and monthly bank reconciliations.
- ii. On-line banking was established to allow instant visual access by computer to view banking activities.
- iii. Set up ability to download all Bank of America checking account activities into the Association's QuickBooks accounting software program.
- iv. Debit cards (in lieu of credit cards) were issued to the Association officers to use for Association business activities and to eliminate reimbursements.
- v. Bank statements have been reconciled monthly.

b. PayPal Activities

- i. A new PayPal account was opened for the 173d Foundation to eliminate co-mingling of Association and Foundation funds generated from credit card transactions processed by PayPal. Again, this reduces the transfer of financial transaction in sorting out the transactions between the Association and Foundation.

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- ii. Automatic, nightly sweeps into our Bank of America checking account was set up for any credit card payments processed by PayPal.
- iii. New links were created for Foundation Contributions directly into the Foundation's new Bank of America checking account.
- iv. PayPal transactions have been reconciled monthly to the Bank of America checking account as well as to the Association's QuickBooks accounting software program.

c. Accounting Policies/Procedures and Internal Controls

- i. Daily email alerts from Bank of America to the Association President and Association Treasurer were created to be sent for account transactions exceeding certain established limits.
- ii. Monthly Bank Statements are mailed to the Association President for viewing and to the Association Treasurer for monthly bank reconciliation.
- iii. Written accounting policies and procedures were created as well as Check Request Forms and Debit Card Forms to identify what the expenditures are for; what Cost Center is to be charged; and requiring signed authorization and approval by an Association officer for internal control purposes to safeguard Association assets.

d. Cost Centers

- i. Cost Centers were established for unique functions to evaluate Revenues and Expenses for:
 - 1. Membership Fees and Expenses
 - 2. Magazine Revenues and Expenses
 - 3. Raffle Tickets Revenues and Expenses
 - 4. Store Revenues and Expenses
 - 5. Reunion Revenues and Expenses
 - 6. General and Administrative Revenues and Expenses

e. Accounting System Software

- i. The accounting software was upgraded to the 2014 QuickBooks Premier for Non-Profit Organizations.

f. Document Security Measures/Daily Backups

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- i. Important documents have been stored in a free offsite cloud storage location so they may be retrieved and viewed when necessary by Association Officers. This is very important when officers are changed and records are physically moved to new locations. Examples of document categories are as follows:
 1. Financial Reports
 2. IRS Form 990-EZ's
 3. IRS Tax Exempt Letters
 4. Corporate Documents
 - a. Articles of Incorporation
 - b. Corporate Name Change
 - c. By-Laws
 5. Meeting Minutes
- ii. Daily backups of all QuickBooks transactions were implemented to an offsite cloud location for security purposes.
- iii. New passwords were established for access to the Quickbooks accounting information.

g. Association Store

- i. A Catalog of the Association Store products has been published in the last two issues of Sky Soldier issues generating new revenues.
- ii. Recently, the Store Products have been published on our new Sky Soldier website and can be purchased by credit cards generating new revenues.
- iii. An inventory was recently conducted of the store products and adjustments will be made accordingly.
- iv. A new Shopping Cart was added this week to our Store Catalog webpage providing more flexibility and customization of Store Products on our Association Store webpage.
- v. In the near future, we will mark down and offer reduced prices for Store Inventory products that are not selling in order for better inventory control.

h. Revenue Generation Plan

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- i. A Revenue Generation Plan was developed and presented to the Executive Board (National Officers and chapter Presidents) at the 2015 Mid-Winter Conference in January 2015 consisting of:
 - i. Membership Fees
 - ii. Store Sales
 - iii. Sky Soldier Magazine Ads
 - iv. Commission Sales from website links to Vendor websites
 - v. Corporate Donations
 - vi. Corporate Sponsors
 - vii. Individual Donations
- j. Accounting Year**
 - i. Because Membership Dues are currently the major source of revenues, I proposed a change in the Association Bylaws to change the accounting year from a fiscal year ending May 31st to a calendar year ending December 31st. The motion was approved at the 2015 Mid-Winter Conference in January 2015 and will voted on at the General Membership Meeting at the 2015 Reunion in San Diego, California.
- k. IRS Form 990-EZ**
 - i. Filed IRS Form 990 EZ fir the fiscal year ending May 31, 2014.
 - ii. Filed IRS Form 1128 requesting change of accounting year from fiscal year ending May 31st to calendar year ending December 31st.

3. Conclusion

- a. This report will be posted on our "About 173d Airborne Brigade Association" webpage <https://www.skysoldier.net/About-173d-Airborne-Brigade-Association> .

