

Section IV – RMR Seminar Finances

A. Seminar Treasurer – Job Description

[NOTE: This is RMR policy and the full description is found in Section I.F of the Region Seminar Guidelines]

B. General Financial Policies

1. Seminar financial policies shall adhere to the *Chapter/Region Financial Guidelines* available on the EGA website. The seminar treasurer must be familiar with these policies.
2. Seminar accounts will be separate from other region and chapter accounts.
3. The first item on the seminar financial agenda is to create a workplan/budget to estimate seminar costs. “Workplan” is the name of the financial document until 30 days after the official first day of registration date, at which time it becomes the “budget”.
(Attachment IV-B)
4. Loan money in the amount of two thousand dollars (\$2,000) may be advanced to the host chapter. One thousand dollars (\$1,000.00) may be advanced two (2) years prior to the seminar upon acceptance of a preliminary workplan by the region’s director, treasurer, and assistant region director. The remaining one thousand dollars (\$1,000.00) may be advanced to the seminar upon request and approval by the region’s director, treasurer, and assistant region director. Approval is contingent upon the seminar's compliance with RMR and national EGA policies and guidelines.
5. The Employer Identification Number (E.I.N) of the host unit (region or chapter) shall be used, and the account should be listed as “Host Unit Name” as Seminar 20xx.
6. Good accounting practices shall be maintained at all times. (Attachment IV-A)
7. The seminar treasurer shall prepare the Final Seminar Financial Report to be sent to seminar chairman within 90 days of the close of seminar.
8. All seminar financial records, including canceled checks and bank statements, shall be sent to the region treasurer for storage within 120 days of close of seminar.

C. Seminar Workplan/Budget Preparation

1. The seminar treasurer shall work with the seminar chairman and region seminar /retreat coordinator to prepare a workplan and final budget. (Attachment IV-B)
2. Important items to review before starting a budget are:
 - a. Policies on teacher expenses and fees
 - b. Current airline rates
 - c. Previous seminar financial reports
 - d. Non-participant fees
 - e. Site contracts
3. Decide how many classes are necessary to serve the anticipated number of participants. There should be a maximum of 22 students per class. Some classes will be full and others may not meet the minimum number of students and must be cancelled. For most Rocky Mountain Region seminars, offering 10 classes seems to be optimum.
4. Determine expenditures first. Begin by filling in the known items such as faculty costs (salaries, travel, room, and board). Add in estimates of expenses for printing, postage, telephone, bank fees, office supplies, brochures, etc. Refer to the Annotated Chart of Accounts for other items. (Attachment IV-A)
5. To figure the registration fee, see Registration Fee Calculation Worksheet. (Attachment IV-B)
6. “Break even” simply means the minimum number of registrants needed to pay all projected expenses. Any additional registration receipts provide surplus funds.

NOTE: The workplan may include provisions for the following:

- Travel and lodging for dean of faculty to attend the faculty selection meeting for the previous year’s seminar.
- Travel and lodging for dean of faculty to attend previous retreat to display class offerings.
- Cost of a suite for the region director if one is not complimentary.

Annotated Chart of Accounts
This section has been provided by EGA

Revenue

- 401 Registration: (see Registration Fee Calculation form to calculate fees, including non-refundable seminar fee.)
- 4011 Non-Refundable Seminar Fee: ranges from \$25 – 35.
 This is paid by all who enroll in classes. Non-participants (those not taking classes – volunteers, seminar chairman) may or may not pay this fee. Hospitality items may be a part of this fee or those costs included in meal prices.
- 4012 Full Participation Fee– classes and all meals.
- 4013 First Half Participation Fee – half of classes (if classes are split between 1 and 2 days), meals as appropriate.
- 4014 Second Half Participation Fee - half of classes (if classes are split between 1 and 2 days), meals as appropriate.
- 4015 Volunteer Registration Fee – meals, hospitality items.
- 4016 Facilities Use Fee – generally ½ of room rate for those not staying on site.
- 4017 Refunds.
- 402 Banquet Guest Tickets:
- 4021 Opening Banquet – to calculate the cost of guest ticket add account balances 50121 through 50125 and divide by the total number of meals to be served.
- 4022 Closing Banquet – to calculate the cost of guest ticket add account balances 50131 through 50135 and divide by the total number of meals to be served.
- 4023 Refunds.
- 403 Merchandise Night: tables for merchants
- 4031 Whole Tables
- 4032 Half Tables
- 4033 Refunds
- 404 Teacher’s Kits (pass through to teachers, see 505 on Expenses).
- 405 Special Events: not included in registration fee.
- 406 Merchandise Sales: items that the seminar committee makes or purchases to sell.
- 407 Region Loan Money.
- 408 Interest Income.
- 409 Other Income
- 4091 Advertising income for student handbook.
- 4092 Contributions, donations.
- 4093 Payment for services – someone who stays in a comp room (Region Director’s roommate pays half the room rate for the nights she spends in the comp room).
- 4094 Miscellaneous.

