

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.

Assistance League of Mid-Missouri					
Fiscal year ended: 2010		Chapter President: Doris Ross			
List names of auxiliaries:					
1. Professional Leaders Auxiliary			2.		
3.			4.		
5.			6.		
Volunteer information:					
	# at beginning of year	# of new members	# of resignations	# at end of year	# of service hours
Chapter members:					
Voting	143			143	32010
Nonvoting	32	34		66	included
Auxiliary members:					
Voting	32	2		34	1800
Nonvoting	3	1		4	included
Assisteens® members					
Totals	210	36		247	33810
# of nonmembers utilized during fiscal year:		217	# of nonmember service hours:		1770

Philanthropic programs information:					
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.					
Name of program	Year started	Chapter or auxiliary #	# of members involved	# of recipients	Total cost of program
Assault Survivors Kit	1994	C	14	33	\$89
Assisting Women's Achievement Scholarship	1998	C,1	7	6	10,059
Book Bags	1992	C,1	38	85	1,763
Bundles for Babies	2002	C	30	300	12,651
Kaboodle Kits	1992	C,1	25	1605	6,564
Links to Learning	1992	C,1	50	168**	67,464
Operation School Bell	1997	C,1	90	1150	120,639
Operation Share	2009	C,1	34	225***	5615
Parent Packs	1997	C	1	154	295
The Shelter	1998	1	50	450	26,751

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Philanthropic programs information (continued):

Name of program	Year started	Chapter or auxiliary #	# of members involved	# of recipients	Total cost of program

Fundraising information:

List all fundraising activities, events and contributions/grants of the chapter and its auxiliaries. Identify events by type, not by name of the event (e.g., golf tournament, not Shoot for the Stars). Identify each activity using C for chapter or an auxiliary number from page 1.

	Chapter or auxiliary #	Net surplus (after expenses)	Description of activity or event
Shops:			
Thrift	C,1	\$326,787	
Gift			
Costume			
Other			
Galas:			
Other special events:			
Bake and Deliver Cookies	C,1	\$13,753	
Comedy Night	C,1	\$13,903.47	
Tent Sale	C	\$2,262	
Mailings & nonevents:			
Donor Letter	C,1	\$13,738	
Memorials and Tributes	C,1	\$2,918	
Contributions	C,1	\$3,507	
Total other contributions and grants <u>not</u> included above *	C,1	\$6,701	

* Include endowments and donations from memorials, individuals, corporations, foundations, etc.

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Chapter checklist:	Yes	No	N/A
1. Are current bylaws, standing rules and policies for each auxiliary (including any amendments) on file with the national organization?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Have the following policies been adopted by the chapter? a. Chapter finance b. Investment c. Conflict of interest d. Donor privacy e. Website privacy f. Ethics g. Record retention and destruction h. Whistleblower protection	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
3. Have new members received national and chapter orientation (and auxiliary orientation, if applicable)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Does the chapter have adequate insurance to protect the corporation's assets and operations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have annual corporate (including auxiliaries) budgets been approved by the Board and membership prior to the beginning of the fiscal year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Does the chapter make available to all, on request, complete annual financial statements and IRS Form 990?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Did the Board review the most recently filed IRS Form 990 before it was submitted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Did the Board review the CPA's management letter returned with the audited/reviewed financial statements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Did the chapter provide receipts/acknowledgments to donors for all cash and noncash contributions and obtain valuations of gift-in-kind donations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
11. Did the chapter follow IRS regulations and applicable state and local laws, if any opportunity drawings/raffles were held?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Are all philanthropic programs identified with the name Assistance League®?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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Chapter checklist:	Yes	No	N/A
14. Have Program Selection Report Forms 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have all agreements with stores been renewed and updated to reflect current operations within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Do all public relations and other informational materials include the Assistance League® name and logo?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. Do auxiliary public relations and other informational materials include a statement that identifies the auxiliary as an auxiliary of the chapter?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Does the use of Assistance League trademarks and designs/logos comply with Registered Trademarks and Rules for Trademark Use and Graphic Standard Guidelines ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Does the corporation have an annual report available to all, on request, that includes the following items? a. the corporation's mission statement b. a roster of the Board of Directors c. reviewed or audited financial information	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
23. If the chapter's website solicits contributions, is annual report information as listed in #22 above included on the website?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. If the chapter activated a new website during the past year, was it reviewed by the National Public Relations Committee prior to activation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Was a chapter evaluation performed this year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26. Was the chapter's strategic plan updated this year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
27. Is a current Assisteens® Auxiliary Consent Form on file with the chapter's Assisteens Coordinator for each Assisteens member?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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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 or briefly explain membership time and financial requirements below:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>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 an 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.</p> <p>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 purposes, if accumulated.</p> <p>Assistance League of Mid-Missouri Juniors (a newly formed, non-voting Chapter Membership Committee) are currently required to pay \$45 dues annually and encouraged to attend their quarterly Membership Meetings. Working on at least one philanthropic, fundraising, and/or an administrative committee is strongly encouraged, as is working one shift in our resale shop or backroom each month; however, service flexibility is a key component of this membership group. They shall record and report hours of service annually to the Placement Chairman for statistical purposes. They shall have voting privileges within their committee but are non-voting members at Chapter General Membership Meetings.</p>			
Assistees:			
<p>Auxiliary #1: Auxiliary voting members are required to pay \$60 dues annually and work a 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.</p> <p>Non-voting (or Associate) membership may be granted by the Auxiliary governing body to an individual who may participate in and support the philanthropic programs and fundraising activities as 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 Placemnet Chairman for statistical purposes, if accumulated.</p>			
Auxiliary #2:			
Auxiliary #3:			
Auxiliary #4:			
29. Please provide a list of local policies that the chapter/auxiliaries 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, Resonsibilities for Backroom Team Members, Day Manger Duties, Contingency Planning for Financial Windfall or Shortfall (02/01/05), and Inclement Weather Policy.			

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Please provide a brief explanation of any "no" answers from above:
NAL's new Whistleblower's Policy was implimented mid-year. Chapter's plan is to draft and approve its Whistleblower's Policy in Fall 2010.
**Links to Learning program: The number of children and teachers served by this program is in the thousands and includes children who participate in these programs during the current school year and those who will use the books, materials and equipment in the years to come.
***Operation Share program: The number of recipients served by this program is in the thousands and will include adults, children, other volunteers and animals who benefit from this recycling effort now and in the years to come.

Doris Ross

President's signature

6-30-2010

Date

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