

# **Chapter Treasurer's Call: Overview of Annual Financial Reporting**

September 2025

# Agenda

- Annual Reporting Deadlines
- Common Issues with Annual Reporting
  - Cash vs. Accrual Basis of Accounting
  - Revenue Issues
  - Expense Issues
  - Cash & Investment Issues
  - Other data needed for 990 filing
- IRS Correspondence
- Contact Information

# Important Deadlines

- **Friday, November 14<sup>th</sup>, 2025**
  - FY 2026 Budgets are due
  - FY 2025 Annual Financial Report is due
- **Friday, December 17<sup>th</sup>, 2025**
  - Grant Applications due
  - Note: Your Chapter Financial Report must be submitted in order to be considered for grant funding.
- **Saturday, January 31<sup>st</sup>, 2025 (US Chapters Only)**
  - Chapters must deliver 1099s to contractors and IRS

# Requirements

## **FY 2026 Budgets**

- Must be uploaded to the online reporting portal
  - Excel Docs, Word Docs, and PDFs are acceptable
- We will contact you if we have questions

## **FY 2025 Financial Reports**

- Data is collected via the following tabs:
  - Revenue
  - Expenses
  - Cash & Investments
- Summary tab to reconcile your financial data and submit your report

# International Reporting

- Chapters outside of the US are not included in the Group 990 filing but are asked to provide the same data for the sake of comparison.
- Please submit your Financial Report in US Dollars to ensure chapter financial data can be compared across chapters.
- Please use the exchange rate as of Sept. 30, 2025 to convert your data to US Dollars.
- You may need to enter a foreign currency adjustment to balance your report. Please contact us if you encounter any issues balancing your report.

# Entering your financial data

- Three data entry tabs:
  - Revenue
  - Expenses
  - Cash & Investments
- The report is self reconciling.

HOME	REVENUE	EXPENSES	CASH & INVESTMENTS	SUMMARY
<b>Summary</b>				
Revenue				\$0.00
Less expenses				-\$0.00
FY 0 Net				\$0.00
Plus Reported FY -1 cash & investments				\$0.00
Calculated FY 0 cash & investments				\$0.00
Reported FY 0 cash & investments				\$0.00
Difference				\$0.00
				BACK

# Revenue

- There are four pre-populated categories for operating revenue.
- Please add additional categories only when necessary and be specific in your labeling.
- Advertising income is reported separate for UBIT reporting purposes.

Note: Please report Chapter Rebates in gross, with any deductions added to the Expense section of your report.

The Rebate Memo you receive each quarter will detail any deductions that were made.

The screenshot shows a web application interface for reporting revenue. At the top, there are navigation tabs: HOME, REVENUE (highlighted in red), EXPENSES, CASH & INVESTMENTS, and SUMMARY. Below the tabs, the title 'Revenue' is displayed. The main content area is divided into sections for 'Operating Income' and 'Advertising Income'. Each section has a header bar with a question mark icon and an edit icon. Under 'Operating Income', there is a list of pre-populated categories: Rebates (\$0.00), Bank Interest (\$0.00), Program Registration Fees (\$0.00), and Program Sponsorships (\$0.00). Below this list is a link 'Add an Income Source'. Under 'Advertising Income', there is a link 'Add Advertising Income'. At the bottom of the form, there is a 'Total Revenue' section showing \$0.00. At the very bottom, there are two red buttons: 'BACK' and 'CONTINUE'.

Category	Amount
Operating Income	
Rebates	\$0.00
Bank Interest	\$0.00
Program Registration Fees	\$0.00
Program Sponsorships	\$0.00
<a href="#">Add an Income Source</a>	
Advertising Income	
<a href="#">Add Advertising Income</a>	
Total Revenue	\$0.00



# Expenses

- There are seven sections on the Expenses tab:
  - Operating Expense (\$)
  - Employee, Admin, & Contractor (\$)
  - W-2 & 1099 information
  - Board voting information
  - Contributions (\$)
  - Scholarships (\$)
  - Highly paid vendor information (\$)

HOME

REVENUE

EXPENSES

CASH & INVESTMENTS

SUMMARY

Expenses

Operating Expenses ?

