Agenda

1. Applying the Club and Society Incentive Plan
2. Clarifying the Group Filing Process
3. Playing Nicely with the IRS (Guest Presenter)
Applying the Club and Society Incentive Plan

First Distribution (if completed by February 28, 2016)
1. Update and Approve the revised 2013 Constitution
2. Approve the 2015 Charter
3. Utilize the branding guidelines

Annual Programming Incentive (each July/August)

<table>
<thead>
<tr>
<th>Required Events</th>
<th>Category I</th>
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<tbody>
<tr>
<td>Min. 2 Board Meetings</td>
<td>Community Service up to $250</td>
</tr>
<tr>
<td>Scholarship Fundraising</td>
<td>Student Recruitment/Summer Send-off up to $250</td>
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<tr>
<td>Game Watches</td>
<td>Networking up to $500</td>
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<tr>
<td></td>
<td>Special Interest Events up to $250</td>
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<td>Arts up to $250</td>
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<td>Lifelong Learning up to $250</td>
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<td>Fundraising Event up to $250</td>
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</tbody>
</table>

Awards/Recognition
Applying the Club and Society Incentive Plan

**Funds can be managed 1 of 2 ways**

**Option 1 – Local Banking Account maintained by Group**
- Need to complete the following forms:
  - IRS Form W-9
  - Direct Deposit Form

**Option 2 – Current Use Fund maintained by OSU**
- Can be Scholarship or Current Use
- Name the fund
  - “Orange County Alumni Club Current Use Fund”
  - “Orange County Scholarship Fund”
- Can accept direct contributions via web
- Reporting to identify who has donated
- Distributions are directed by the group in conjunction with AA
- Work with your Regional Engagement Officer

*Preferred*
Applying the Club and Society Incentive Plan

- **Appropriate Oversight and Management of the Funds is Essential**
  - 85% of fraud is from Asset Misappropriation\(^1\)
  - Goes on for 18 months before being discovered\(^1\)

- When submitting expense document, the following items will be required:
  - Copy of event invitation/notification
  - Approval of Group President
  - Itemized Receipts (i.e. no credit card summary receipt)
  - Submitted within 60 days of event
  - Can’t approve own or spouse expenses
  - Finance will maintain receipts/files for year end incentive payout

Source: ACFE 2014 Report to the Nations
Clarifying the Group Filing Process

• **Elect to participate in the group filing process**
  - THIS IS NOT EQUIVALENT TO FILING TAXES
  - Group Treasurer and President are notified each February with the option to participate
  - Reply with desire to participate to Association
  - Allows a much simpler tax filing process

• **Complete the IRS 990 postcard**
  - THIS IS FILING THE GROUP TAXES AND NEEDS TO BE COMPLETED
  - Really an electronic postcard
  - IRS E-Postcard and guidelines

• **Checking My Groups Recent Tax Filings**
Finance Contacts

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