



THE AMERICAN INSTITUTE  
OF ARCHITECTURE STUDENTS

# COUNCIL OF TREASURERS

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Your Lovely National Finance Committee

# Who the heck are we?



Shannon DeFranza,  
AIAS, Assoc. AIA  
*Vice President  
Chair*



Liz Caccavano, AIAS  
*Northeast Quad Director  
Board Liaison*



Sara Taketatsu, AIAS,  
Assoc. AIA, NOMA  
*Past Vice President*



Enya Xu, AIAS  
*Northeastern*



Jordan Luther, AIAS  
*Carnegie Mellon*



Julia Mauk, AIAS  
*Oklahoma State*



Sara Manasfi, AIAS  
*Holy Spirit University of  
Kaslik*



Melisa Gonzalez, AIAS  
*Universidad de Monterrey*



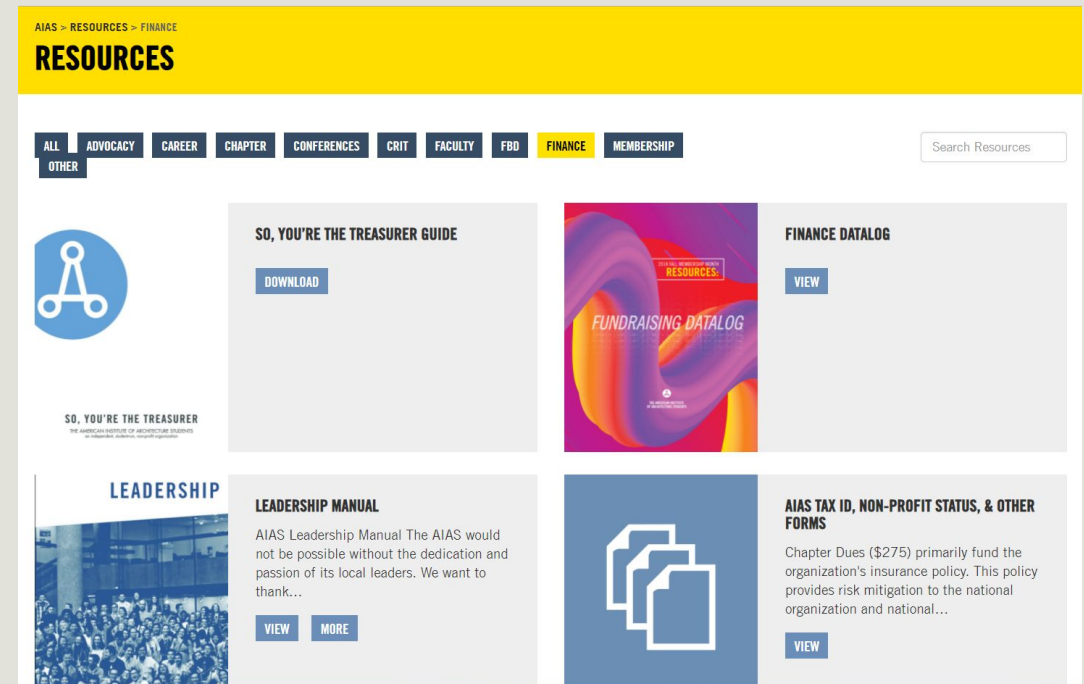
Carrie Tam, AIAS  
*Northeastern*



# **Who the heck are YOU?**

# Resources / Help

- Check the AIAS website for resources and blogposts about all your life problems
- Using your @aias.org email, go to **COP Team Drive** > 02\_National > 03 Finance
- Ask your Quad Director / Ambassador!
  - Baili: [midwest@aias.org](mailto:midwest@aias.org)
  - Liz: [northeast@aias.org](mailto:northeast@aias.org)
  - Jess: [south@aias.org](mailto:south@aias.org)
  - Nick: [west@aias.org](mailto:west@aias.org)
  - Adan: [latinamerica@aias.org](mailto:latinamerica@aias.org)
  - Vanessa: [middleeast@aias.org](mailto:middleeast@aias.org)
- Vice President Shannon DeFranza!
  - [vicepresident@aias.org](mailto:vicepresident@aias.org)
- The Finance Committee!
  - [finance@aias.org](mailto:finance@aias.org)

