

Section IV – RMR Retreat Finances

A. General

1. Retreat financial policies shall adhere to the *Rocky Mountain Region Bylaws and Policies & Procedures* and *Rocky Mountain Region Retreat Guidelines*. The region treasurer must be familiar with these documents.
2. Good accounting practices shall be maintained at all times.
3. The region treasurer will maintain the RMR retreat checking account. No retreat committee member will be a signatory on this account.
4. The first item on the retreat financial agenda is to create a workplan/budget to estimate retreat costs. (See Sec. C. *Retreat Workplan/Budget Preparation* and Appendix IV-B below)
5. Loan money in the amount of two thousand dollars (\$2,000) may be advanced to the retreat. One thousand dollars (\$1,000.00) may be advanced two (2) years prior to the retreat upon acceptance of a preliminary workplan by the region's executive board. The remaining one thousand dollars (\$1,000.00) may be advanced to the retreat upon request with approval from the region's director, treasurer, and assistant region director. Approval is contingent upon the retreat's compliance with RMR policies and guidelines.
6. Region treasurer maintains a record of all approved *Retreat Request for Expenditure* (RRE) forms that have been submitted and makes sure payments are made in a timely manner.
7. Region treasurer regularly records all deposits as reported by retreat registrar.
8. Region treasurer sends financial reports to retreat chairman and assistant region director on a regular basis and/or as requested.
9. Region treasurer transfers funds (i.e. region loan(s), venue deposit) that were advanced to the RMR retreat checking account from the region, back to the region within 14 days of close of retreat.

B. Retreat Workplan/Budget Preparation

1. Retreat chairman, retreat committee members, region treasurer, and assistant region director prepare a workplan and budget. (Appendix IV-B)
2. Important items to review before starting are:
 - a. Policies on mentor expenses and fees
 - b. Current airline rates/IRS mileage rates
 - c. Previous retreat financial reports
 - d. Site contracts
3. Decide how many mentors are necessary to serve the anticipated number of participants. For planning purposes, a maximum of 22 to 25 registrants per studio should be the guideline. A minimum of 3 and maximum of 4 mentors will be considered, PLUS an Open Stitching studio.
4. Determine expenditures first. Begin by filling in the known items such as mentor costs (fees, travel, lodging, per diem). Add in estimates of expenses for printing, postage, bank fees, office supplies, etc.
5. To figure the registration fee, add line items 15 thru 40 together and then divide by the estimated number of attendees.
6. "Break even" simply means the minimum number of registrants needed to pay all projected expenses. Any additional registration receipts provide surplus funds.

C. Region Treasurer's Responsibilities Prior to Retreat

1. Works with retreat chairman to make sure any advance payments to hotel/venue are made in a timely manner.
2. Works with retreat chairman and assistant region director to make sure that approved *Request for Expenditure* (RRE) forms are paid in a timely manner.
3. Acquires cash to give to mentor chairman for mentors' per diem allowance, per contract.
4. Makes sure that enough blank checks will be available at retreat for payments IF region treasurer is not attending the retreat.

D. Region Treasurer's Responsibilities During Retreat

1. Works with retreat chairman, if attending retreat, to determine any financial needs during retreat.
2. Works with mentor chairman to determine amount to pay each mentor, using the forms and verifying amounts per contract. Gets final approval from retreat chairman.
3. Writes checks, if present at retreat. If region treasurer is not present, then mentor chairman writes checks (previously acquired) and has region director sign them.
4. Turns the majority of financial records in at Retreat Wrap-Up meeting so they can be given to the retreat chairman.

F. Region Treasurer's Responsibilities Following Retreat

1. Sends any remaining financial records to retreat chairman (if not done at Retreat Wrap-Up meeting) within 7 weeks following the close of retreat.
2. Sends Final Retreat Financial Report (which includes the audit committee report) to retreat chairman within 12 weeks following end of retreat.

**Rocky Mountain Region EGA - Retreat 20____
Request for Expenditure Form (RRE)**

Date _____ Amount _____

Requested by: _____ Position: _____

Please pay to:

Name _____

Mailing Address _____

Telephone _____ E-mail _____

Itemization and explanation with copies of receipts attached/included:

Date	Description/Purpose/Use	Phone	Postage	Printing	Other

Send to RETREAT CHAIRMAN.

