



**National
Council of
Child Support
Directors**

**2018 Treasurer's Report
National Council of Child Support
Directors**

Jim Fleming, Treasurer
May 13, 2018



Bylaws (updated 2013)

The Treasurer shall have a review of the Council financial records conducted, and completed by January 15 each year. The Treasurer shall establish an independent member review committee within the NCCSD to sign off on the financial review. The Treasurer shall ensure that all appropriate federal and state income tax forms are filed by February 15 each year, and that all forms and any fees due to state of Incorporation are filed timely. The Treasurer shall be the custodian of the financial records of the Council for the current year. Treasurer shall deposit all funds belonging to the Council in an account, and shall report the current balance and any past financial transactions at each meeting of the Council and Executive Committee.

Article IV, Paragraph E.

The term of office for all persons elected or appointed shall coincide with the Federal Fiscal Year immediately following the election. An elected Treasurer's term shall be two years.

Article V, Paragraph B.

The business of the Annual Meeting of the Council shall include ... [a] report of the Treasurer.

Article VIII, Paragraph B.

The President must prepare a budget of anticipated revenues and expenditures for the annual meeting of the Council no later than January 1st and for such other called meetings of the Council at least one month prior to the event. The President must seek approval of the Executive Committee for the budget, and for any subsequent change to budgeted expenditures exceeding ten percent (10%) in total, before obligating or incurring any related expenses. Actual expenditures must not exceed budgeted expenditures by more than 10%.

Article VIII, Paragraph C.

Donations in cash or in kind from any private entity shall only be used for the annual meeting of the Council and shall be limited to a value of \$1,500 from each entity per year. The Council or members acting on behalf of the Council will not accept donations for any other meeting or purpose except for other uses approved by the Council.

Article X, Paragraph B.



Council Members:

The financial health of the Council continues to be good. NCCSD is a nonprofit trade association under 501(c)(6) of the Internal Revenue Code. Budget decisions regarding the annual meeting, as the predominant source of NCCSD's operating revenue, are taken with our nonprofit status in mind.

The accounting firm of YKSM conducted the annual review and submitted a favorable report on January 5, 2018. The report was approved by the Finance Committee and later accepted by the Executive Committee. YKSM filed the appropriate federal income tax return. The NCCSD treasurer filed the annual corporate report and filing fee with Virginia, the state in which NCCSD is incorporated. The Virginia IV-D director serves as NCCSD's registered agent.

NCCSD's account is with Wells Fargo. The monthly treasurer report is reconciled with the monthly bank statement, and approved by the Finance Committee. I would like to acknowledge committee members Benidia Rice, Carol Eaton, Craig Burshem, Garrett Jacobs, Michele Cristello, and Trisha Thomas for their service.

In addition to the Wells Fargo account, a PayPal account was opened in February 2018 to facilitate the new web-based annual meeting and conference registration and sponsorship process. Payments through the Eventbee site are deposited in the PayPal account; credit card payments or checks that are accepted by the treasurer directly are deposited in the Wells Fargo account. Ticket fees paid to Eventbee (\$2.25 per ticket) and the credit card processing fees for payments made through the website are deducted automatically from the PayPal account. The balance of the PayPal account will be transferred after the annual meeting and reconciled with both the Wells Fargo account and the registration and sponsorship information collected on the website.

The monthly report for April 2018 has been approved by the Finance Committee, and is attached to this annual report for acceptance by the Council. The combined balance in the PayPal and Wells Fargo accounts is \$120,637.19. This balance does not include all revenue from the 2018 annual meeting, and will be reduced substantially when all bills related to the annual meeting and conference are paid.

To avoid the need for the Executive Committee approval for changes in the budget that exceed 10%, the budget includes a "base" attendance of 125, and a per-person budget for each additional registrant above 125. NCCSD adopted a policy several years ago that registration will be free for the president and key host-state staff whose main role is supporting the logistics of the annual meeting and conference. The approved budget also includes a \$2,500 contingency line item.

Donations (sponsorships) from corporate partners of NCCSD in 2018 were a near record of \$28,900 (including a cancelled registration of \$400 that was donated rather than refunded) from 25 partners. As of this writing, 161 people have registered to



attend the annual meeting and conference, which tops the previous record of 153 in Boston in 2014.

	2014 Boston	2015 Newport	2016 Des Moines	2017 Seattle	2018 Norfolk
State Director	43	41	38	36	35
State Staff	6	5	5	7	7
Other	2	0	1	1	9
Vendor	62	72	74	77	76
OCSE/ACF	19	23	18	13	26
Host State	21	0	6	6	8
Total	153	141	142	140	161

Sponsorships in 2018 also compare favorably to previous years:

- 2013 – 17 sponsors for \$13,000
- 2014 – 16 sponsors for \$16,000, net revenue of \$11,824.14
- 2015 – 22 sponsors for \$23,500, net revenue of \$12,453.51
- 2016 – 26 sponsors for \$25,500, net revenue of \$13,398.72
- 2017 – 28 sponsors for \$29,000, net revenue of \$2,595.01
- 2018 – 25 sponsors for \$28,900

After adjustments for pre-paid conference expenses, the actual end-of-year balance

- 9/01/2013 - \$82,461.05
- 9/30/2014 - \$86,469.66
- 9/30/2015 - \$92,861.73
- 9/30/2016 - \$76,529.74 (web development and director training)
- 9/30/2017 - \$72,780.03

Ongoing non-conference expenses include roughly \$2,500 for the financial review and \$3,000 for the spring dinner, along with expenses for honoraria, corporate registration, and expenses related to maintaining the NCCSD website and web domain name.

It has been my honor to serve as NCCSD treasurer for five years. In that time, data from each annual meeting and conference has been collected, along with the dates of key milestones in the planning process. This historic information is provided to the incoming NCCSD president to assist in budgeting and planning of the next annual meeting and conference.

Respectfully submitted,

Jim
Jim Fleming