



THE AMERICAN INSTITUTE
OF ARCHITECTURE STUDENTS

FALL 2022 - COUNCIL OF TREASURER MEETING

Your guides to a fiscally healthier future



Finance Committee

Chair: Nicole Bass, AIAS, NOMA, Assoc. AIA | 2022-2023 AIAS Vice President

Board Liaison: Ethan Sandburg, AIAS | 2022-2023 AIAS Midwest Quad Director

Staff Liaison: Larry H. Hoffer | Executive Director

Shannon DeFranza, AIAS, NOMA, Assoc. AIA | 2022-2023 AIAS Past Vice President

Lauren Maloney | University of Kansas

Jade Marielle Giron | NewSchool of Architecture & Design

Saad Yaish | An Najah National University

Adan Hernandez | University of Texas Arlington

Qasem Nimer | An Najah National University

Ivan Mota-Sanchez | Ball State University

Kai Smith | Oklahoma State University



Charges

1. Work with the Executive Director to review the bi-annual audit of the organization.
2. Research organizations and clubs at Community Colleges and make recommendations for the reassessment of dues for chapters at Community Colleges.
3. Encourage and facilitate networking and collaboration between chapter Treasurers.
4. Communicate with the Programs staff member to ensure the AIAS's partnership and fundraising efforts are aligned with student values.
5. Assist the FBDAC in developing resources or guides to raising and managing funds for FBD Directors.
6. Continue to collaborate with the CoGR to assess dues structure for International chapters and members.



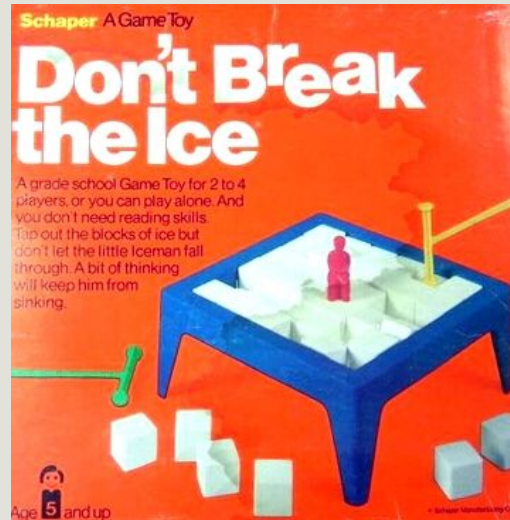
Rundown of Today's Meeting:

- Ice Breaker
- What does being a Treasurer in AIAS look like?
- Quick Reminders
- Tax and Non-Profit Documents
- Brainstorming a Fundraiser
- Donor Responsibility
- FBD Financing Basics
- Treasurer Resources
- Any questions?



Ice Breaker

- What could you give a 30 minute presentation on with no preparation?



Fiduciary Responsibility

- “Fiduciary [Responsibility] requires board members to stay objective, unselfish, responsible, honest, trustworthy, and efficient.”
- “Board members... must always act for the good of the organization, rather than for the benefit of themselves.”
- “They need to exercise reasonable care in all decision making, without placing the organization under unnecessary risk.”

Did you hear
about the frog
who had \$50,000
in debt?