For Approval Usage Only

Approved by RETREAT CHAIRMAN _____
Initials Date

OR

Approved by ASSISTANT REGION DIRECTOR _____
Initials Date

Send approved form with receipt copies to Region Treasurer.

For Region Treasurer's Use Only

Paid Check # _____ Date _____

Rocky Mountain Region EGA Retreat 20xx Workplan/Budget

(Non-working copy – go to RMR website for Excel spreadsheet form)

RMR RETREAT 20xx - City, State	Workplan/Budget		As of [current date]
BUDGETING - \$xxx Regist. Fee			
	Prev Yr Actual	Current Yr Budget	Current Yr Actual
REVENUE			
Registration Fee deposits:			
Non-Refundable Fee			[ESTIMATED NUMBER OF ATTENDEES] @ \$XX
Balance of Registration Fee			[ESTIMATED NUMBER OF ATTENDEES] @ \$XXX
Facilities Use Fee ([ESTIMATED #] @ \$XXX)			Base roomrate: \$XXX + taxes/fees of XX% = \$XXX ; multiply total by 1.5 and round up to nearest 0 or 5 = \$XXX
Late Fee			
Non-EGA member fee ([ESTIMATED #] @ \$50)			
Dinner Guest Tickets ([ESTIMATED #] @ \$XX)			Est.: \$[COST OF MEAL] x [VENUE]% tax & svc fee = \$XX (round up)
Region Board Lunch ([ESTIMATED #] @ \$XX)			Est.: \$[COST OF MEAL] x [VENUE]% tax & svc fee = \$XX (round up)
Region Loan		\$ 1,000.00	Region pays this out of general funds
Region Payment for Mentor Exp			Varies from year to year
Region Pymt for Meeting Rooms			Region reimburses retreat for the cost of meeting rooms rental
Other Income			
Deposit to Venue Loan		\$ 1,000.00	Region pays this out of general funds, as needed
Region Scholarship(s)			1 to 2 @ Full registration rate (Non-refundable + regist. Fee)
Donations			
Totals:	\$ -	\$ 2,000.00	
EXPENSES			
Food & Beverage			Per contract \$xxxx Food & Beverage + xx% (svc & tax)
Dinner Venue/Bar/Gratuity			
Audio Visual			
Class & Exhibit room rental			Per contract \$xxxx + x% sales tax
Region meeting room rental			Separate from room rental in contract - \$xxx + x% sales tax
Mentor Fees			\$350/day x 2 days x [number of mentors]
Mentor Rooms			1 rm @ \$xx + x% (lodg & tax) for 3 nights = \$xxx/2 rms = \$xxx/person
Mentor Per Diem			\$50/day x 3 days x [number of mentors]
Mentor Travel			\$xxx airtravel rnd trip + \$xx luggage + \$xx parking/shuttle (pre & post travel) + \$xx shuttle ([City]) = \$xxx each x [num of mentors]
Mentor Gifts			\$xx each x [number of mentors]
Angel pin			\$xx each x [number of angels]
Logo Design			
Registration Info ("brochure")			Use Templates
Early Reg: Printing			
Early Reg: Save the Date gift			
Postage			All mailings
Handbook			Use template; Printing for non-email attendees
Publicity			
Post Box Rental			
Registration Packets			
Administration			
Bank Fees			
Web Site Work			
Refunds			
Miscellaneous			
Other Expenses			
Contingency			5% of estimated total expenses
Region Loan Reimbursement		\$ 1,000.00	
Deposit to Venue Reimbursement		\$ 1,000.00	
Totals:	\$ -	\$ 2,000.00	
Profit/Loss:	\$ -	\$ -	

Rocky Mountain Region EGA Retreat Workplan/Budget Explanation of Line Items and Calculations

Line Item Explanation

INCOME:

