

Section IV – RMR Retreat Finances

A. General

1. Retreat financial policies shall adhere to the *Rocky Mountain Region Bylaws and Policies & Procedures* and *Rocky Mountain Region Retreat Guidelines*. The region treasurer must be familiar with these documents.
2. Good accounting practices shall be maintained at all times.
3. The region treasurer will maintain the RMR retreat checking account. No retreat committee member will be a signatory on this account.
4. The first item on the retreat financial agenda is to create a workplan/budget to estimate retreat costs. (See Sec. C. *Retreat Workplan/Budget Preparation* and Appendix IV-B below)
5. Region treasurer maintains a record of all approved *Retreat Request for Expenditure* (RRE) forms that have been submitted and makes sure payments are made in a timely manner.
6. Region treasurer regularly records all deposits as reported by retreat registrar.
7. Region treasurer sends financial reports to retreat chairman and assistant region director on a regular basis and/or as requested.
8. Region treasurer transfers funds (i.e. region loan(s), venue deposit) that were advanced to the RMR retreat checking account from the region, back to the region within 14 days of close of retreat.

B. Retreat Workplan/Budget Preparation

1. Retreat chairman, retreat committee members, region treasurer, and assistant region director prepare a workplan and budget. (Appendix IV-B)
2. Important items to review before starting are:
 - a. Policies on mentor expenses and fees
 - b. Current airline rates/IRS mileage rates
 - c. Previous retreat financial reports
 - d. Site contracts
3. Decide how many mentors are necessary to serve the anticipated number of participants. For planning purposes, a maximum of 22 to 25 registrants per studio should be the guideline. A minimum of 3 and maximum of 4 mentors will be considered, PLUS an Open Stitching studio.
4. Determine expenditures first. Begin by filling in the known items such as mentor costs (fees, travel, lodging, per diem). Add in estimates of expenses for printing, postage, bank fees, office supplies, etc.
5. To figure the registration fee, add line items 15 thru 40 together and then divide by the estimated number of attendees.
6. “Break even” simply means the minimum number of registrants needed to pay all projected expenses. Any additional registration receipts provide surplus funds.

C. Region Treasurer’s Responsibilities Prior to Retreat

1. Works with retreat chairman to make sure any advance payments to hotel/venue are made in a timely manner.
2. Works with retreat chairman and assistant region director to make sure that approved *Request for Expenditure* (RRE) forms are paid in a timely manner.
3. Acquires cash to give to mentor chairman for mentors’ per diem allowance, per contract.

4. Makes sure that enough blank checks will be available at retreat for payments IF region treasurer is not attending the retreat.

D. Region Treasurer's Responsibilities During Retreat

1. Works with retreat chairman, if attending retreat, to determine any financial needs during retreat.
2. Works with mentor chairman to determine amount to pay each mentor, using the forms and verifying amounts per contract. Gets final approval from retreat chairman.
3. Writes checks, if present at retreat. If region treasurer is not present, then mentor chairman writes checks (previously acquired) and has region director sign them.
4. Turns the majority of financial records in at Retreat Wrap-Up meeting so they can be given to the retreat chairman.

F. Region Treasurer's Responsibilities Following Retreat

1. Sends any remaining financial records to retreat chairman (if not done at Retreat Wrap-Up meeting) within 7 weeks following the close of retreat.
2. Sends Final Retreat Financial Report to retreat chairman within 12 weeks following end of retreat.

Rocky Mountain Region EGA Retreat 20xx Workplan/Budget

(Non-working copy – go to RMR website for Excel spreadsheet form)