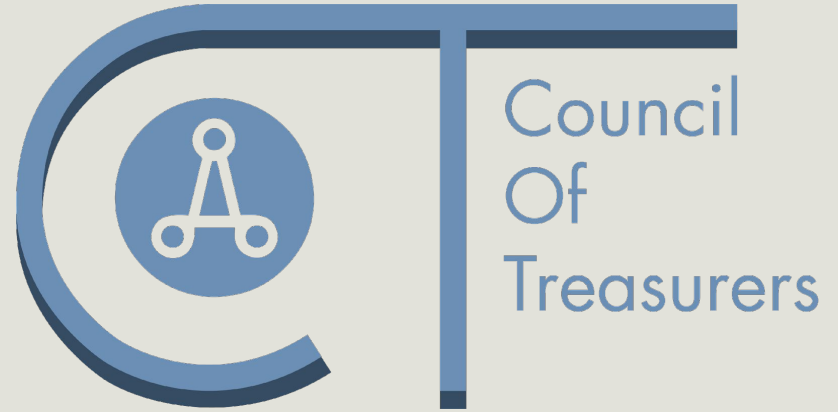


He toad a lot of money



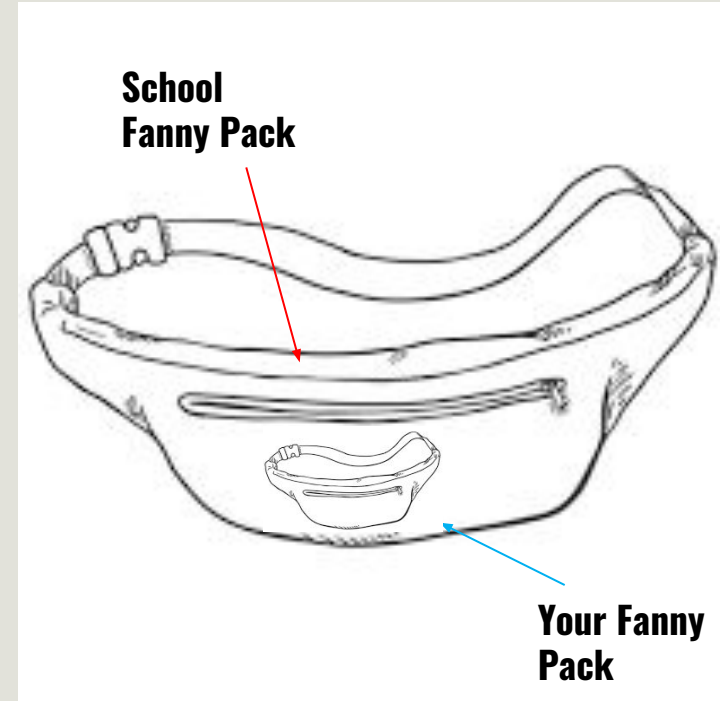
Council of Treasurers

- A way to encourage and facilitate networking between chapter treasurers.
- Introduction this semester!
- Look out for more opportunities next semester as we discuss other topics!



Working With Your School

- Every school is different!
 - High School
 - Community Colleges
 - Universities
- Maintain good relationships
- Keep your own records
- Some schools require FBD to establish as their “own” club to receive funding
 - Does NOT mean FBD is separate



Banking Setup: 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



Tax Info!

- The AIAS is a 501(c)3 organization
- 52-1239053
- You **DO NOT** have to file taxes. This is done by National every year.
- Some forms password protected
 - Reach out to The National Office

AIAS > RESOURCES > CHAPTER > 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 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)

What kind of spices
does an accountant
put on their steak?



Tax season-ing



Your Golden Ticket

- The Tax Exemption Letter!
- Excuses you from federal taxes
- **DOES NOT** apply to state taxes
- Save your chapter money by having anyone with purchasing power carry it around with them
- Also goes for FBD members buying project supplies!



The W9!

- Used when receiving a service
- The service provider is responsible for filing taxes on the payment
- Distribute upon request, never proactively
- Example:
 - Consultant for FBD project
 - Catering services

Where's an
accountant's
favorite place to
hike?



The audit trail



Fundraising

- College/University funding
- Local AIA chapters and firms
- Running a fundraiser
- Admission to AIAS events
- Grants from NCARB (FBD)
- Company sponsored scholarships



FUNdraising

- Cookouts and BBQ's
- Dinner Auctions
- Beaux Arts Ball
- Selling merch
- Used textbooks
- Napkin Sketch Auctions
- Supply Garage Sales
- Photo contests
- Selling snacks
- % Nights
- Ty-Dye Bags
- Firm Tours
- Active Site Tours
- Headshots
- Pie a Professor
- Membership Raffle
- Chapter ID Cards
- Custom Stationary
- T-Shirt Contest
- MUGS

Did you hear
about the well-
funded alphabet
company?