Programs (meetings, CLE fees, etc.)

\$0.00

Contribution Expenses

\$0.00

Newsletters & Directories

\$0.00

Stationery/Office Supplies/Printing

\$0.00

Telephone/Internet/Fax

\$0.00

Postage/Delivery

\$0.00

Rent

\$0.00

Travel/Registration Fees

\$0.00

Bank/Credit Card Fees

\$0.00

Board and Committee Meetings, Gifts & Related Expenses

\$0.00

Insurance

\$0.00

Pro Bono and Diversity

\$0.00

Publicity / PR

\$0.00

Computer Hardware & Software

\$0.00

Legal Fees

\$0.00

Social and Charity Events

\$0.00

Add another expense

Employee, Administrator, Bookkeeper & Other Contractor Data ?

Add an Employee, Bookkeeper or Contractor



# Expenses - continued

- Because all the dollar values on this page get added to total expense, working backwards from bottom to top may be easiest.

W-2 And 1099 Summary ?

Number of 1099s issued: 0

Number of W2s issued: 0

Chapter Board Voting Information ?

Number of Board Members with Voting Rights at the end of the Current Fiscal Year 0

Contributions ?

[Add a Contribution](#)

Scholarship Expenses ?

[Add a Scholarship](#)

Highly Compensated Vendor Data > 100k ?

[Add a Vendor](#)

Total Expenses \$0.00

BACK

CONTINUE

# Contractor and Administrator Data

- When adding your "Employee, Administrator, Bookkeeper & Other Contractor Data" you will need to specify an "Employment Type."
- This is to make certain that we are classifying individuals correctly on the US Form 990 that is filed for all Chapters.
  - ***Note: Employees receive W-2's; Contractors receive 1099's***

The screenshot shows a web form titled "Chapter Financial Information" with the instruction "Add an Employee, Administrator, Bookkeeper or Contractor". The form includes the following fields and options:

- Position:** A text input field.
- Employment Type:** A dropdown menu with the following options: Part-time Employee, Full Time Employee, Independent Contractor, Association Management Company, and Other.
- Company/Employer:** A text input field.
- Title:** A text input field.
- Hours worked per week:** A text input field with the value "0".
- Total FY compensation:** A text input field with the value "\$ 0".

At the bottom of the form are two buttons: "SUBMIT" (dark blue) and "CANCEL" (red). Below the buttons, the text "Number of W2s Issued:" is partially visible.

# Cash & Investments

- All bank and investment accounts should be listed separately.
- The same information is collected for each account.

## Chapter Financial Information

### Financial Institution

Name



Address

### Accounts

Please list all accounts held at this institution

Account type

Account number

Reconciled balance as of the  
End of the Current Fiscal Year

[Add account type](#)

ABA Routing Number or Swift Code

Authorized Signers

SUBMIT

CANCEL

# Reserve Calculation

- The Financial Reporting Portal will calculate your chapter reserve balance (in months of expense) automatically and report it on the Summary tab.
- The recommended reserve range for chapters is 3-6 months. If you have a balance of nine months or more, the report will prompt you to add an explanation and explain how your chapter plans to invest its excess reserve. Please reach out with questions, we are happy to help.

**Note:** If your chapter has <3 months of reserves, we ask that you please reach out to the Chapters team to set up a call to discuss.

# Common Issues with Reporting

- The report is self reconciling.
- This reconciliation only works when the cash basis of accounting has been followed.
- If you have issues getting the report to reconcile it is most often due to one of the issues on the following slide.

# Cash vs. Accrual Accounting

- Outstanding checks
  - Deposits in transit
  - Currency conversion gains and losses
- ***Note: Please do not add unsupported revenue or expense items to balance your report.***

# Cash & Investment Balances

- Cash and investment balances must be reported at their actual Sept. 30, 2025 balances. These should come directly from the Sept. 30, 2025 statements provided by your bank and/or investment broker.
- Reporting the wrong cash and investment balance in order to balance your report will throw off future year reporting.
- Please contact us with questions or if you are struggling to balance your report.