Expenses

- 501 Meals
 - 5011 Meals included in registration, exclusive of banquets.
 - 5012 Opening Banquet
 - 50121 Food cost
 - 50122 Speaker
 - 50123 Decorations
 - 50124 Favors
 - 50125 Entertainment other than speaker
 - 5013 Closing Banquet
 - 50131 Food cost
 - 50132 Speaker
 - 50133 Decorations
 - 50134 Favors
 - 50135 Entertainment other than speaker

- 502 Site
 - 5021 Room Rental: rates determined by contract.
 - 50211 Region Director's room if not complimentary
 - 50212 Classrooms
 - 50213 Regular Activity Rooms
 - 50214 Special Events Rooms
 - 50215 Exhibit Room
 - 5022 Table and Chair Rental
 - 5023 Beverage Service
 - 5024 Miscellaneous Site Expense

- 503 Other Facility Costs

- 504 Faculty
 - 5041 Salary: per contract
 - 5042 Travel: reimburse teacher travel at rate specified in contract – generally lowest cost air fare or mileage reimbursement at stated rate. Includes other travel expenses as specified in contract.
 - 5043 Rooms: as in contract
 - 5044 Meals: per diem as specified in contract. Do not include meals included in 501.
 - 5045 Teacher Gifts: bottled water, snacks
 - 5046 Immigration Fees: Any non-United States citizen entering the country to teach at a seminar without a business visa must apply for the proper visa. EGA staff will complete and submit the application to the U.S. government. Check with EGA on the current fee. In 2009 fee was \$130 per application.
 - 5047 Faculty Selection Costs

- 505 Teacher Kits (see revenue 404).

- 506 Audio Visual Equipment Rental

- 507 Regular Activities
 - 5071 Class Angels: identification pin
 - 5072 Meet the Teachers
 - 5073 Merchandise Night

- 508 Special Events not included in site costs.

- 509 Merchandise Sales – expenses for items that the committee makes or purchases for sale.

- 510 Brochure Publication
 - 5101 Photography
 - 5102 Printing
 - 5103 Postage
 - 5104 Other

- 511 Printing
 - 5111 Participant’s Handbook
 - 5112 Certificates
 - 5113 Tickets
 - 5114 Signs
 - 5115 Other

- 512 Publicity
 - 5121 Favors for distribution at seminar prior to this one
 - 5122 Photography
 - 5123 Other

- 513 Administration
 - 5131 Chairman
 - 51311 Travel and lodging
 - 51312 Telephone
 - 51313 Postage
 - 51314 Photocopying
 - 51315 Miscellaneous
 - 5132 Dean of Faculty
 - 51321 Travel and lodging
 - 51322 Telephone
 - 51323 Postage
 - 51324 Photocopying
 - 51325 Miscellaneous
 - 5133 Secretary
 - 51331 Telephone
 - 51332 Postage
 - 51333 Photocopying
 - 51334 Miscellaneous

- 5134 Treasurer
 - 51341 Telephone
 - 51342 Postage
 - 51343 Photocopying
 - 51344 Miscellaneous
- 5135 Registrar
 - 51351 Telephone
 - 51352 Postage
 - 51353 Photocopying
 - 51354 Miscellaneous
- 5136 Brochure Chairman
 - 51361 Telephone
 - 51362 Postage
 - 51363 Photocopying
 - 51364 Miscellaneous
- 5137 Other Committee Chairmen
 - 51371 Telephone
 - 51372 Postage
 - 51373 Photocopying
 - 51374 Miscellaneous
- 5138 Office Supplies

- 514 Hospitality Items
 - 5141 Pins
 - 5142 Totebags
 - 5143 Nametags (teachers, Region Director)
 - 5144 Hostess Identification
 - 5145 Door Prizes

- 515 Miscellaneous
 - 5151 Bank Charges
 - 5152 Security; locks, guards for office and classrooms
 - 5153 Gratuities; to site staff for moving packages
 - 5154 Cost of Goods Sold
 - 5155 Other

- 516 Region Loan Repayment

EXCESS (LOSS) Calculation

- Host Unit Excess - 50% when net revenue less net expense ~~if~~ **is** greater than 0.
- Host Unit Loss – 50% if all policies adhered to; 100% if policies not followed.