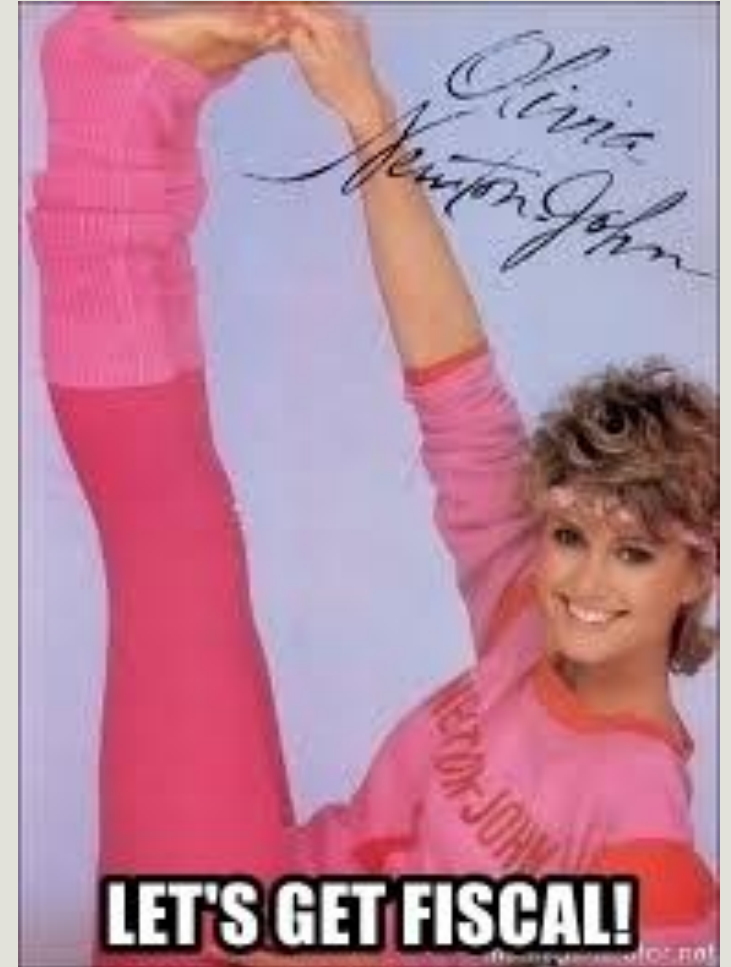


[finance@aiaas.org](mailto:finance@aiaas.org)



# Let's Get Fiscal!

- At the 2021 Forum Council of Presidents meeting, the CoP ratified a change in the AIAS fiscal year, which is now June 1<sup>st</sup> – May 31<sup>st</sup>
- The impact of this change is mostly internal at the national office – but it does impact when your membership expires, and when you should renew!



# What to DO about DUES

- Annual chapter dues of \$275 USD due to National by **November 1st** *\*These are waived if your school is a Collegiate Associate or international chapter\**
- Annual Individual Member dues of \$47 USD plus Chapter dues if applicable  
*\*International member dues vary by region and may be lower\**
- Checks for Chapter's local dues are physically mailed to the Chapter each year
- You must re-register each fiscal year to be a member!



# Wait, What is a Collegiate Associate??!

- For \$1,500 per year your school will get perks like advertising and free faculty advisor registration for conferences
- Paid by the school annually (so check!)
- Think your school might be interested?