'They had 26 sources of "capital"'



Fundraising Strategy

- Know Your Audience
 - Do fundraisers that people are willing to participate in
- Understand the Profit/Loss Balance
 - Make sure the cost of materials don't outweigh the income
- Marketing
 - Make sure the fundraiser is marketed to the right people
- Have Fun!!



Fundraising Strategy



Pitching! (To Donors)

- Understand your chapter's needs
 - A networking opportunity
 - Property/space requirements
 - Professional development
 - Mentoring
- Be clear in your ask



Donor Strategy

- Donations: not just money!
- The Art of Matchmaking
 - Matching a donor to a cause
- Continuity
 - Ensure that if a chapter leader has a good connection, that transitions to the next leaders
- Think 3-4 years down the line
 - Don't blow long term savings!
- Remember it's a give and take



Do's and Do's (again) of Donor Relations

- Regular communication with donors
- Thank you notes!!!
- Explaining why you need money
- Explaining what has been done with that money
- Asking for more than you actually want
- Asking for things that aren't cash
- Having a realistic goal



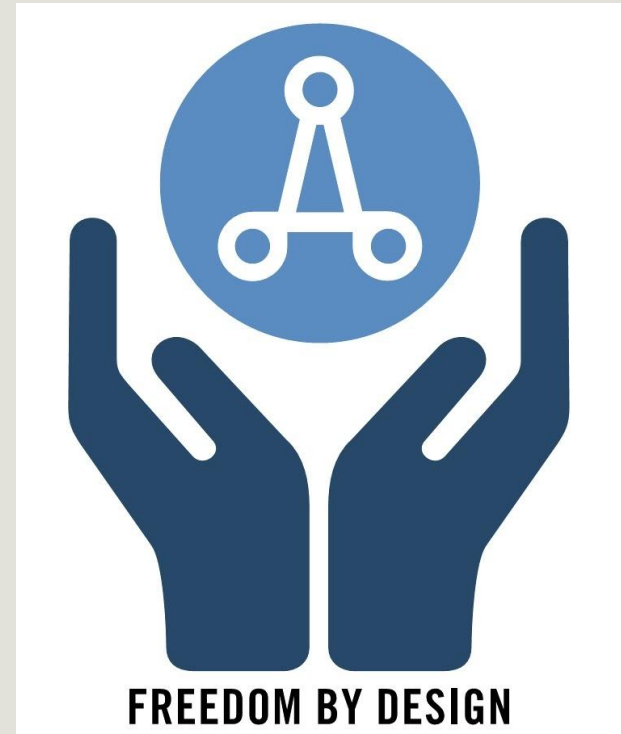
Restricted vs Unrestricted Funds

- Some funds are restricted to specific uses
- Work with your school or donor to understand what type of fund you are receiving
- Example:
 - NCARB grants must be used for FBD
 - Firm wants their donation to be used for professional development



Freedom By Design

- FBD is a program of the AIAS, not a separate entity
- Ideal to have one account for all chapter finances
 - Specific to each school!
- Check out grant opportunities sponsorships!
 - NCARB
 - Benjamin Moore



FBD FAQs

- Reach out to the FBDAC for help!
- Attend FBD pod calls
- Email:
 - freedom@aias.org

AIAS > NEWS > COUNCIL OF PRESIDENTS > FBD FAQ'S

FBD FAQ'S

April 16, 2020

FAQ'S FOR FREEDOM BY DESIGN



The AIAS Freedom by Design Advisory Committee has put together these frequently asked questions that we've heard a lot about recently, and our frequently given answers! We recommend that you scroll through all of the answers, because you never know what you don't know until someone tells you. If we missed a question or you want more information, feel free to email us at freedom@aias.org or contact your FBDAC Liaison per your Quad's Freedom by Design Slack channel. We'll include your questions here as you ask them!

1. HOW DOES THIS AFFECT THE NCARB GRANT DEADLINES?

If you received an NCARB Material Grant for the Fall 2019 or Spring 2020 grant cycles, then you have until December 31, 2020 to finish your project and turn in your project portfolio to the AIAS. Further, case-by-case questions can be emailed to Ashley Ash at mailbox@aias.org.