# Other 990 Data

- There are several items collected on the report that are strictly for 990 reporting
- These items include:
  - The number of 1099's filed
  - The number of W-2's filed
  - Annual spending of over \$100,000 with any one vendor
  - Tax ID #'s for recipients of contributions
  - **Advertising Revenue**

# International Chapter Considerations

- Chapters outside of the US are not included on the Group 990.
- As a result, a number of the 990 specific requests are not possible to comply with.
- We ask that you provide as much detail as possible and let us know where on the form you were not able to provide the requested information.
- As we expand globally, we are constantly working to make our reporting requirements uniform to the greatest extent possible.

# Tax ID's

- Tax ID's are acquired via Form W-9.
- W-9's should be requested up-front before any payments are made.
- Most vendors & organizations are used to providing a W-9 so do not feel bad asking for one.
- Please be specific when reporting and be sure to distinguish between payments to Individuals vs. payments to Companies.

# 1099's

- 1099's need to be delivered to contractors and the IRS by January 31<sup>st</sup>.
- A scanned copy of your 1099's and Form 1096 should be emailed to [e.sharrer@acc.com](mailto:e.sharrer@acc.com).
- Note: you are also required you to enter the number of 1099's you filed for the previous calendar year into the financial reporting module (calendar year 2024 for your FY25 report).

# Advertising Revenue

- Advertising revenue needs to be reported because it can generate Unrelated Business Income Tax (UBIT).
- UBIT definition: Even though an organization is recognized as tax exempt, it still may be liable for tax on its unrelated business income. For most organizations, unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis of the organization's exemption.

# IRS Correspondence

- It can take up to 60 days for the IRS to process paper filed returns
- As a result, the IRS may often fail to properly update all Chapter's accounts when the group extensions are filed, which may result in erroneous "late filing" notices being sent to chapters
- Please rest assured that the Group Return has always been and always will be timely filed by its final extended deadline, and all chapter accounts will be properly updated and brought up to date and in good standing once the IRS has processed the final return.
- Should you receive any correspondence, please send this to [e.sharrer@acc.com](mailto:e.sharrer@acc.com)



# Accessing the Financial Portal

- Go to: [chapters.acc.com](https://chapters.acc.com).
- Sign in with your acc.com credentials.
  - There is a “forgot password” link on the site if you need it
- If you experience any issues logging into the site or encounter any technical difficulties, please reach out to [chapters@acc.com](mailto:chapters@acc.com).



# Chapter Rebates in FY2026

All ACC chapters are entitled to a membership rebate equivalent to:

- US\$ 30 for every qualifying new and renewing member in the Regular A category, and
- US\$ 15 for every new and renewing member in the Corporate Membership category.

# Chapter Rebates in FY2026

- Rebates are triggered by the receipt of dues payments by ACC for new and renewing members.
- Rebates are paid out quarterly.
- ACC HQ must have your FY2025 financial report and FY2026 Budget on file for your chapter to receive rebates.

# Contacts

## Chapters Department Contact

- **Contact the chapters department with any general inquiries you may have about the Financial Portal and login issues.**
  - Chapters Department ([chapters@acc.com](mailto:chapters@acc.com))

## Finance Department Contacts

- **Contact the Finance Department with any questions you may have related to financial matters (including annual reporting, UBIT, budgeting, and IRS correspondence).**
  - Ed Sharrer, VP & Chief Financial Officer ([e.sharrer@acc.com](mailto:e.sharrer@acc.com))
  - Dawn Gorham, Finance Manager ([d.gorham@acc.com](mailto:d.gorham@acc.com))
  - Tan Ahmed, Controller ([t.ahmed@acc.com](mailto:t.ahmed@acc.com))

# Questions?

# Chapter Finance FAQ'S

**Q: Who is responsible for submitting my chapter's financial report and budget?**

- All fully incorporated ACC chapters, except virtual chapters and local networks, must submit financial reports and chapter budgets.
- Your chapter's treasurer is responsible for ensuring the completion and submission of your chapter's Chapter Financial Report and Budget each fiscal year.