Michael Mullings-Whitaker

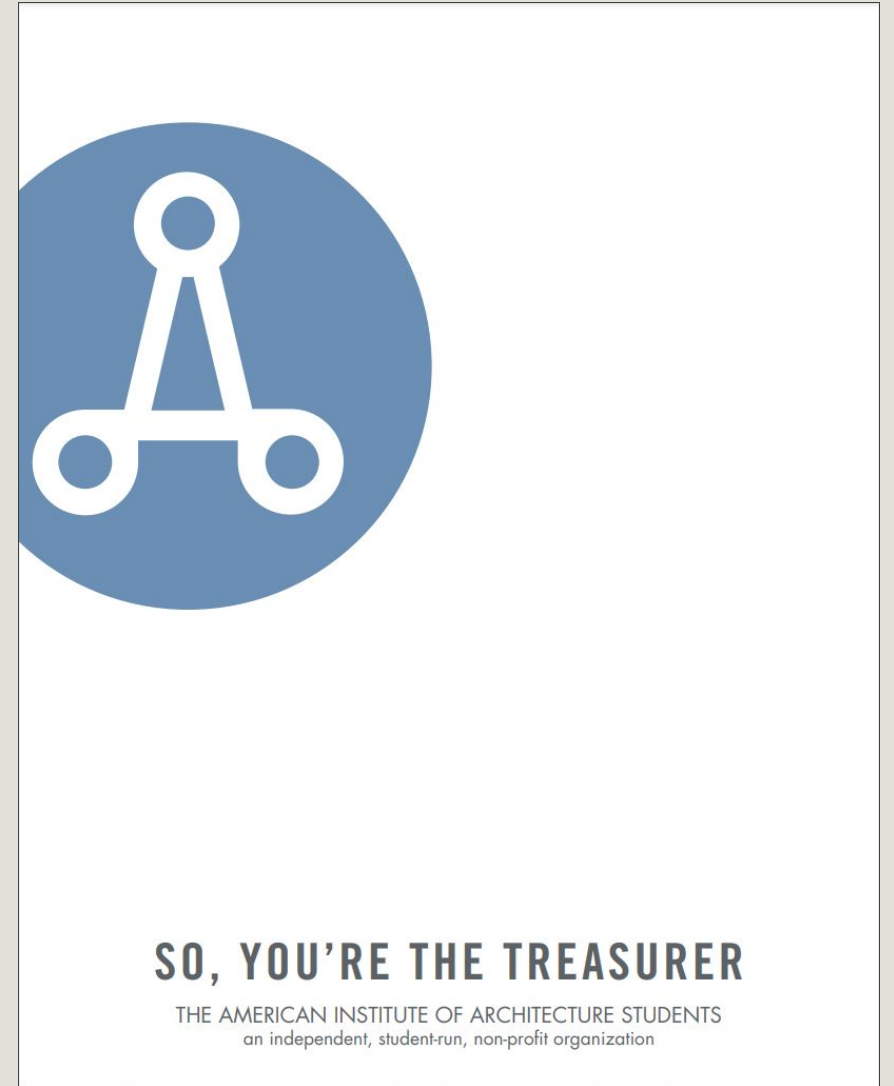
[michaelsmw@aia.org](mailto:michaelsmw@aia.org)

Director, Development and Partner Engagement

Message him on Slack or send him an email!



# So You're The Treasurer



# Budgeting Basics

## Key Concepts

- Budget
- Forecast
- Projections/Actuals
- Profit and Loss Report (P&L)

Templates & Examples from the Finance Committee!

The screenshot displays a Google Drive interface. At the top is a search bar labeled "Search in Drive". Below it is a breadcrumb trail: "OO\_AIAS COP TEAM DRIVE > 02\_National Resources > 03\_Finance > 03\_Budgeting". Under the "Folders" section, there are two folders: "01\_Annual Budget" and "02\_Event Budget". Below this is another breadcrumb trail: "OO\_AIAS COP TEAM DRIVE > ... > 03\_Budgeting > 01\_Annual Budget". Under the "Files" section, there are three spreadsheet files, each with a green "X" icon and a title: "AIAS Chapter Budget Temp...", "AIAS Chapter Actuals Exam...", and "AIAS Chapter Projection Ex...". Each file thumbnail shows a complex spreadsheet with multiple columns and rows of data, including headers like "Budget", "Actuals", and "Projections".

