

American Darts Organization

Chief Financial Officer's Report

Summer Meeting 2016 – August 4, 2016

Prepared by: Jeff Inman, Chief Financial Officer

Payroll Tax Reporting

One of the main focuses this summer has been getting caught up on all prior year payroll tax returns as well dealing with several tax notices mostly from California. At this time we are currently caught up with all payroll tax filings and payment obligations, although it's certainly possible that additional notices will pop up as time goes on.

Financial Statements, Tax Returns, and Nonprofit Status

In addition, the process of getting all of our past due Form 990 tax returns filed, and then getting our nonprofit status reinstated, has begun. While it has become evident that this process will be a long and arduous one, we are making progress. Much thanks goes to Katie Harris who has been working diligently on this project. To summarize, here is what still needs to happen:

- 1) Prepare financial statements for all years from 2004 to present. The early few years are close to completion. We'll be working on getting the remaining years completed over the next few months.
- 2) Prepare all tax returns from 2004 to present. Once all the financial statements are completed, this shouldn't be too difficult, although it will take some time to get them all completed.
- 3) Once all tax returns have been prepared, we will then request from the IRS retroactive reinstatement of our nonprofit status. This will require us to provide reasonable cause as to why these past year tax returns were never filed. A primary reason that will be cited will be the sudden passing of our previous CFO, Charlie Forester back in (2004?).
- 4) Going forward, we need to ensure the proper procedures and controls are in place to ensure timely financial statement preparation and tax return filings are done.

Creating an Effective Accounting System

As I mentioned in my last Financial Report, establishing and maintaining an effective accounting system will be absolutely essential for this organization going forward. Based on the nature of how the ADO does business, the most obvious solution would be to utilize the On-Line version of Quickbooks. In addition to providing much better real-time accounting information and tools that will increase our efficiency and accuracy, Quickbooks on-line will allow for remote access and easy troubleshooting as the needs arise.

I will be working with Katie Harris and Steve Brown on getting trained on this software and eventually getting all of our accounts, vendors, etc. loaded into the new system.

Improving Communication

I also believe we should think about ways to improve internal communications. Having two annual, in-person meetings is good, but we should consider supplementing those meetings with periodic, perhaps monthly, remote meetings utilizing something like Go To Meeting. This should help ensure that projects and initiatives are followed up upon, and that things don't slip through the cracks.