

ASPA Chapter Information Form

Submission of reporting forms is the responsibility of the current administration. This form is due within sixty (60) days after the close of ASPA Nationals fiscal year on Dec. 31. Note: All fields are required

For fiscal year starting: <u>JANUARY 1, 2018</u>	For fiscal year ending: <u>DECEMBER 31, 2018</u>
EIN Number: <u>52-1204298</u>	
Chapter Name: <u>CENTEX</u>	
Preparer's Name: <u>FRED F. BELL</u>	Date:
Title: <u>TREASURER</u>	Email: <u>fred-bell@sbcglobal.net</u>

Please provide a minimum of 2 reviewers. Note: Reviewers must be current or incoming leaders.

Reviewer 1: <u>Alex Smith</u>	Date Reviewed: <u>1/14/19</u>
Reviewer 2: <u>Elaine Zavala</u>	Date Reviewed: <u>2-7-19</u>

*This report must be approved by the Chapter leadership and distributed to the Chapter membership.

Membership Distribution Date: 2-11-19

FINANCIAL INFORMATION

Please indicate the accounting method used: Cash Accrual

*Please skip this section if you are enrolled in EFT or do not wish to participate at this time.

Financial Institution: _____

Branch: _____ City: _____ State: _____

Account Number: _____ Routing Number: _____

Enroll in Electronic Fund Transfer Service for member rebates? Yes No

Notice of Understanding for Electronic Transfer Service

As a duly authorized signer of the financial institution account identified below, I authorize the American Society for Public Administration (ASPA) to perform scheduled or periodic electronic funds transfer credits to my account identified below for Chapter member rebates.

For accounting purposes, all electronic credits will be reflected in the monthly bank statement that corresponds with the financial institution account identified below. In addition, I understand that:

- * my Chapter must maintain the account listed below.
- * I am responsible for contacting my financial institution and ASPA if any financial information changes, including the authorized signer.
- * I must provide ASPA notice in writing of termination or updates of electronic fund transfer service.

Signature: Alex Smith Date: 2/7/19

2018 ANNUAL REPORT

BEGINNING BALANCE (Checking AND Savings Accounts)	DATE	6,274.87
REVENUES		
DONATION (EVENTBRITE)	2/12/2018	\$25.00
Alan Bojorquez - Outstanding Mentor Award	4/30/2018	\$300.00
Dr. Terrell Blodgett (PSRW BANQUET TABLE)	4/30/2018	\$400.00
EVENTBRITE DEPOSIT - PSRW AWARDS BANQUET	5/29/2018	\$1,017.15
CHECKS AND CASH PAYMENTS FOR BANQUET TICKETS	5/29/2018	\$690.00
LBJ SCHOOL - PSRW AWARD BANQUET TABLES	6/21/2018	\$800.00
TSU - PSRW AWARD BANQUET TABLE AND TICKETS	6/21/2018	\$650.00
Tx A&M BUSH SCHOOL - PSRW AWARD BANQUET TABLES	8/13/2018	\$800.00
ASPA NATIONAL - MEMBERSHIP REBATE	10/23/2018	\$860.00
ACCRUED INTEREST ON SAVINGS ACCOUNT	12/31/2018	\$0.41
TOTAL		\$11,817.43
EXPENSES		
P.O. BOX ANNUAL DUES	2/28/2018	-\$70.00
REIMBURSEMENT TO ELAINE ZAVALA FOR 2017 PSRW BANQUET	3/5/2018	-\$3,087.54
RENAISSANCE AWARDS - PSRW BANQUET AWARDS	5/22/2018	-\$350.00
JENN'S COPY & BIND - BANQUET PROGRAMS	5/21/2018	-\$57.75
GO DADDY - WEB SITE	7/23/2018	-\$100.85
REIMBURSEMENT TO ELAINE ZAVALA FOR 2018 PSRW BANQUET	9/10/2018	-\$4,611.00
TOTAL		-\$8,277.14
ENDING BALANCE (REVENUES minus EXPENSES)	1/8/2019	\$3,540.29

Assets			
Item		Actuals	Notes/Comments
Cash		6,274.87	CHECKING/SAVINGS
Investments			
Accounts Receivable			
Prepaid Expenses			
Total Assets		\$ 6,274.87	2018 BEGINNING BALANCE

Revenue			
Item	Proposed Revenue	Actuals	Notes/Comments
Rebates		860.00	MEMBERSHIP REBATE
Meetings			
Workshops			
Interest		.41	SAVINGS ACCOUNT
Grants			
Fundraising		4,682.15	2018 PSRW BANQUET
Total Revenue	\$ -	\$ 11,817.43	

