

SOS Submission Form

Chapter Name: ATD South Carolina

Chapter Membership Size Medium (100-299)

Contact Person for This Submission: Sara Warren

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Chapter Board Position: VP of Finance

Chapter Website URL: <https://astd-midlands.wildapricot.org/>

Submission Title: Making VP of Finance EZ: SOP for Filing 990-N and 990-EZ Tax Returns

Submission Description: The creation of a standard operating procedure (SOP) for filing our chapter's annual tax returns will assist the volunteer preparing these returns in the future and will shave hours off of the effort to complete it in future years.

Need(s) Addressed? Please be specific. Historically, our chapter has been able to submit the form 990-N, or postcard. To determine the appropriate filing, we assess the gross receipts for the previous three years including the current tax year. The cost of registrations for our 2018 annual conference exceeded the threshold for the postcard and required us to file the 990-EZ for the first time beginning in 2020. Given that our chapter volunteers didn't have much of a tax background, a lot of time was spent determining what to include on each line item of the return.

What is your chapter's mission? Empower professionals to develop talent in the workplace.

How does this effort align with your chapter's mission? (Please provide specific examples) Meeting federal and state requirements for nonprofit organizations allows our chapter to operate. Without being in good standing, our chapter would not exist. By ensuring that the administrative items to successfully operate our chapter are met, we free up time and money for the chapter to create meaningful programming that meets our mission.

ATD's mission is to "empower professionals to develop talent in the workplace". How does this submission align with ATD's mission? Please provide specific examples. Meeting federal and state requirements for nonprofit organizations allows our chapter to operate. Without being in good standing, our chapter would not exist. By ensuring that the administrative items to successfully operate our chapter are met, we free up time and money for the chapter to create meaningful programming that meets our mission.

Target Audience: (Who will benefit/has benefited from this effort?)	The person(s) responsible for filing annual taxes for their chapter.
Costs/Resources Used: (Please include any details regarding use of resources including monetary, donations, contributions, volunteer hours, people resources, etc. and how you went about getting these resources)	The VP of Finance spent approximately 10 hours preparing the chapter's 2019 tax returns and approximately 3 hours documenting the procedures. In addition, the chapter President and President-Elect spent time reviewing and submitting the final returns and reviewing the standard operating procedure that was created.
How did you implement: (please give a brief description)	Once the tax returns were completed, a copy was sent to the IRS and South Carolina Secretary of State's (SCSOS) office. Initially, the return was rejected by the SCSOS because of errors. Once corrected and amended, the SCSOS approved the return. At that point, we documented which financial line items were included in each of the return's line items to avoid errors in future years.
What were the outcomes: (Please include hard data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)	The initial outcome is a cost savings by not having to pay a tax preparer to complete this task. We expect to see a reduction by 75% (7.5 hours) or more in completing future tax returns because we've documented where to include all financial transactions on the return.
Lessons Learned: (hints and tips for other chapters who may be considering a similar effort)	Taxes can be very scary and intimidating - especially considering the penalties for not completing them properly or not completing them at all. We hope that this document will provide other chapters with the confidence to complete their required returns, saving volunteer time and chapter funds.
Please list the specific ATD chapter resources that helped guide you in the process of completing this best practice (e.g. people, documents, policies, by-laws, etc.):	The chapter members that assisted with this effort were: Ann Bryson-Eldridge, 2020 President-Elect Jessica Cabrera, 2020 President Sara Warren, 2020 Vice President of Finance
Please attach any documents that help support this submission: (additional documents and documents over 2MB should be sent to sos@td.org)	https://www.formstack.com/admin/download/file/9657950177
additional supporting documents:	https://www.formstack.com/admin/download/file/9657950181
additional supporting documents:	https://www.formstack.com/admin/download/file/9657950186
How did you become familiar with the Sharing Our Success (SOS) program?	Saw or heard of SOS from another Chapter Leader

Would you be willing to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration. Yes