# Budgeting Basics

- ***COP Team Drive > 02\_National > 03 Finance > 03 Budget > 01 Annual***
- Reference historical data
- Ensure required expenses are paid out before leisure
- Budget conservatively for income and generously for expenses
- Review your budget vs actuals with your board **at least** twice a semester
- Compare each years actuals & look for positive and negative trends

Annual Budget for 20XX-20XX									
20XX-20XX Previous Year's Actuals			20XX-20XX Current Year's Projections			20XX-20XX Current Year's Actuals			
Income	Expense	Net	Income	Expense	Net	Income	Expense	Net	
<b>Membership</b>									
Membership Local Dues	450	0	450	550	0	550	600	0	600
Sponsorships and Grants	250	0	250	300	0	300	150	0	150
Donations	1,500	0	1,500	1,500	0	1,500	1,750	0	1,750
<b>Group Summary Total:</b>	<b>2,200</b>	<b>0</b>	<b>2,200</b>	<b>2,350</b>	<b>0</b>	<b>2,350</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>
<b>Member Programs</b>									
Freedom by Design	0	300	(300)	0	350	(350)	0	400	(400)
Mentorship	40	0	40	60	0	60	75	0	75
Competitions	0	0	0	0	0	0	0	20	(20)
<b>Group Summary Total:</b>	<b>40</b>	<b>300</b>	<b>(260)</b>	<b>60</b>	<b>350</b>	<b>(290)</b>	<b>75</b>	<b>420</b>	<b>(345)</b>
<b>Chapter Events</b>									
General Body Meetings	0	360	(360)	0	400	(400)	0	340	(340)
Software Workshops	25	0	25	40	0	40	60	0	60
Beaux Arts Ball	1,200	800	400	1,500	900	600	1,600	1,100	500
Merchandise Sale	1,000	900	100	1,200	900	300	1,100	900	200
Restaurant Fundraiser Nights	50	0	50	65	0	65	50	0	50
Guest Panel	0	200	(200)	0	200	(200)	0	200	(200)
Car Wash	200	50	150	225	50	175	200	50	150
Bake Sale	150	50	100	150	50	100	200	50	150
Silent Auction	120	60	60	150	75	75	120	55	65
<b>Group Summary Total:</b>	<b>2,745</b>	<b>2,420</b>	<b>325</b>	<b>3,330</b>	<b>2,575</b>	<b>755</b>	<b>3,330</b>	<b>2,695</b>	<b>635</b>
<b>National Conferences</b>									
FORUM	0	1,000	(1,000)	0	1,250	(1,250)	0	1,500	(1,500)
Grassroots	0	250	(250)	0	300	(300)	0	300	(300)
Quad Conference	0	100	(100)	0	150	(150)	0	150	(150)
CRIT Live	0	50	(50)	0	50	(50)	0	50	(50)
<b>Group Summary Total:</b>	<b>0</b>	<b>1,400</b>	<b>(1,400)</b>	<b>0</b>	<b>1,750</b>	<b>(1,750)</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>
<b>Media</b>									
Posters/Banners etc.	0	120	(120)	0	240	(240)	0	120	(120)
Website	0	0	0	0	0	0	0	0	0
<b>Group Summary Total:</b>	<b>0</b>	<b>120</b>	<b>(120)</b>	<b>0</b>	<b>240</b>	<b>(240)</b>	<b>0</b>	<b>120</b>	<b>(120)</b>
<b>TOTALS from operations:</b>	<b>4,985</b>	<b>4,240</b>	<b>745</b>	<b>5,740</b>	<b>4,915</b>	<b>825</b>	<b>5,905</b>	<b>5,235</b>	<b>670</b>