Expenses			
Item	Proposed Expenses	Actuals	Notes/Comments
Printing		57.75	AWARDS BANQUET PROGRAMS
Postage		70.00	ANNUAL P.O. BOX FEE
Supplies			
Chapter Meetings / 2018 BANQUET		4,611.00	PSRW AWARDS BANQUET
National Conference or Regional Meetings			
Awards		350.00	BANQUET AWARDS
Speakers			
Scholarships			
Web maintenance		100.85	GO DADDY
New logo design			
Misc.		3,087.54	2017 AWARD BANQUET REIMBURSEMENT
Total Expenses	\$ -	\$ 8,277.14	

Fund Balance \$ 3,540.29 - END OF YEAR BALANCE.

Notice of Understanding

By Submitting this form, we, the Chapter officers, certify and understand that:

- * any and all real or anticipated liabilities incurred by the Chapter are the sole responsibility of the Chapter.
- * payment of membership dues will be withheld from the Chapter in the event of noncompliance with reporting requirements or non-acceptance of said reports by the Executive Director, non-member officers or membership programs in violation of ASPA's bylaws or Council-adopted policy.
- * any amounts due to the national organization for a period exceeding ninety days will be deducted from the next regularly scheduled rebate of any Chapter with such outstanding debt.

We further certify that we will:

- * submit any contract in an amount exceeding \$5,000 to ASPA's Executive Director for review and approval.
- * not incur a liability or anticipate a liability in an amount exceeding \$5,000.

Signature: Elaine Zavala Date: 2/7/19

CHAPTER OFFICER INFO

Leaders are elected: 1-year term 2-year term Other (specify)
Elections are held: Annually or Biannually

Leaders assume their position in what month/year: JANUARY 2019

If the Chapter elects a Vice President, does the individual automatically ascend to Presidency upon completion of the current President's term of office? Yes or No

President	Start Date: <u>1-1-19</u>
Name: <u>Elaine Zavala</u>	Email: <u>president.centexaspa@gmail</u>
Mailing Address: <u>115 Calf Creek Dr.</u>	
City: <u>Kyle</u>	State: <u>TX</u> Zip: <u>78440</u>

Vice President/President Elect	Start Date: <u>5/17/18</u>
Name: <u>Alex Smith</u>	Email: <u>asmith22@stclouds.edu</u>
Mailing Address: <u>6805 Wood Hollow Drive #341</u>	
City: <u>Austin</u>	State: <u>TX</u> Zip: <u>78731</u>

Secretary	Start Date: <u>1-1-19</u>
Name: <u>Yvette Mendoza</u>	Email: <u>centexaspa@gmail.com</u>
Mailing Address: <u>PO Box 201712</u>	
City: <u>Austin</u>	State: <u>TX</u> Zip: <u>78720</u>

Treasurer	Start Date: <u>2-6-2018</u>
Name: <u>FRED F. BELL</u>	Email: <u>fred_bell@shcglobal.net</u>
Mailing Address: <u>P.O. Box 201712</u>	
City: <u>AUSTIN</u>	State: <u>TX</u> Zip: <u>78720</u>

Other: XXXXXXXXXX	Start Date: 11/19/19
Name: Immanuel Tan	Email: centexaspa@gmail
Mailing Address: PO Box 201712	
City: Austin	State: TX Zip: 78720

Other: XXXXXXXXXX	Start Date: 11/11/19
Name: Alan Bojorquez	Email: centexaspa@gmail.com
Mailing Address: PO Box 201712	
City: Austin	State: TX Zip: 78720

CHAPTER PROGRAMMING

Please provide a brief description of programming the Chapter has produced over the past year.

- May 21, 2018 - Centex Public Service Awards Banquet
 - 88 attendees
 - Austin Club
 - pictures on centexaspa.org
- Service Day at LBT wildflower center
 - April 28, 2018
 - 8 attendees
 - philanthropic event for members
- April 23, 2018 info meeting on roles and duties for council/board and planning for banquet.
- April 24, 2018 Spring mixer
- February 6, 2018 - Elections

Notice of Understanding

All Chapter officers, as well as individuals with check-signing authority, must be current members of the American Society for Public Administration. By accepting his or her position as an ASPA Chapter officer, each person agrees:

- to maintain ASPA membership during the term of office.
- that noncompliance with reporting requirements will lead to the withholding of Chapter member rebates.

Signature: Elaine Zarah Date: 2/17/19