

**PRESIDENTS ANNUAL REPORT**

**PRESIDENT'S ANNUAL REPORT**

Within thirty (30) days after the end of the fiscal year, submit one copy to the national office. **Please note** the information to be inserted is for the chapter and its auxiliaries; separate annual reports for each auxiliary are no longer required.

NOTE: To complete this form on a computer, click on the shaded boxes (fields) and type the information requested. Move between fields using the Tab key or the arrow keys.

<b>Assistance League of</b>	Mid-Missouri				
<b>Fiscal year ended:</b>	# 2011	<b>Chapter President:</b>	#		
<b>List names of auxiliaries:</b>					
1. Professional Leaders Auxiliary		2.			
3.		4.			
5.		6.			
<b>Volunteer information:</b>					
	<b># at beginning of year</b>	<b># of new members</b>	<b># of resignations</b>	<b># at end of year</b>	<b># of service hours</b>
Chapter members:					
Voting	124	30	3	151	31940
Nonvoting	30	1		36	1581
Auxiliary members:					
Voting	39	5		42	3126
Nonvoting					
Junior members	35	8		42	540
Totals	228	44	3	272	37187
# of nonmembers utilized during fiscal year:	# 205	# of non-member service hours:	1500#		

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<p><b>Philanthropic programs information:</b></p> <p>List all philanthropic programs of the chapter and its auxiliaries. List number of persons served, not number of schools, hospitals, etc. Include allocated expenses in cost of program, if available. Identify each program using C for chapter or an auxiliary number from above.</p>					
<p><b>Name of program</b></p>	<p><b>Year started</b></p>	<p><b>Chapter or auxiliary #</b></p>	<p><b># of members involved</b></p>	<p><b># of recipients</b></p>	<p><b>Total cost of program</b></p>
<p>Assault Survivors Kit</p>	<p>1994</p>	<p>C</p>	<p>9</p>	<p>36</p>	<p>291</p>
<p>Assisting Women’s Achievement Scholarship</p>	<p>1998</p>	<p>C,1</p>	<p>4</p>	<p>6</p>	<p>15000</p>
<p>Book Bags</p>	<p>1992</p>	<p>C,1</p>	<p>31</p>	<p>85</p>	<p>2500</p>
<p>Bundles for Babies</p>	<p>2002</p>	<p>C</p>	<p>20</p>	<p>240</p>	<p>12430</p>
<p>Kaboodle Kits</p>	<p>1992</p>	<p>C,1</p>	<p>4/25</p>	<p>1716</p>	<p>7700 Learning</p>
<p>Links to Learning</p>	<p>1992</p>	<p>C,1</p>	<p>50</p>	<p>172 +++ Grants</p>	<p>76200</p>
<p>Operation School Bell</p>	<p>1997</p>	<p>C,1</p>	<p>111</p>	<p>1271</p>	<p>95000</p>
<p>Operation Share</p>	<p>2009</p>	<p>C,1</p>	<p>34</p>	<p>225+++</p>	<p>no cost</p>
<p>Parent Packs</p>	<p>1997</p>	<p>C</p>	<p>2</p>	<p>156</p>	<p>53</p>
<p>The Shelter</p>	<p>1998</p>	<p>1</p>	<p>25</p>	<p>470</p>	<p>16000</p>

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	<b>Chapter or auxiliary #</b>	<b>Net surplus (after expenses)</b>	<b>Description of activity or event</b>
Shops:			
Thrift	C,1	\$335,617	
Other Special Events:			
Bake and Deliver cookies	C,1	\$8,629	
Comedy Night	C,1	\$15,450	
Mailings & nonevents:			
Donor Letter	C,1	\$12,665	
Memorial/Tributes	C,1	\$3160	
Contributions Annual letter	C,1	\$23,242 \$4,500	
Total other contributions+			

+ Includes endowments and donations from memorials, individuals, corporations, foundations, etc.

1. Are current bylaws and standing rules for the chapter and auxiliary policies (including any amendments for any of the preceding) on file with the national organization?	X#		
2. Have the following policies been adopted by the chapter?			
a. Chapter finance	X		
b. Investment	X		
c. Conflict of interest	X		
d. Donor privacy	X		
e. Website privacy	X		
f. Ethics	X		
g. Record retention and destruction	X		
h. Whistleblower protection	X		
3. Have new members received national and chapter orientation (and auxiliary orientation, if applicable)?	X		
4. Does the chapter have adequate insurance to protect the corporation's assets and operations?	X		
5. Have annual corporate (including auxiliaries) budgets been approved by the Board and membership prior to the beginning of the fiscal year?	X		

