



THE AMERICAN INSTITUTE
OF ARCHITECTURE STUDENTS

SPRING 2023 - 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.



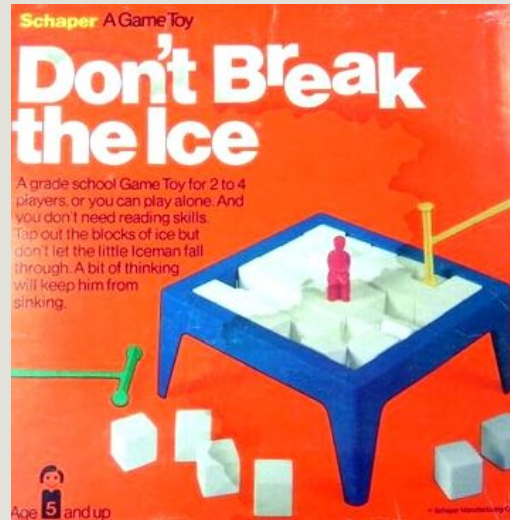
Rundown of Today's Meeting:

- Ice Breaker
- What makes being a Treasurer PHENOMENAL?
- What does being a Treasurer in AIAS look like?
- How to transition your Treasurer
- Treasurer Resources
- Any questions?



Ice Breaker

- What is your dream Beaux Arts Ball theme?



Finance Forward Thinking

- Getting to learn about MONEY!
- A huge perk to being treasurer is the knowledge gained by balancing a budget
- Many of the tasks assigned to the treasurer are similar to running a small business with income and expenses needing to be monitored



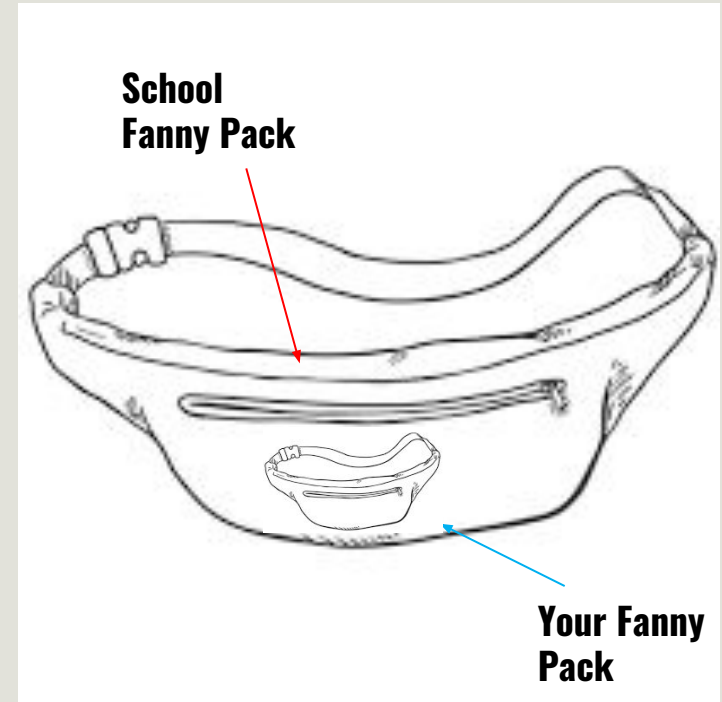
Being the One They Call for Help

- Holding the Board accountable and informed on financial matters
- Ensuring that the health of the chapter is strong
- Consult with you advisor on how to address difficult conversations
- Set Realistic Goals



School Liaison

- Every school is different!
 - High School
 - Community Colleges
 - Universities
- Establish good relations
- School keeps you in the loop
- School opportunities



Finance can be FUN



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"



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?