2. HOW DO WE KEEP THE STUDIO CULTURE WE'VE BEEN BUILDING AS A PRIORITY IN A TIME LIKE THIS? WHAT ARE SOME WEB-TOOLS FOR COLLABORATING?

Studio is many things to the architecture student: it can be a workspace, an exhibition space, a social gathering space, and hopefully a safe space! Try to find ways to build those spaces digitally, and prioritize the ones that you need most. Some useful tools include:

1. Good ol' fashioned phone calls
2. Slack



So You're the Trea\$urer Guide

- What to use the guide for?
 - Transitioning
 - Roles and Responsibilities
 - Budgeting 101
 - Chapter Banking Best Practices
 - Event Prep




Resource ALERT!

AIAS > RESOURCES > FINANCE

RESOURCES

ALL ADVOCACY CAREER CHAPTER CONFERENCES CRIT FACULTY FBD FINANCE MEMBERSHIP OTHER

Search Resources




SO, YOU'RE THE TREASURER

THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
AN EDUCATIONAL NON-PROFIT ORGANIZATION

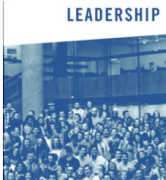
SO, YOU'RE THE TREASURER GUIDE

DOWNLOAD



FINANCE DATALOG


VIEW



LEADERSHIP

AIAS Leadership Manual The AIAS would not be possible without the dedication and passion of its local leaders. We want to thank...

VIEW MORE



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...

VIEW

<https://www.aias.org/resource/>



When In Doubt, Ask!

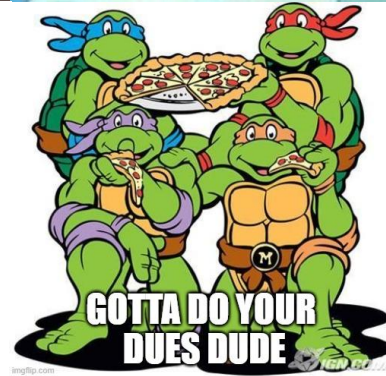
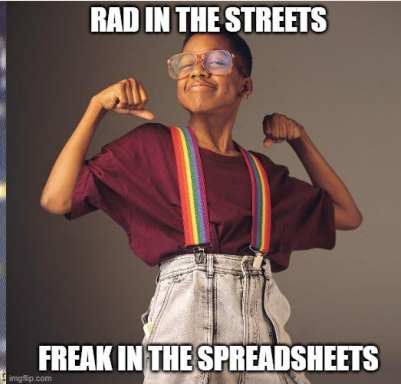
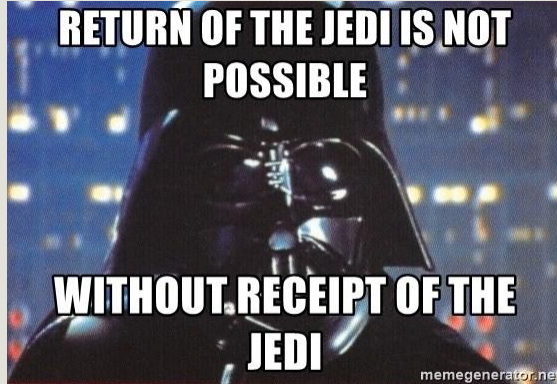
- PLEASE contact:
 - Vice President Nicole Bass
 - vicepresident@aias.org
 - Executive Director
 - ed@aias.org
 - 1.202.808.0075
 - The Finance Committee
 - finance@aias.org
 - Your respective Directors
 - Marcelle: middleeast@aias.org
 - Paulina: latinamerica@aias.org
 - Ethan: midwest@aias.org
 - Julia: northeast@aias.org
 - Colt: south@aias.org
 - Triston: west@aias.org



Questions?