- Region Excess – 50% when net revenue less net expense is greater than 0.
- Region Loss - 50% if policies adhered to; 0 if policies not followed.

**Rocky Mountain Region EGA Seminar 20xx
Financial Workplan/Budget**

Registration Fee Calculation Sheet

Date

Includes tuition for full class days, non-refundable fee, banquets, hospitality items.

Registration Expenses

- 501 Meals
- 502 Site
- 503 Other Facility
- 504 Faculty
- 506 Audio Visual and Equipment Rental
- 507 Regular Activities
- 510 Brochure Publication
- 511 Printing
- 512 Publicity
- 513 Administration
- 514 Hospitality Items
- 515 Miscellaneous

Total Registration Expenses

Registrants

- Number of full time students
- Number of half-time students
- Number of non-participants

Divide Total Registration Expense by number of participants who will share that expense to obtain registration fee.

Rocky Mountain Region EGA Seminar 20xx
Quarterly Financial Report
Quarter Ending _____

Account		Budget	This Quarter	To Date	Balance
	Revenue				
401	Registration				
402	Banquet Guests				
403	Merchandise Night				
404	Teachers' Kits				
405	Special Events				
406	Merchandise Sales				
407	Region Loan Money				
408	Interest Income				
409	Other Income				
	Total Revenue				
	Expense				
501	Meals				
502	Site				
503	Other Facility				
504	Facility				
505	Teachers' Kits				
506	Audio Visual Equipment				
507	Regular Activities				
508	Special Events				
509	Merchandise Sales				
510	Brochure Publication				
511	Printing				
512	Publicity				
513	Administration				
514	Hospitality Items				
515	Miscellaneous				
516	Region Loan Repayment				
	Total Expense				
	Excess (Loss)				
	Please attach copies of all Bank Statements for the period covered by this report				
	Beginning Checkbook Balance				
	Deposits				
	Withdrawals (checks)				
	Ending Checkbook Balance				

Rocky Mountain Region EGA Seminar 20xx
Monthly Financial Report
Month Ending _____

Account		Budget	This Month	To Date	Balance
	Revenue				
401	Registration				
402	Banquet Guests				
403	Merchandise Night				
404	Teachers' Kits				
405	Special Events				
406	Merchandise Sales				
407	Region Loan Money				
408	Interest Income				
409	Other Income				
	Total Revenue				
	Expense				
501	Meals				
502	Site				
503	Other Facility				
504	Faculty				
505	Teachers' Kits				
506	Audio Visual Equipment				
507	Regular Activities				
508	Special Events				
509	Merchandise Sales				
510	Brochure Publication				
511	Printing				
512	Publicity				
513	Administration				
514	Hospitality Items				
515	Miscellaneous				
516	Region Loan Repayment				
	Total Expense				
	Excess (Loss)				
	Please attach copies of all Bank Statements for the period covered by this report				
	Beginning Checkbook Balance				
	Deposits				
	Withdrawals (checks)				
	Ending Checkbook Balance				

**Rocky Mountain Region EGA Seminar 20xx
Request for Reimbursement**

Date _____ Amount _____

Requested by: _____

Committee: _____

Please pay to:

Name _____

Mailing Address _____

Telephone _____ E-mail _____

Brief explanation with original receipts attached: (list telephone, postage, printing, etc.)

For Treasurer's Use

Approved by _____

Paid Check # _____ Date _____

Accounts _____

IC Payment Reporting Form

Please go to EGA's National Website (under Financial Section) and download the current *IC Payment Reporting Form*. This will assure you of getting the most up-to-date version of the document.

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



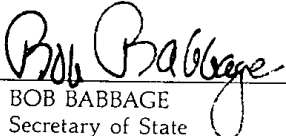
OFFICE OF THE SECRETARY OF STATE
CERTIFICATE OF EXISTENCE
DOMESTIC CORPORATION

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

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

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

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)