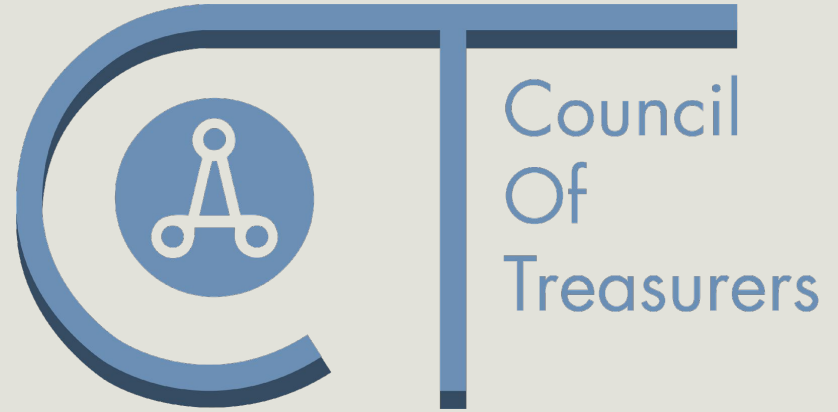


He toad a lot of money



Council of Treasurers

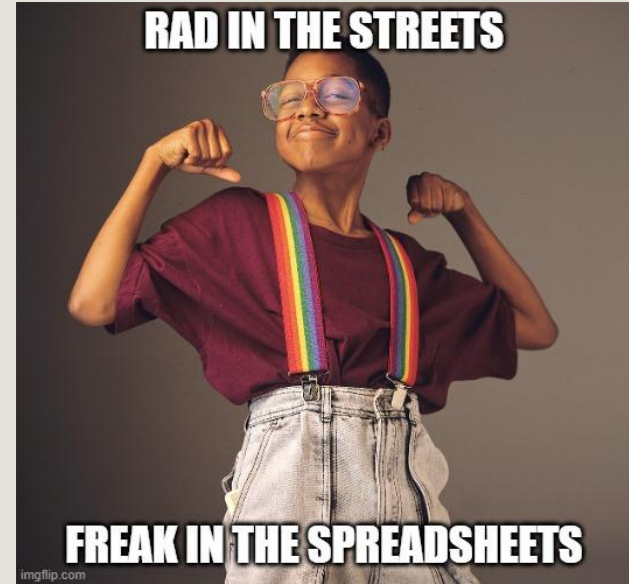
- A way to encourage and facilitate networking between chapter treasurers.
- Introduction this semester!
- Look out for more opportunities next semester as we discuss other topics!



Key Term

- 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.



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



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?

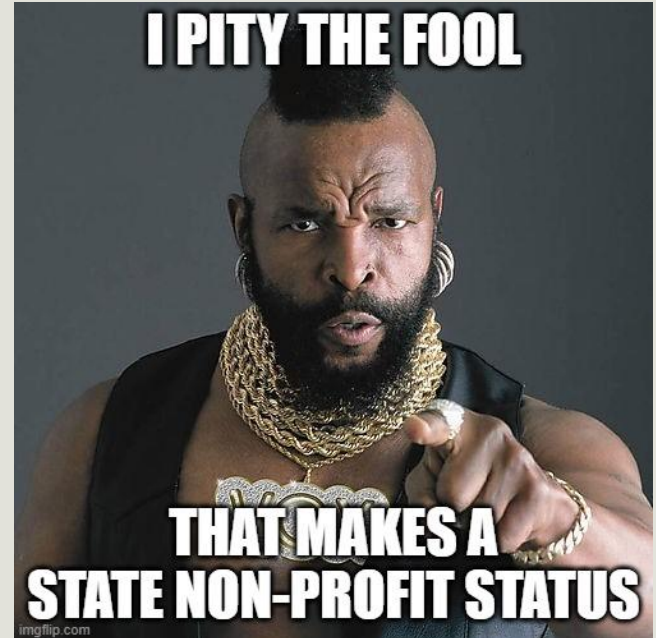


They go to the nearest branch



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



Resource ALERT!

AIAS > RESOURCES > FINANCE

RESOURCES

ALL ADVOCACY CAREER CHAPTER CONFERENCES CRIT FACULTY FBD FINANCE MEMBERSHIP OTHER

SO, YOU'RE THE TREASURER GUIDE
DOWNLOAD

FINANCE DATALOG
VIEW

SO, YOU'RE THE TREASURER
THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS
MEMBERSHIP SERVICES, 2022-2023

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/>



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.
- Tax Exemption Letter **DOES NOT** apply to state taxes
- 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



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



Balance Sheet Guides:

COP Drive

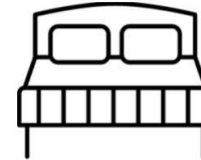
- > 02_National Resources > 03_Finance
- > 03_Budgeting > 01_Annual Budget

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



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



So You're the Treasurer Guide

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

so, you're the treasurer



Transitioning

So, it's time to transition...

You and your chapter's previous Treasurer are now entering into that ambiguous, sometimes intimidating phase of making sure no one drops the ball or, in this case, the piggy bank!

"How do we start the transition process?"

First, it is important to schedule an initial transition meeting a week or two after elections. Your chapter might already have a structure in place to enforce the transition, but if not, the transition meetings might need to occur on your own time. For the treasury, this might require more than one transition meeting so that policies, contacts, and procedures can be properly relayed and explained fully. It could also extend to include introductory meetings with key people on campus, in the community, or throughout the organization.

"As a past Treasurer, what should I prepare for the transition meeting?"

As complicated as this may seem, the preparation for this meeting mostly involves the transfer of documents, records, and contacts. It is important to compile all finance-related notebooks, binders, transaction logs, files, records and electronic document folders to hand over in the transition. These documents may include:

- Calendars, timelines, budgeting deadlines, deadlines for applying for university funding and debit cards.
- Process for depositing and pulling money from accounts held by the chapter. The past officer should also go through this process step by step with the new officer for the first use of money.
- Templates for sponsorship letters and thank you notes to donors.
- Budgeting and financial documents from previous years.
- Assessment of profits, losses, and current assets such as supplies, inventory, materials, and resources.
- Login information for school and financial institution accounts.

You should also either complete or prepare to hand over any necessary communication for transactions, event management, and sponsorship that is in progress.



Questions?



Join the Finance Committee!



Finance MEME's