	RMR RETREAT 20xx - City, State	Workplan/Budget		As of [current date]
	BUDGETING - \$xxx Regist. Fee			
Line		Prev Yr Actual	Current Yr Budget	Current Yr Actual
Item	REVENUE			
	Registration Fee deposits:			
1	Non-Refundable Fee			[ESTIMATED NUMBER OF ATTENDEES] @ \$XX
2	Balance of Early Registration Fee			[ESTIMATED NUMBER OF ATTENDEES] @ \$XXX
3	Regular Registration Fee			[ESTIMATED NUMBER OF ATTENDEES] @ \$XXX
4	Region Scholarship(s)			1 to 2 @ Full registration rate minus Non-refundable (inc. above)
5	Region Payment for Nat. President			Registration fee ONLY (minus Non-Refundable - accounted for above) - Region reimburses. Committee will need to check w/ EGA Pres to find out if planning to visit Retreat
6	Facilities Use Fee ([ESTIMATED #] @ \$XXX)			Base roomrate: \$XXX + taxes/fees of XX% = \$XXX ; multiply total by 1.5 and round up to nearest 0 or 5 = \$XXX
7	Late Fee			
8	Non-RMR member fee ([ESTIMATED #] @ \$50)			
9	Dinner Guest Tickets ([ESTIMATED #] @ \$XX)			Est.: \$(COST OF MEAL) x [VENUE]% tax & svc fee = \$XX (round up)
10	Region Board Lunch ([ESTIMATED #] @ \$XX)			Est.: \$(COST OF MEAL) x [VENUE]% tax & svc fee = \$XX (round up)
11	Region Pymt for Meeting Rooms			Region reimburses retreat for the cost of meeting rooms rental
12	Other Income			
13	Donations			
14	Totals:	\$ -	\$ -	
	EXPENSES			
15	Region Board Lunch			Per contract \$xxxx Food & Beverage + xx% (svc & tax)
16	Banquet for Attendees			Per contract \$xxxx Food & Beverage + xx% (svc & tax)
17	Banquet for Mentors			Per contract \$xxxx Food & Beverage + xx% (svc & tax) * # of mentors
18	Banquet for Guests			
19	Dinner Venue/Bar/Gratuity			Per contract
20	Audio Visual			Per contract
21	Studio room rental			Per contract \$xxxx + x% sales tax
22	Exhibit room rental			Per contract \$xxxx + x% sales tax
23	Region meeting room rental			Separate from room rental in contract - \$xxx + x% sales tax
24	Mentor Fees			\$350/day x 2 days x [number of mentors]
25	Mentor Rooms			1 rm @ \$xx + x% (lodg & tax) for 3 nights = \$xxx/2 rms = \$xxx/person
26	Mentor Per Diem			\$50/day x 3 days x [number of mentors]
27	Mentor Travel			\$xxx airtravel rnd trip + \$xx luggage + \$xx parking/shuttle (pre & post travel) + \$xx shuttle ([City]) = \$xxx each x [num of mentors]
28	Mentor Gifts			\$xx each x [number of mentors]
29	Angel pin			\$xx each x [number of angels]
30	Expense for Nat. President			Registration Fee ONLY
31	Logo Design			
32	Registration Info ("brochure")			Use Templates; online; print only if requested
33	RMR Website work			
34	Early Reg: Printing			
35	Early Reg: Save the Date gift			
36	Handbook			Use template; Printing ONLY for non-email attendees
37	Publicity			
38	Post Box Rental			
39	Registration Packets			White envelopes have been donated - speak with Connie Fudge
40	Administration			
41	Postage			All mailings
42	Event Insurance			
43	Refunds			
44	Miscellaneous			
45	Other Expenses			
46	Contingency			5% of estimated total expenses
47	Deposit to Venue			
48	Totals:	\$ -	\$ -	
49				
50	Profit/Loss:	\$ -	\$ -	\$ -

Rocky Mountain Region EGA Retreat Workplan/Budget

Explanation of Line Items and Calculations

<u>Line Item</u>	<u>Explanation</u>
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INCOME:

- | | |
|----|--|
| 1 | Non-refundable fee paid by <u>all</u> registrants |
| 2 | Balance remaining after breaking out the non-refundable fee into line item 1. |
| 3 | Full registration fee MINUS the non-refundable fee (include fee in total of line item 1). |
| 4 | Region board decides whether 1 or 2 scholarships will be awarded each year for registration fees at retreat. Region pays this money to retreat. |
| 5 | Region repays registration fee for national president, when she attends region retreat. See line item #30. |
| 6 | This fee is charged to cover anyone not staying within the contracted room block of the retreat. |
| 7 | Additional charge to full registration fee. |
| 8 | DOES NOT become an automatic membership in RMR for the registrant. |
| 9 | Amount paid for guests of attendees who wish to attend the banquet. |
| 10 | Region repays the retreat for those in attendance at this lunch. |
| 11 | Region repays the retreat for the rooms used for executive and region board meetings. |
| 12 | Money from things such as exhibit ticket sales; usually in/out; no income or expense to retreat. See line item #40. |
| 13 | Non-reimbursed expenditures (usually from committee members) accounted for in order to reflect true costs of retreat. Expense offsets will be shown under various line items as relate to the expense. Keep itemized notes and attach to final report for future retreats to understand what expenses were covered by donations. |