Jerry L. Cooper CPA

Treasurer and Webmaster

173d Airborne Brigade Association
Statement of Financial Position- Previous Year Comparison
As of December 31, 2014

	Dec 31, 14	Dec 31, 13	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1020 · Bank of America- Checking	21,717.56	0.00	21,717.56	100.0%
1030 · Citizens Bank	0.00	4,984.15	-4,984.15	-100.0%
1040 · Town Square Bank	0.00	126.09	-126.09	-100.0%
1050 · WesBanco	0.00	15,513.18	-15,513.18	-100.0%
1060 · PayPal	0.00	-3,890.31	3,890.31	100.0%
Total Checking/Savings	21,717.56	16,733.11	4,984.45	29.8%
Accounts Receivable				
1200 · Accounts Receivable	0.00	200.00	-200.00	-100.0%
Total Accounts Receivable	0.00	200.00	-200.00	-100.0%
Other Current Assets				
1100 · Investments	101,454.87	100,000.00	1,454.87	1.5%
1210 · Due From Foundation	10,229.51	0.00	10,229.51	100.0%
1250 · Petty Cash-Store	0.00	285.00	-285.00	-100.0%
1300 · Accrued Income	0.00	5,048.50	-5,048.50	-100.0%
1550 · Postage Deposit-Gallaher	0.00	500.00	-500.00	-100.0%
1600 · Inventory- Store	48,201.34	43,327.80	4,873.54	11.3%
Total Other Current Assets	159,885.72	149,161.30	10,724.42	7.2%
Total Current Assets	181,603.28	166,094.41	15,508.87	9.3%
Fixed Assets				
1800 · Equipment	5,737.33	5,737.33	0.00	0.0%
1900 · Accumulated Depreciation	-1,922.19	-673.30	-1,248.89	-185.5%
Total Fixed Assets	3,815.14	5,064.03	-1,248.89	-24.7%
TOTAL ASSETS	185,418.42	171,158.44	14,259.98	8.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2010 · Due To Foundation	-20.45	-20,965.74	20,945.29	99.9%
2100 · Accrued Expenses	0.00	4.45	-4.45	-100.0%
2300 · Accrued Dues Rebate	27,462.65	14,381.00	13,081.65	91.0%
Total Other Current Liabilities	27,442.20	-6,580.29	34,022.49	517.0%
Total Current Liabilities	27,442.20	-6,580.29	34,022.49	517.0%
Long Term Liabilities				
2500 · Deferred Dues	72,216.17	77,557.51	-5,341.34	-6.9%
Total Long Term Liabilities	72,216.17	77,557.51	-5,341.34	-6.9%
Total Liabilities	99,658.37	70,977.22	28,681.15	40.4%
Equity				
1110 · Retained Earnings	94,824.18	173,319.15	-78,494.97	-45.3%
3000 · Opening Bal Equity	0.00	-43,668.79	43,668.79	100.0%
Net Income	-9,064.13	-29,469.14	20,405.01	69.2%
Total Equity	85,760.05	100,181.22	-14,421.17	-14.4%
TOTAL LIABILITIES & EQUITY	185,418.42	171,158.44	14,259.98	8.3%

173d Airborne Brigade Association
Statement of Financial Income and Expense- Short Year 2014
 June through December 2014

	TOTAL
Ordinary Income/Expense	
Income	
4100 · Membership Dues	19,877.55
4200 · Contributions Income	687.00
4300 · Raffle	288.03
4500 · Store Sales	17,027.11
4700 · Miscellaneous Income	841.31
Total Income	38,721.00
Cost of Goods Sold	
50000 · Cost of Goods Sold	1,384.00
5100 · Purchases	1,500.00
Total COGS	2,884.00
Gross Profit	35,837.00
Expense	
6120 · Bank Charges	117.00
6125 · Bereavement Expense	174.00
6135 · Chapter Rebates	4,220.00
6140 · Computer software	519.88
6153 · Credit Card Charges	241.59
6155 · Data Base Expenses	9.95
6190 · Magazine Expenses	15,651.92
6195 · Office Expense	1,571.66
6198 · PayPal Expenses	99.15
6200 · Postage & Shipping	2,899.09
6210 · Printing & Repro	305.44
6220 · Professional Fees	1,849.00
6230 · QuickBooks Backup Expense	30.17
6240 · Raffle Ticket Expense	1,200.00
6250 · Rent	600.00
6253 · Supplies	1,568.69
6280 · Travel	11,023.83
6290 · Tributes	485.00
6300 · Website Expenses	2,630.50
6800 · Uncategorized	-295.74
Total Expense	44,901.13
Net Ordinary Income	-9,064.13
Net Income	-9,064.13