Finance MEME's



Elizabeth Caccavano

- Northeast Quad Director 2021-2022
- Temple University Graduate
- Plant Lover



Ethan Sandburg

- Midwest Quad Director 2022-2023
- 5th year at University of Kansas
- Card Game Fanatic

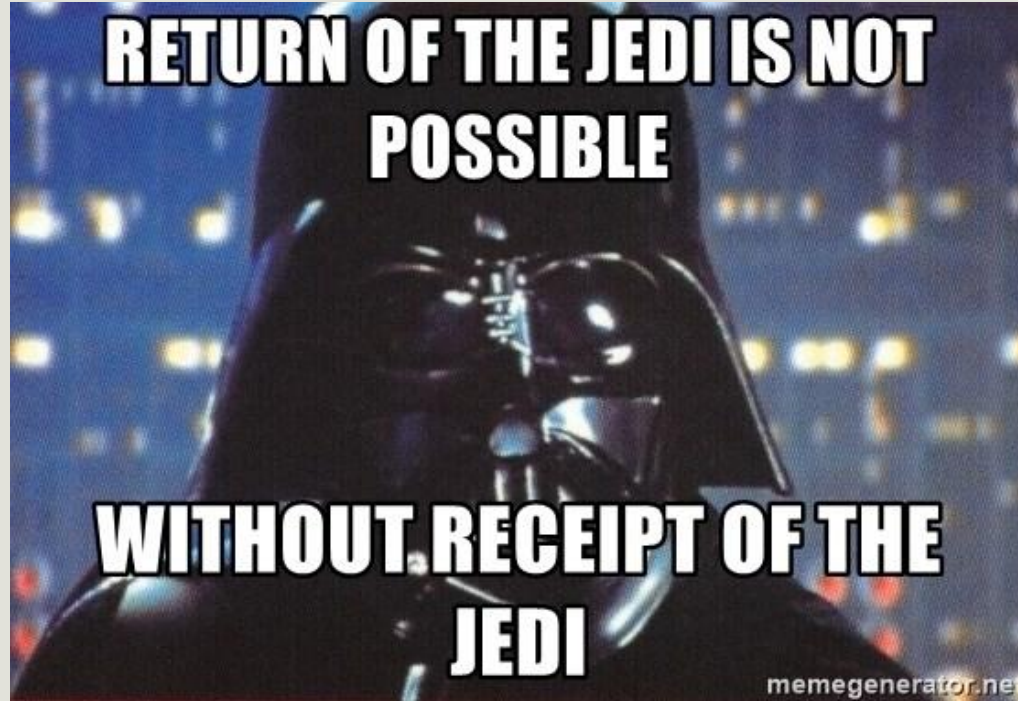


Adan Hernandez

- Latin America Ambassador 2021-2022
- 5th Year at University of Texas at Arlington
- I collect cameras



Brace Yourself!



Being Your Own Banker: Tips and Tricks

- Bank accounts need to be created by the chapter, not an individual person
- Bank accounts should only list the chapter address, not the national office
- Ideal to have limited digital account log-ins for chapter finances
- Give access to:
 - Treasurer
 - President
 - Advisor

How does a
bird deposit
their checks?

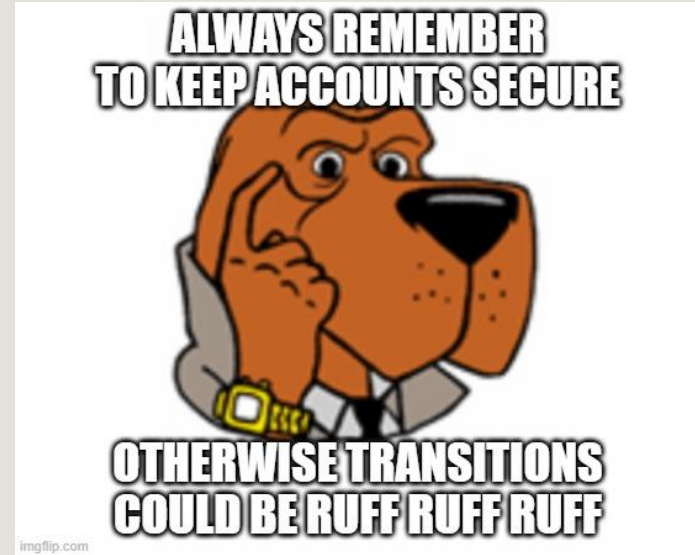


They go to the nearest branch



Online Safety

- Make sure to regularly update your passwords for online accounts
 - Make them strong and diversified
 - Physically write them down and keep them in a safe place
- Try to have a computer protection software when using a personal computer
- Be aware who you share account information with
 - Treasurer, President, Faculty Advisor