- 1 Non-refundable fee paid by all registrants
- 2 Balance remaining after breaking out the non-refundable fee into line 1.
- 3 This fee is charged to cover anyone not staying within the contracted room block of the retreat.
- 4 Additional charge to full registration fee.
- 5 DOES NOT become an automatic membership in EGA for the registrant.
- 6 Amount paid for guests of attendees who wish to attend the banquet.
- 7 Region repays the retreat for those in attendance at this lunch.
- 8 Full amount of \$1000 loans available from the Region, not out of RMR Retreat Checking Account.
- 9 Optional: Region may choose to pay all or some portion of Mentor expenses.
- 10 Region repays the retreat for the rooms used for executive and region board meetings.
- 11 Money from things such as exhibit ticket sales; usually in/out; no income or expense to retreat. See item #40.
- 12 Deposit placed on venue/site paid by the Region, not out of RMR Retreat Checking Account.
- 13 Region board decides whether 1 or 2 scholarships will be awarded each year for registration fees at retreat. Region pays this money to retreat.
- 14 Non-reimbursed expenditures (usually from committee members) accounted for in order to reflect true costs of retreat. Expense offsets will be shown under various line items as relate to the expense. Keep itemized notes and attach to final report for future retreats to understand what expenses were covered by donations.

EXPENSE:

- 15 Contracted cost of Food & Beverage with venue/site. Includes Region lunches and banquet (including mentor meals & extra banquet tickets).
- 16 Fee charged by venue for bar services; may be offset by sales of drinks. Often the sales count towards the Food & Beverage obligation, as well.
- 17 Fee charged by venue for use of microphone and podium at banquet.
- 18 Contracted cost of meeting, studio and banquet space rental.
- 19 Separated from item #18 in order for region to reimburse. See Item #10.
- 20 Retreat pays for 2 days of studio presence for each mentor.
- 21 Retreat pays for 3 nights of lodging for each mentor.
- 22 Retreat pays for 4 days of meals. Does not include banquet costs. See item #15.
- 23 Retreat pays for air fare (economy) or mileage (current IRS mileage rate) plus roundtrip luggage, parking or airport transport (pre & post travel) and transport to and from venue and airport.
- 24 Optional: Done at discretion of retreat committee.
- 25 Optional: Done at discretion of retreat committee.
- 26 Optional: Done at discretion of retreat committee.
- 27 There should be no cost incurred directly for designing and creating a brochure as there are templates to use. Costs will come in when printing the information for early registration and/or for someone without email where things must be mailed. See items #28 and #29.

- 28 Cost of printing retreat information (brochure) – for early registration at seminar; handbooks, letters, and any other USPS mailed item to those who do not receive email.
- 29 Invitation handed out to seminar banquet attendees in the year prior to retreat.
- 30 Any and all mailing by all committee chairmen.
- 31 There should be no cost incurred in designing or creating a handbook as there is a template to use. Costs will result due to printing the information for an attendee without email.
- 32 Any other costs associated with publicizing the retreat. See item #29.
- 33 If registrar doesn't have a secure mail box for receiving registration checks.
- 34 Costs for envelopes, labels, tickets, flyers, schedules, maps, etc. White brochure envelopes and white labels for printing have been donated by Connie Fudge for future retreats. Figure the cost donation at the following amounts: envelopes @ \$.11 and labels @ \$.30/sheet of 10.
- 34 Bank charges, envelopes, return address labels, miscellaneous printing/copies, phone calls, etc.
- 35 Costs from committee members not covered under other line items.
- 36 Costs associated with the RMR Retreat Checking Account.
- 37 The Web Master charges the region for work on the web. Charges that have to do with the retreat should be accounted for here.
- 38 Registration and other refunds.
- 39 Expenditures not covered under other line items. [Try not to use this]
- 40 Expenditure for “special” activities; usually in and out. See item #11.
- 41 An estimate (5% of overall estimated costs) to cover unexpected overages.
- 42 Retreat pays back the Region for the loans. See item #8.
- 43 Retreat pays back the Region for the loan of the deposit money on the venue. See item #12.

Audit Committee Timeline and Guidelines

A. Timeline

1. At least 30 days prior to beginning of retreat, audit committee members are chosen by retreat chairman, submitted to region director and ratified by region executive board.
2. Within 8 weeks following close of retreat: All relevant financial records are given/sent to retreat chairman.
3. Audit is conducted following EGA's Audit guidelines (see B below.)
4. Within 10 weeks following close of retreat: Audit is completed and *Audit Letter* (Appendix IV-E) is sent, along with all financial records, to region treasurer. A copy of the audit letter is also sent to the retreat chairman and assistant region director.

B. Guidelines

Download the audit guidelines from EGA's website: *Chapter/Region Financial Guidelines Manual – Section III*.

AUDIT REPORT FOR ROCKY MOUNTAIN REGION, EGA 20__ Region Retreat Financial Records

Date of Audit: [MONTH, DAY, YEAR]

The audit for the financial records of Rocky Mountain Region Retreat 20__ have been completed.