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6.	Does the chapter make available to all, on request, complete annual financial statements and IRS Form 990?	X		
7.	Did the Board review the most recently filed IRS Form 990 before it was submitted?	X		
8.	Did the Board review the CPA's management letter returned with the audited financial statements?	X		
9.	Did the chapter provide receipts/acknowledgments to donors for all cash and non-cash contributions and obtain valuations of gift-in-kind donations?	X		
10.	Did the chapter disclose the following information on tickets and/or invitations for all fundraising events? a. the amount of the ticket b. fair market value and description for goods and services received, if applicable c. the amount that is tax deductible d. the words "Retain for Tax Purposes" on the portion retained by the donor	X X X X		
11.	Did the chapter follow IRS regulations and applicable state and local laws, if any opportunity drawings/raffles were held?			X
12.	Did the chapter pay sales tax on fundraising activities (including thrift shops and sales of purchased items) where required by state and local laws?			X
13.	Are all philanthropic programs identified with the name Assistance League®?	X		
14.	Have <b>Program Selection Report Forms</b> and agreements been submitted to the National Philanthropic Programs Committee for review for all <u>new</u> philanthropic programs of the chapter and its auxiliaries?	X		
15.	Have amendment notices and termination notices of existing philanthropic programs of the chapter and its auxiliaries been submitted to the National Philanthropic Programs Committee?	X		
16.	Have all agreements with other organizations and schools for each philanthropic program of the chapter and its auxiliaries been renewed and updated to reflect current operations within the past three (3) years?	X		
17.	Have all agreements with stores been renewed and updated to reflect current operations within the past year?			X
18.	Do all public relations and other informational materials include the Assistance League® name and logo?	X		
19.	Do auxiliary public relations and other informational materials include a statement that identifies the auxiliary as an auxiliary of the chapter?	X		
20.	Does the use of Assistance League trademarks and designs/logos comply with <b>Registered Trademarks and Rules for Trademark Use</b> and <b>Graphic Standard Guidelines</b> ?	X		
21.	If the chapter or auxiliary brochures were updated in the past year, were they submitted to the National Review Committee for review prior to printing?			X

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22.	Does the corporation have an annual report available to all, on request, that includes the following items?			
	a. the corporation's mission statement	X		
	b. a summary of the past year's program service accomplishments	X		
	c. a roster of the Board of Directors	X		
	d. financial information from audited or reviewed financial statements	X		
23.	If the chapter's website solicits contributions, is annual report information as listed in #22 above included on the website?	X		
24.	If the chapter activated a new website during the past year, was it reviewed by the National Public Relations Committee prior to activation?	X		
25.	Was a chapter evaluation performed this year?	X		
26.	Was the chapter's strategic plan updated this year?	X		
27.	Is a current <b>Assisteens<sup>®</sup> Auxiliary Consent Form</b> on file with the chapter's Assisteens Coordinator for each Assisteens member?			X

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Chapter Checklist: Yes No N/A  
28. Does the chapter have membership requirements(time and financial) of voting members?  
Please list briefly explain membership time and financial requirements below. Yes

**Chapter:** Our Chapter voting members are required to pay \$60 dues annually and work a minimum of one 3.5 hour shift in our resale shop each month, they are encouraged to attend monthly Membership meetings and work on at least two committees, either philanthropic, fundraising, and or administrative committee. Members are encouraged to serve on a minimum of one philanthropic and one fundraising committee. Voting members shall attend regular and special meetings. Voting members shall record and report hours of service annually to the Placement Chairman for statistical purposes.

Chapter non-voting members are in-active members and are required to pay \$100 dues annually for their financial obligation with no service obligation but shall record and report hours of service annually to the Placement Chairman for statistical purpose, if accumulated, Assistance League of Mid-Missouri Juniors are required to pay \$45 dues annually and encouraged attend their quarterly Membership meetings. Working on at least one philanthropic, fundraising, and or an administrative committee is strongly encouraged.

They shall record and report hours of service annually to the Placement Chairman for statistical purposes. They shall voting privileges within their committee but non-voting members at Chapter General Membership Meetings.

### Assisteens® Auxiliary

**Auxiliary #1:** Auxiliary voting members are required to pay \$60 dues annually and work minimum of one 3.5 hour shift in our resale shop five times a year. They are encouraged to attend monthly Membership meetings and shall participate in and support the philanthropic programs and fundraising activities of the auxiliary and/or the chapter, attend auxiliary meetings, have the privileges of voting and holding office, pay annual auxiliary, chapter and National Assistance League dues and assume their share of financial obligations voted by the auxiliary. Non-voting (or Associate) membership maybe granted by the Auxiliary governing body to an individual who may participate in and support the philanthropic programs and fundraising activities are determined by the auxiliary. Non-voting membership dues are \$100 annually for Auxiliary, with no service obligation but shall record and report hours of service annually to the Placement chairman for statistical purposes, if accumulated.

Auxiliary#2

Auxiliary #3

Auxiliary #4

29. Please provide a list of local policies that the chapter/auxiliaries/juniors have developed and are using (e.g., thrift shop policies, building use policy, etc):

Conflict of Interest(8/14/07), Internal Control Policy, Investment Policy, Website Privacy Policy(10/07/08), Donor Privacy Policy (10/07/08), Internal Accounting Controls, Procedures for Acquiring and Welcoming New Members, sign in Procedure, Sales Staff Responsibilities, Responsibilities for the Backroom Team Members, Day manager Duties, Contingency Planning for Financial Windfall or Shortfall(02/01/05), Inclement Weather Policy, and Whistle Blower(05/10/11).

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+ Links to Learning program: The number of children and teachers served by			
+ +			
teachers served by this program is in the thousands and			
and includes children who participates in these programs			
during the current school year and those who will use the			
books, materials and equipment in years to come.			
+ Operation Share program: The number of recipients served by			
+  this pro			
this program is in the thousands and will include adults,			
children, other volunteers and animals who benefit from this			
children			
recycling effort now and in years to come.			

Marilyn J. Starwalt  
 \_\_\_\_\_  
 President's signature

8/6/11 (revised)  
 \_\_\_\_\_  
 Date

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