EXPENSE:

- | | |
|----|---|
| 15 | Portion broken out of contracted cost of Food & Beverage with venue/site for Region lunch. |
| 16 | Portion broken out of contracted cost of Food & Beverage with venue/site for the Opening Banquet, not including mentors or guests – see line items #17 and #18. |
| 17 | Cost of meals for mentors (calculate out of contracted cost of Food & Beverage for the Opening Banquet). |
| 18 | Cost of meals for banquet guests (calculate out of contracted cost of Food & Beverage for the Opening Banquet). |
| 19 | Fee charged by venue for bar services; may be offset by sales of drinks. Often the sales count towards the Food & Beverage obligation, as well. |
| 20 | Fee charged by venue for use of microphone and podium at banquet. |
| 21 | Contracted cost of rooms used for studios. |
| 22 | Contracted cost of room used for exhibits, seminar registration, etc. |
| 23 | Contracted cost of rooms used for region board meetings. |
| 24 | Retreat pays for 2 days of studio presence for each mentor. |
| 25 | Retreat pays for 3 nights of lodging for each mentor. |
| 26 | Retreat pays for 4 days of meals. Does not include banquet costs. See line item #17. |
| 27 | Retreat pays for air fare (economy) or mileage (current IRS mileage rate) plus roundtrip luggage, parking or airport transport (pre & post travel) and transport to and from venue and airport. |
| 28 | Optional: Done at discretion of retreat committee. |

- 29 Optional: Done at discretion of retreat committee.
- 30 Registration cost for national president – only happens once in a president’s term. See line item #5.
- 31 Optional: Done at discretion of retreat committee.
- 32 There should be no cost incurred directly for designing and creating a brochure as there are templates to use. Costs will come in when printing the information for early registration and/or for someone without email where things must be mailed.
- 33 The Web Master charges the region for work on the web. Charges that have to do with the retreat should be accounted for here.
- 34 Cost of printing retreat information (brochure) – for early registration at seminar; letters and any other items mailed to those who do not receive email. See line item #41.
- 35 Invitation handed out to seminar banquet attendees in the year prior to retreat.
- 36 There should be no cost incurred in designing or creating a handbook as there is a template to use. Costs will result due to printing the information for an attendee without email.
- 37 Any other costs associated with publicizing the retreat. See line item #35.
- 38 If registrar doesn’t have a secure mail box for receiving registration checks.
- 39 Costs for envelopes, labels, tickets, flyers, schedules, maps, etc. White brochure envelopes and white labels for printing have been donated by Connie Fudge for future retreats. Figure the cost donation at the following amounts: envelopes @ \$.11 and labels @ \$.30/sheet of 10.
- 40 Bank charges, envelopes, return address labels, miscellaneous printing/copies, phone calls, etc.
- 41 Any and all postage costs incurred by all committee chairmen.
- 42 Event cancellation and/or indemnity insurance.
- 43 Registration and other refunds.
- 44 Expenditures not covered under other line items. [Try not to use this]
- 45 Expenditure for “special” activities; usually in and out. See line item #12.
- 46 An estimate (5% of overall estimated costs) to cover unexpected overages.
- 47 Deposit to venue/site.

EGA IRS Tax Exempt Classification Letter

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 (ON)
SECTION IX - D-1



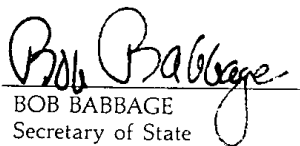
OFFICE OF THE SECRETARY OF STATE
**CERTIFICATE OF EXISTENCE
DOMESTIC CORPORATION**

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)