



MEMO

To: Chapter Presidents and Treasurers
From: Melissa Guajardo, Associate Director, CNPS
Subject: Chapter Annual Activities Report (CAAR), Chapter Annual Finance Reports (CAFR), and Subventions
Date: July 7, 2016

Congratulations! Every chapter has turned in your Annual Financial Report and almost all have turned in your Annual Activities Reports. As a result we are releasing the first round of 2016-17 Subventions. The chapters listed below will be getting their checks in the mail shortly. If your chapter still owes us your CAAR, we'll process your subvention once we receive it if you request one.

To help look forward, I'm providing the 2016-17 versions of all of these forms so that you will know what information your chapter will be required to submit at the end of the fiscal year. I hope this will help you know what you need to be tracking over as we move into the new year.

Why is the CAAR so important?

Annually we collect information about each Chapter's activities including descriptions of activities, the number of participants, volunteers and an estimate of volunteer hours. We also request a list of locations with addresses where chapters are storing book, poster and other inventory as well as supplies and AV equipment. Volunteer hours are reported on our annual tax forms and activities, number of volunteers, and storage locations are reported to our insurance carrier to ensure adequate coverage upon our annual renewal in July.

The information is also integrated into an annual report that summarizes the resources that go into making CNPS successful in fulfilling our mission.

CAARs also provide a chance to document any successes that should be highlighted in CNPS wide publications such as the Bulletin or e-news and a chance to provide input to the Central office about how we can support your chapter better.

Even if your chapter is not requesting a subvention, the CAAR is still important.



Why is the CAFR important?

We collect year-end financial data from each chapter which is used in 4 places: an annual report, an Annual Service Report to the US Census Bureau, our state and federal taxes and our annual financial audit. We also use some of the information for insurance purposes.

How will these forms change in FY 2016-17?

The CAFR has 2 additions on the Revenue and Expenditure form.

- 1) **Investment appreciation** (or depreciation) under Revenue. For those chapters with investment accounts, this is where you note any unrealized gains or losses in your investments.
- 2) **Cost of Good Produced** under Expenses. For chapters with nurseries, that grow their own plants for their plant sale or publish books, we want to know the actual cost of those products.

In order to help determine Cost of Goods Produced we have provided a worksheet. The worksheet is for internal use only and does not need to be submitted to the central office with the rest of the documents. It is also not required if your chapter has other tracking mechanisms for Cost of Goods. This will help determine the price you list your inventory at (for anything you produce) and will help with the amount you report on the Revenue and Expenditure form.

We anticipate using this same format for all 4 forms: Annual Statement of Revenues and Expenses, Chapter Contributors and Donations Ending Inventory, and Restricted Fund Balance into the foreseeable future.

The CAAR will change only slightly based on the feedback we received in the 15-16 reports.

- We ask that you try not to report duplicated volunteers per activity. For Example: If you had 4 Rare Plant Treasure Hunts and the same 4 volunteers went on all 4, report the number of volunteers as 4, not 16.
- A new section on the number of volunteer hours associated with the ongoing operations of your chapter (i.e. Chapter Treasurer time, chapter secretary time, etc.)

Thank you! I know that the reporting requirements are not small and that you all are doing so much for the good of the plants we are working to protect and the people that we are trying to engage as a Society. My goal is to ensure that we have good communication and that the systems we have in place are thorough and at the same time only enough work as they have to be. I welcome your feedback.