**Q: How do I access the financial portal?**

- The Chapter Financial Portal may be accessed from [chapters.acc.com](https://chapters.acc.com). The Financial Portal may take a few moments to load. If it does not load after one minute or shows an error, please contact [chapters@acc.com](mailto:chapters@acc.com).

**Q: When are my financial reports and budget due?**

- Chapter Financial Reports and Budgets are due November 14, 2025.

**Q: I reported all my chapter's financials, but the system won't let me submit. What am I doing wrong?**

- This usually happens when the budget isn't balanced. Contact [chapters@acc.com](mailto:chapters@acc.com) for help troubleshooting.

# Chapter Finance FAQ'S (cont)

## **Q: Can I make changes to my submitted financial report or budget?**

- Yes. If your chapter needs to correct or update your submission, please email [chapters@acc.com](mailto:chapters@acc.com) with the details. ACC's finance team will unlock your report so you can make the necessary changes.
- Once revised, you will need to resubmit the report for review and approval.

## **Q: How do I know if my report was approved?**

- The person who submitted the report will receive a confirmation email after ACC reviews your chapter's report.
- If the report is accepted without changes, no additional comments will appear.
- If adjustments are needed, the email will include comments or instructions from ACC.

## **Q: What happens if my chapter misses the submission deadline?**

- Chapter Rebate transfers will be withheld if the annual financial report and current fiscal year budget are not submitted by the deadline.
- Transfers that remain on hold for more than three months after the deadline will be forfeited.
- Missing deadlines may also make your chapter ineligible for the Chapter Grants Program.

# Chapter Finance FAQ'S (cont)

**Q: I received an automated email after submitting my financial report. Should I have received comments?**

- The email is an auto-response. It may say "Below are comments from ACC," but none will appear if no comments were added when ACC accepted the report.

**Q: My chapter holds more than nine months of operating expenses in reserve. Do you have suggestions for using these funds?**

- Fund programs or services that benefit your chapter or members, such as:
  - ACC Leadership Development Institute or Admin Training Day
  - Hiring a bookkeeper, PR firm, or event management company
  - Professional photography for major events
  - Unique programs without sponsors
  - Executive coaches or career support for members
  - Scholarships, internships, or special speakers
  - Chapter letterhead or business cards

**Q: I would like reports like chapter administrator compensation benchmarking, financial benchmarking, or year-to-year expense reports. What do I need to provide?**

- Simply contact [chapters@acc.com](mailto:chapters@acc.com), and we will provide the reports you need.



# Chapter Finance FAQ'S (cont)

## Q: How do membership rebates work for chapters?

- All fully incorporated ACC chapters are eligible for rebates, except for virtual chapters and local networks.
- Chapters receive:
  - US\$30 for each paying new or renewing *individual* member in their region
  - US\$15 for each paying new or renewing *corporate/corporate premium* member in their region
- Discounted Tier B, C, or D memberships, complimentary, retired, or in-transition memberships do not qualify.
- Rebates are triggered when ACC receives dues payments and are typically paid quarterly.
- Payments are sent to the chapter's bank account on file (ACH for US chapters, wire transfer for non-US chapters).
- Rebates may include adjustments for chapter expenses (e.g., Zoom charges, newsletters, mail fees).
- A detailed rebate memo is sent to the treasurer (or designee) and chapter administrator after each payment.
- When reporting your rebates in your Chapter Financial Report, please report the total rebates before deductions in the revenue section, and include the deductions in the expenses section.

# Chapter Finance FAQ'S (cont)

## **Q: Who can apply for a grant, and when?**

- All chapters may submit one or more grant proposals.
- The ACC Chapter Grant Program funds new programs that advance both the chapter's goals and ACC's mission. Grants are available for chapters of all sizes, especially those with limited resources.
- Submit your grant no later than December 17, 2025.
- [Please see the Chapter Grants page for more details](#)

## **Q: Why is my chapter ineligible for the Chapter Grants Program?**

- Chapters must submit and have their Annual Chapter Financial Reports approved by ACC before applying for grants.

## **Q: Why did my chapter not receive a grant this year?**

- The grant process is competitive. ACC receives many applications each year, but the number of grants is limited. Applications are reviewed by a committee of fellow chapter leaders, and awards are based on merit.