

NCSMA CONVENTION ANALYSIS COMMITTEE CHECKLIST

Convention Committee must supply to Convention Analysis Chairman as soon as possible but **no later than 90 days** after the annual NCSMA convention:

- Copies of all bank statements
- Copies of all cancelled checks written on the convention account if provided at no charge by the financial institution
- Copy of check register
- Financial Statement (example attached)
 - Income breakdown
 - list of exhibitors and amounts paid
 - itemize registration fees, (i.e. members, non-members, students, guest meals, etc.)
 - list of contributors
 - itemize misc income (i.e. chapter presidents flowers, etc.)
 - Total of income received
 - Expense breakdown
 - Food/hotel expenses
 - itemize charges for meals, breaks, etc.
 - speaker expenses/gifts
 - decorations
 - NCSMA President's gift
 - registration expenses
 - postage
 - bank service charges
 - programs
 - misc expenses
 - itemize expenses by grouping under a general category (i.e. copy expense, refunds, and supplies)
 - Total profit (income - expenses)
 - 80 % to NCSMA
 - 20 % to chapter

Failure to provide the required documentation by the deadline will result in a \$150.00 fine to the hosting chapter(s). (House of Delegates April 2006). Once the Chairman has received the necessary information from the Convention Committee he/she will make copies for each Convention Analysis Committee member and forward the copies along with the attached cover sheet.

Each committee member will review the information and independently balance the financial statement to the bank statement. Any questions shall be addressed to the Convention Analysis Chairman who will be responsible for obtaining any needed clarification from the Convention Committee.

Each Convention Analysis Committee member shall submit the results of their review to the Convention Analysis Chairman within thirty (30) days of receiving the review material.

Once the Convention Analysis Committee has completed their review and are satisfied that the financial statement is in order, the Chairman shall inform the Convention Chairman that the

funds can be distributed to NCSMA and the host chapter. A copy shall be sent to the Chairman of the NCSMA Board of Directors.

NCSMA CONVENTION

Financial Statement

QRS Chapter

May 1 - 4, 2001

Income:

Exhibitors

ABC Medical Company	350.00
XYZ Insurance	350.00
Marvelous Collection Company	350.00
Nosay Pharmaceutical Company	350.00

Total Exhibitors **1,400.00**

Contributors

Generous Medical Practice	500.00
Medical Insurance Company	250.00
XRQ Chapter	50.00
ABE Chapter	50.00

Total Contributions **850.00**

Registration

500 members @ 60.00	30,000.00
10 non members @ 85.00	850.00
20 students @ 35.00	700.00
60 CEUS @ 5.00	300.00
280 Friday lunch @ 10.00	2,800.00
100 Friday night @ 20.00	2,000.00
10 Saturday lunch guests @ 15.00	150.00
20 Saturday banquet guests @ 25.00	500.00
10 Sunday Breakfast guests @ 12.50	125.00

Total Registration **37,425.00**

Misc Income

20 Chapter Flowers @ 10.00	200.00
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Total Misc. Income **200.00**

TOTAL INCOME: **39,875.00**

NCSMA CONVENTION Financial Statement
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Expenses:

Speaker's Gifts 15 @ 10.00	150.00
Theater Troupe - Friday Entertainment	500.00
Decorations	600.00
Flowers	100.00
Checks/Bank Service Charge	50.00
Postage	1,000.00
Registration supplies (envelopes, etc.)	200.00
Convention Programs	500.00
Copies	10.00
Friday Lunch	2,800.00
Friday Dinner	1,500.00
Saturday Lunch	3,000.00
Saturday Banquet	6,500.00
Breaks (Friday / Saturday)	2,000.00
Returned check	100.00
CEUS to National	300.00
NCSMA President's Gift	30.00
AAMA Representative's Gift	25.00
Thank you notes	5.00
<i>TOTAL EXPENSES:</i>	<i>19,370.00</i>
<i>NET PROFIT:</i>	<i>20,505.00</i>
<i>80% TO NCSMA</i>	<i>16,404.00</i>
<i>20% TO QRS CHAPTER</i>	<i>4,101.00</i>

Submitted by:

Jane Doe, CMA
Jane Doe, CMA - Treasurer 2001 NCSMA Convention

June 1, 2001
Date

NCSMA CONVENTION ANALYSIS COMMITTEE

Income Verification:

Using the bank statements add all the deposits made. This should balance to the total income. Remember any returned checks that are not re deposited must be subtracted from the expense total not the income total. If the deposits do not match the income, inform the chairman of the discrepancy and ask for clarifications.

Total Deposits/Credits per bank statement: _____

Total Returned Checks re deposited: - _____

Total Income per bank statement: _____

Total Income per Financial Statement: _____

NOTES/REMARKS/QUESTIONS:

Expense Verification:

Using the bank statement verify that all checks listed in the check register were processed by the bank for the correct amount. Any check numbers not processed by the bank should be reviewed in the check register (i.e voided, outstanding). Add all the checks paid on the statement, any service charges and any returned checks that were not re deposited. This total plus any outstanding checks should equal the total expenses.

Total debits/checks per bank statement: _____

Total return checks that were re deposited: - _____

Total expenses per bank statement _____

Total expenses per Financial Statement: _____

NOTES/REMARKS/QUESTIONS:

Review of expenses/income:

Using the information provided review the expenses listed and check the amounts against the totals listed on the financial statement. Do the same for the income. Any questions or discrepancies you find should be reported to the chair of the Convention Analysis Committee.

NOTES:

Committee Analysis Committee Member

Date