- **Assessing Chapter needs, frequency of events, and average event costs in advance to prepare the beginning of year budget**
- **Create individual event budgets (ideally complete for the semester before it begins)**
- **How and when to aim for profit**

**TOTALS from operations:**

# Fundraising

- University funding
- Local AIA chapters and firms
- Grants from NCARB
- AIAS Events & Merch
- Raffles
- Baked Goods / Coffee / Snack Sales
- Selling DIY key chains & other stuff made for cheap with scraps & laser cutters (:
- Check out the 2017 blogpost *Micro to Macro: Fundraising*



# Did you know... you can ask .... for money ....?

- Create an outreach packet
- Explain WHY you need money, WHERE the money is going and, WHO is benefitting from it
- Ask for non-cash items
- Offer event sponsorships or partnerships (hello, firm mixer!)
- Offer something in return (social media is powerful, people)

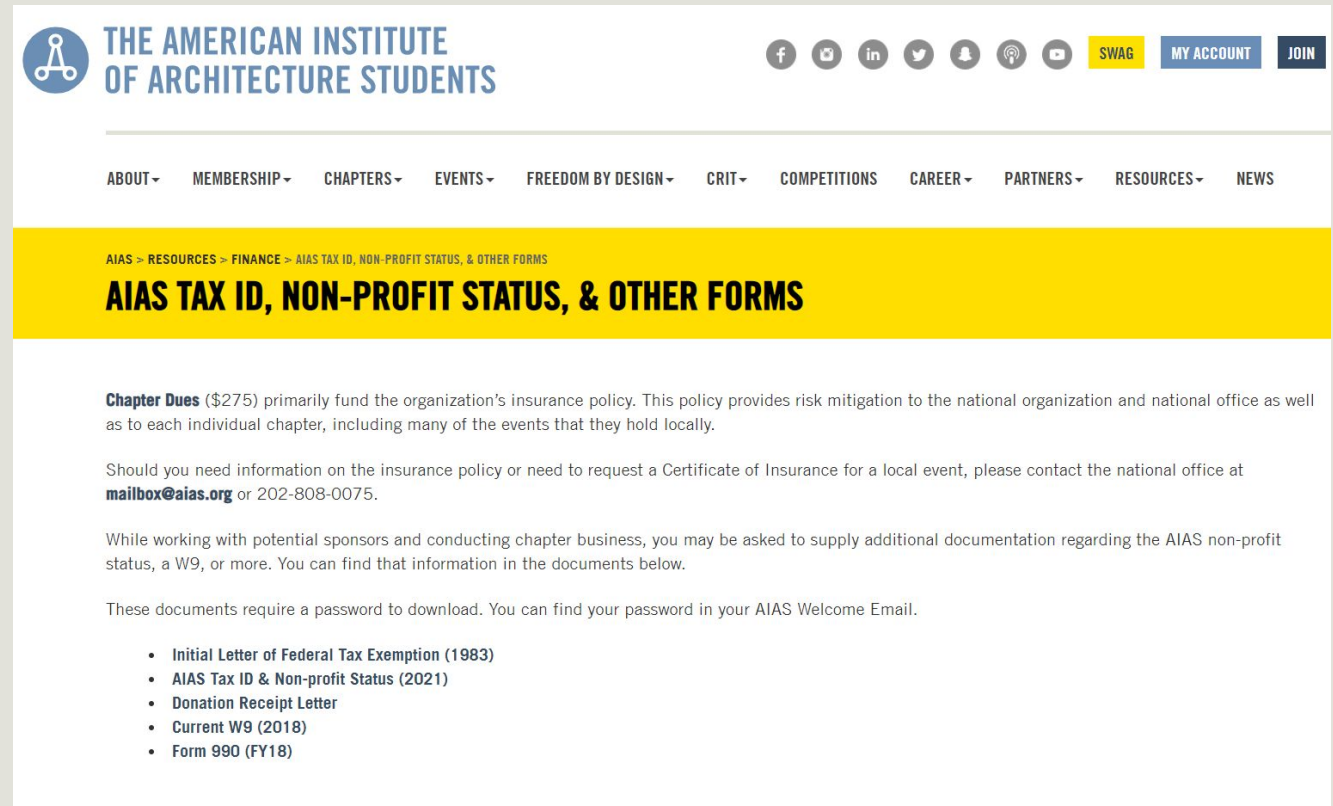


# Tax Info!

- The AIAS is a 501(c)3 non-profit organization
- You DO NOT have to file taxes. This is done by National every year.

\*Some forms are password protected

AIASisAWESOME



The screenshot shows the AIAS website header with the logo and navigation menu. The main content area has a yellow banner with the title 'AIAS TAX ID, NON-PROFIT STATUS, & OTHER FORMS'. Below the banner, there is a paragraph about Chapter Dues, a paragraph about contacting the national office, and a paragraph about documentation requirements. A list of documents is provided at the bottom.

**THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS**

ABOUT ▾ MEMBERSHIP ▾ CHAPTERS ▾ EVENTS ▾ FREEDOM BY DESIGN ▾ CRIT ▾ COMPETITIONS CAREER ▾ PARTNERS ▾ RESOURCES ▾ NEWS

AIAS > RESOURCES > FINANCE > AIAS TAX ID, NON-PROFIT STATUS, & OTHER FORMS

## AIAS TAX ID, NON-PROFIT STATUS, & OTHER FORMS

**Chapter Dues** (\$275) primarily fund the organization's insurance policy. This policy provides risk mitigation to the national organization and national office as well as to each individual chapter, including many of the events that they hold locally.

Should you need information on the insurance policy or need to request a Certificate of Insurance for a local event, please contact the national office at [mailbox@aias.org](mailto:mailbox@aias.org) or 202-808-0075.