Budgeting 101

- Plan out all the events in one year or semester
- Project the highest limit of what you will need
- Set Realistic standards for income vs expenses
- Influences the fundraising strategies for the year
- With an FBD Project, work closely with your client when budgeting for a project and reach out to your FBDAC liaison for help!
- Be Smart

Did you hear
about all the
shared expenses
going to
Hawaii?



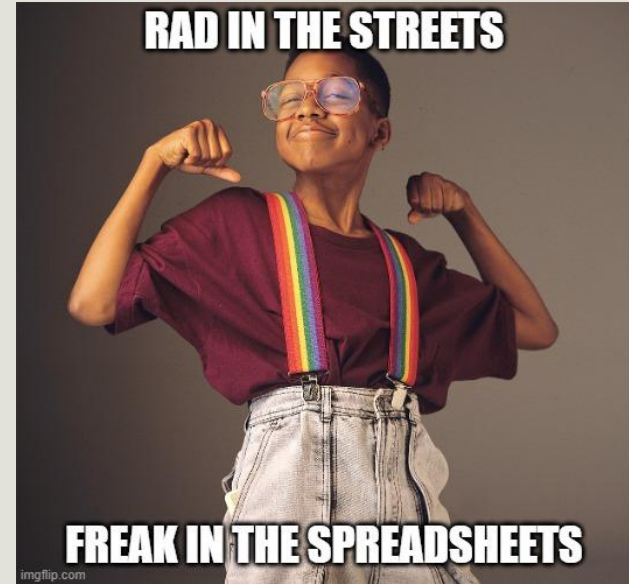
It was their allo-cation



Key Terms & Definitions

- Budget:
 - A budget is a forward looking projection of anticipated revenue and expenses based on historic performance and an estimation of future performance.
 - The budget is a static document, meaning once it is approved it does not change during the designated time frame.*

*It is important to note that just because something is the budget does not mean it will happen, or that things cannot get added later.



Key Terms & Definitions

- Forecast:

- Forecasting is a way of updating the organization's revenue and expense outlook as compared to what was projected in the budget. Forecasting can be done daily, weekly, monthly, quarterly, etc. as the internal and external environment changes.

Why are
weather stations
so bad at
budgeting?



Because they can only do a 10-day forecast

Key Terms & Definitions

- Cash Projections/Actuals:

- A cash projection looks at “what is”—e.g., what is the current cash in the bank, what are the known monthly expenses that must be paid in order to operate and what revenue is contracted / guaranteed to come in.

How do you tell
how profitable a
butter company
is?



Look at the “net margarine”

Balance Sheet Guides:

COP Drive

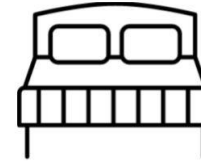
- > 02_National Resources > 03_Finance
- > 03_Budgeting > 01_Annual Budget

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
Membership									
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
Group Summary Total:	2,200	0	2,200	2,350	0	2,350	2,500	0	2,500
Member Programs									
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)
Group Summary Total:	40	300	(260)	60	350	(290)	75	420	(345)

FINANCIAL JOKES FOR FINANCIAL FOLKS

What kind of bedding does an accountant have?