The audit was conducted in accordance with the Audit Guidelines of EGA (Chapter/Region Financial Guidelines – Section III)

We, the undersigned, found the Region Retreat 20__ books (check one) :

- Accurately represent the financial activity for the period audited, to the best of our knowledge.
- Are found to have errors/discrepancies which require corrections by the Region Treasurer.*
- Warrant a more extensive audit.

Audit Committee Members (Please print names):

(Signature) _____ Date _____

(Signature) _____ Date _____

(Signature) _____ Date _____

*Audit Committee will follow-up with a report to the Region Board indicating the completion of the corrections to the financial records.

EGA IRS Tax Exempt Classification Letter

Internal Revenue Service

Department of the Treasury

EIN: 13-1914577
DO : 13

Washington, DC 20224

Person to Contact: Edward Karcher
202-204-3403

Telephone Number:

Embroiderer's Guild of
America, Inc.
6 East 45th Street - Room 1501
New York, New York

Refer Reply to: E:EO:T:R:2-5

Date: MAR 31 1976

Group Exemption Number -2710-

Dear Mesdames:

We have considered your application for a group exemption letter holding your subordinate chapters exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code.

Our records indicate that the Embroiderer's Guild of America, Inc. was held to be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code by a determination letter dated December 22, 1966, as an organization organized and operated exclusively for charitable purposes. This determination letter remains in effect.

Based on the information supplied, we rule that your subordinates named in the group exemption roster you submitted are exempt from Federal income tax under section 501(c)(3) of the Code, as it is shown that your subordinates are organized and operated exclusively for charitable purposes.

Additionally, we have classified the organizations you operate, supervise, or control, and which are covered by your notification to us, as organizations that are not private foundations as defined in section 509(a) of the Code, because they are organizations described in section 170(b)(1)(A)(vi).

An exempt subordinate whose gross receipts annually is normally more than \$5,000 is required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the close of its annual accounting period unless you include the subordinate in a group return. The law imposes a penalty of \$10 a day up to a maximum of \$5,000, for failure to file a return on time.

7/95 (CN)
SECTION IX - D-1



OFFICE OF THE SECRETARY OF STATE
CERTIFICATE OF EXISTENCE
DOMESTIC CORPORATION

I, BOB BABBAGE, Secretary of State of the Commonwealth of Kentucky, do hereby certify, that according to the records in the office of the Secretary of State of the Commonwealth of Kentucky, THE EMBROIDERERS' GUILD OF AMERICA, INC.

_____ is a corporation organized and existing under the laws of the Commonwealth of Kentucky, whose date of incorporation is MAY 8, 1990; and whose period of duration is PERPETUAL.

I further certify, that said corporation has paid all fees due and owing to the office of the Secretary of State of the Commonwealth of Kentucky to date; has delivered to the Secretary of State its most recent annual report, as required by KRS 271B.16-220 or 273.3671; and has not filed articles of dissolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Official Seal, at Frankfort, Kentucky, this 3RD day of MAY, 19 93.

BOB BABBAGE
Secretary of State
Commonwealth of Kentucky

BY: PT

SSC-230(1/89)

Department of the Treasury
Internal Revenue Service

29241695

Date of This Notice

If you inquire about
your account, please
refer to this
number or attach a
copy of this notice

12-07-82
Employer Identification Number
84-0892513

EMBROIDERERS GUILD OF AMERICA INC
ROCKY MOUNTAIN REGION
12330 W CAROLINA DR
LAKEWOOD CO. 80228

575 0

NOTICE OF NEW EMPLOYER IDENTIFICATION NUMBER ASSIGNED

Thank you for your application for an employer identification number. The number above has been assigned to you. We will use it to identify your business tax returns and any other related documents, even if you have no employees.

Please keep this number in your permanent records. Use the number and your name, exactly as shown above, on all Federal tax forms that require this information, and refer to the number in all tax payments and in tax-related correspondence or documents. You may wish to make a record of the number for reference in case this notice is lost or destroyed.

Note that the assignment of this number does not grant tax-exempt status to nonprofit organizations. For details on how to apply for this exemption, see IRS Publication 557, Tax-Exempt Status for Your Organization, available at most IRS offices.

We appreciate your cooperation.

Form 5372 (Rev. 11-81)