While working with potential sponsors and conducting chapter business, you may be asked to supply additional documentation regarding the AIAS non-profit status, a W9, or more. You can find that information in the documents below.

These documents require a password to download. You can find your password in your AIAS Welcome Email.

- Initial Letter of Federal Tax Exemption (1983)
- AIAS Tax ID & Non-profit Status (2021)
- Donation Receipt Letter
- Current W9 (2018)
- Form 990 (FY18)



# Your Golden Ticket

- The Tax Exemption Letter! Take it everywhere with you!
- Excuses you from taxes when making purchases on behalf of the chapter! Saves you \$\$\$
- Also applies for FBD directors buying project supplies!
- ***AIAS.org > RESOURCES > FINANCE > TAX ID, NON-PROFIT STATUS, & FORMS***



# What NOT To Do

- DO NOT open your chapter's own non-profit with the state
- DO NOT file for LLC status
- When in doubt please please ASK!



but also if you did it's okay please contact us ASAP (:

# Transitioning

- Financial state of the Chapter
- TRANSFER EVERYTHING, filed receipts, logs, binders, budgets
- Change & track all passwords
- Unique university processes for depositing and withdrawing funds
- Templates
- Update frequent contacts
- Consistency is key in treasury – so share concrete resources like the **SYTT Guide**, COP Drive, and even this presentation!



# Finance Fanatics of All Shapes & Sizes

Roles are different at every chapter – but if you serve on a chapter board you likely have duties that overlap to help out your treasurer!

- **President:** Typically focused externally, can assist with outreach for special funding
- **Vice President:** Typically focused internally, can assist with assessing the value vs the cost of membership
- **FBD Director:** Requires strong communication & coordination with the treasurer!
- **Fundraising:** Finds the money!!!!
- **Event Coordinator/Director:** Events = money = budgets