Balance Sheets



Insurance

- High-level Umbrella liability
 - For property and individuals
- Contact The National Office for Certificate of Insurance (COI).
- Alcohol's involvement
 - Does not cover property damage
 - You must work with your school
- Insurance does not cover international chapters



What to DO About DUES

- Annual chapter dues of **\$275** due to National on **November 1st**
 - These are waived if your school is a Collegiate Associate!
- Annual Member dues of **\$47** and any other local dues
 - Local dues are charged on top of the \$47
 - They are set when the president fills out the “Update your chapter information” form at the beginning of the year!
 - Chapters get checks physically mailed to them every year with local dues



What to DO About International DUES

- International dues are different from national dues
- The \$275 is non applicable to international chapters as the allocated funds cannot be applied partially in terms of insurance
- Annual members dues fluctuate according to location as we try to alleviate economic cost. (This can be seen on our website when signing up or paying)



What is a Collegiate Associate???

- For \$1,500 per year your school will get perks like advertising and free faculty advisor registration for conferences!
- Who wouldn't want to do this?



Collegiate Associate Questions?

- Please contact:
- Larry Hoffer
 - ed@aias.org



Fundraising During Global Crises

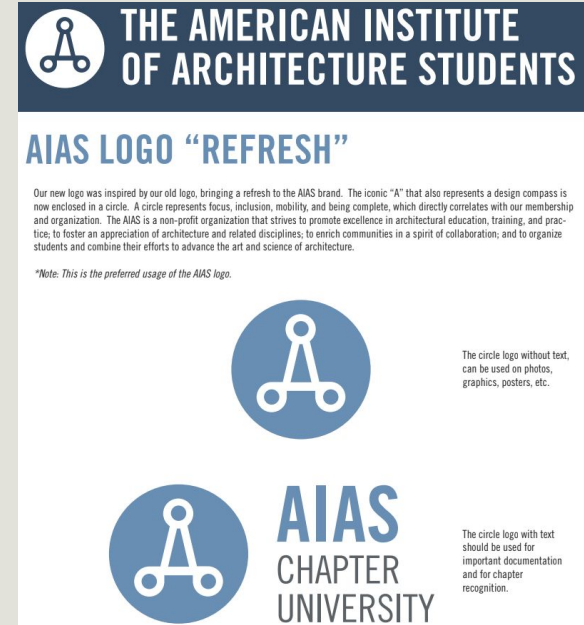
- Be proud of yourselves! Being monetarily resilient in the face of a global pandemic is a big deal!
- Make sure to be smart about your
- Be sensitive when asking donors for
- Have contingency plans for online
- See if you will be able to get refunded



ture


Branding: With Your Friend Liz

- Important to know for advertising fundraisers and chapter merchandise sales!
- <https://www.aias.org/wp-content/uploads/2018/08/AIAS-Logo-Branding-Standards.pdf>



So You're the Treasurer

- “So You're the Treasurer” guide created by the Finance Committee
- Check out the AIAS website for more information


 THE AMERICAN INSTITUTE
OF ARCHITECTURE STUDENTS

AIAS > RESOURCES > FINANCE

RESOURCES

[ALL](#) [ADVOCACY](#) [CAREER](#) [CHAPTER](#) [CONFERENCES](#)
[CRIT](#) [FBD](#) [FINANCE](#) [HIGH SCHOOL](#) [MEMBERSHIP](#)
[RECORDINGS](#)

Search Resources



so, you're the treasurer


Table of Contents

- 1. Introduction
- 2. Roles and Responsibilities
- 3. Budgeting 101
- 4. Expense Tracking Best Practices
- 5. Quick Tips

SO, YOU'RE THE TREASURER GUIDE (UPDATED)

[DOWNLOAD](#)

How does a pig support his family?



He brings home the bacon

Being the One They Call for Help

- Holding the Board accountable and informed on financial matters
- Consult with you advisor on how to address difficult conversations
- Set Realistic Goals



Let's Test Your Skills



Scenarios

- Your board wants to take everyone that applied to Grassroots, but your chapter cannot afford to subsidize that many people.
 - What do you do?
- Your chapter wants to host an event, but you don't think you can afford the event without charging admission.
 - What do you do?
- Your in-person event has been moved online and everyone has already bought tickets.
 - What do you do?



Join the Finance Committee!



Thank You For Coming!

