

1 REPORT OF THE OHFAMA BOARD OF TRUSTEES

2 REPORT B
3 HOD-NOV 2020

4 Subject: **OHFAMA Budget Report**

5 Presented by: Richard Kunig, DPM
6 OHFAMA President

7 Referred to: Corey Russell, DPM - Chair of the OHFAMA Reference Committee

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9 The OHFAMA recorded an increase in net assets for the fiscal year end April 30, 2020, of \$26,671. Net
10 assets at the end of the 2019-2020 fiscal year stood at \$347,450.

11
12 The investment account showed a loss of \$3,820 for the fiscal year end April 30, 2020. This was on the
13 heels of a large \$21,444 gain the prior year. The investment account is allocated as per the Finance and
14 Budget Committee and the Board of Trustees: 57.93% in equities (stocks), 33.86% in fixed income
15 investments (bonds, preferred stocks, etc), 5.27% in alternative investments and 2.94% in cash-based
16 securities (money market funds). The market value of the account as of April 30, 2020, was \$351,579.
17 The market value of the account as of October 26, 2020, was \$404,735.

18
19 Other significant account balances as of October 26, 2020, are listed below:

- 20 • Our primary checking account at First Merchants Bank has a balance of \$111,715.
- 21 • The Ohio Political Action Committee has a current balance of \$21,688.
- 22 • The Ohio Foot and Ankle Medical Foundation has a balance of \$55,559.

23
24 The 2019-20 financial statements have been prepared by our Certified Public Accountants, Oles and
25 Associates and are included with this report. Academy donations from the 2019 HOD totaled \$14,500.

26
27 A copy of the proposed budget for the 2021-2022 fiscal year is included with this report. Delegates
28 approve the proposed budget by accepting this report.

29
30 The Board of Trustees have presented a budget using realistic projections. The continued support of our
31 Academies and the participation of all members association are critical to our overall success.

32
33 The Ohio Foot and Ankle Medical Foundation (OFAMF) was launched in May 2017 and all educational
34 programing is now being managed through the Foundation. Included in the packet in the reference
35 materials, is the approved OFAMF 2021-22 fiscal budget.

36
37 The Board of Trustees are confident that OHFAMA is effectively managing the financial resources to
38 grow and expand the range of services and support we provide to our members.

Draft Budget for the Fiscal Year - May 1, 2021 to April 30, 2022
Updated September 24, 2020

This is the Column
Was Approved at the
2018 HOD

2020-21 Budget
Recommendations
Revised August 2020

This is the Column You Are
Adopting as a Delegate

INCOME:

Account Name	Acct. #	OHFAMA 2019- 2020 Fiscal Year End Data	OHFAMA QuickBooks - Statement of Activity thru Sept 15, 2020	Approved Budget Targets for May 2019- April 2020	Updated Budget Targets for May 2020- April 2021	Recommended Budget Targets for May 2021- April 2022	Comments
OHFAMA Dues	3010-1	\$323,213.75	\$278,929.50	\$340,000.00	\$338,000.00	\$332,301.00	Assumes 609 Members
Local Academy Dues	3010-3	\$5,886.22	\$4,988.75	\$6,100.00	\$5,900.00	\$5,910.00	Assumes 609 Members
APMA Annual Dues (a pass-thru income item)	3010-2	\$323,322.33	\$211,655.75	\$342,000.00	\$261,000.00	\$331,266.00	Assumes 609 Members
Service Fee - Quarterly & Semi Annual Dues Paym	3010-4	\$1,515.00	\$1,395.00	\$2,000.00	\$1,650.00	\$1,600.00	7-year Average
OHFAMA House of Delegates	3120	\$3,000.00	\$0.00	\$2,000.00	\$3,000.00	\$2,000.00	APMA Dinner Sponsorship
Prescription Pad Production	3245	\$1,436.94	\$192.35	\$1,500.00	\$1,500.00	\$1,500.00	7-year Average
OHFAMA Journal Advertising	3430	\$1,978.00	\$340.00	\$2,500.00	\$2,500.00	\$2,300.00	7-year Average
Silver Gavel Club	3431	\$150.00	\$110.00	\$250.00	\$250.00	\$200.00	7-year Average
Website Advertising	3440	\$830.00	\$190.00	\$1,250.00	\$1,250.00	\$925.00	7-year Average
Dividend Income	3610	\$150.43	\$0.00	\$200.00	\$200.00	\$200.00	7-year Average
Academy Support	3615	(\$3,969.94)	\$0.00	\$6,000.00	\$6,000.00	\$4,600.00	50% of 7-year Average
Contributions from Associations or Grants	3730	\$14,500.00	\$52,057.46	\$12,000.00	\$4,000.00	\$12,000.00	\$3,000 less than 7-year Average
Contributions from Foundations	3731	\$2,000.00	\$11,281.00	\$750.00	\$4,000.00	\$2,000.00	7-year Average
CCI Group Workers Compensation Program	3732	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
PICA Affinity Program	3735	\$2,012.68	\$2,050.02	\$2,000.00	\$2,000.00	\$2,050.00	7-year Average
Member Benefit Program & Misc. Income	3765	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	7-year Average
Industry Affiliate Program	3770	\$1,090.33	\$71.68	\$2,500.00	\$2,500.00	\$1,500.00	7-year Average
Foundation Space and Equipment Fees	3780	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	
Foundation Professional Fees	3801	\$10,800.00	\$3,600.00	\$10,800.00	\$10,800.00	\$10,800.00	
Foundation Additional Fee Reimbursement	3802	\$69,756.19	\$22,498.81	\$76,000.00	\$73,975.00	\$75,000.00	
	3803	n/a	\$502.50	n/a	\$2,500.00	\$2,500.00	Expenses
TOTAL INCOME	3999	\$787,671.93	\$589,862.82	\$843,500.00	\$757,025.00	\$824,652.00	

MEMBERSHIP ADMINISTRATION EXPENSES

OHFAMA 2019-2020 Fiscal Year End Data
 OHFAMA QuickBooks - Statement of Activity thru Sept 15, 2020
 Approved Budget Targets for May 2019- April 2020
 Updated Budget Targets for May 2020- April 2021
 Recommended Budget Targets for May 2021- April 2022
 Comments

Account Name	Acct. #	OHFAMA 2019-2020 Fiscal Year End Data	OHFAMA QuickBooks - Statement of Activity thru Sept 15, 2020	Approved Budget Targets for May 2019- April 2020	Updated Budget Targets for May 2020- April 2021	Recommended Budget Targets for May 2021- April 2022	Comments
APMA Annual Dues	5010	\$320,594.25	\$73,715.12	\$342,000.00	\$261,000.00	\$331,266.00	
Academy Refunds	5020	\$903.00	\$0.00	\$2,000.00	\$5,800.00	\$2,000.00	
Academy Expense	5025	\$1,447.19	\$20.77	\$2,000.00	\$2,000.00	\$2,250.00	Whaley, Abshier, & Staff Travel
Legislative Consultant	5145	\$22,000.00	\$6,025.00	\$24,000.00	\$24,000.00	\$24,000.00	
KSUCPM Graduation Awards	5170	\$0.00	\$500.05	\$500.00	\$500.00	\$500.00	
KSUCPM Fundraising	5175	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	
KSUCPM - APMA Visitation Day	5176	\$58.72	\$0.00	\$250.00	\$250.00	\$300.00	
Public Relations	5180	\$1,600.00	\$3,853.00	\$3,000.00	\$13,000.00	\$13,000.00	\$8,100 for AAO Campaign
Member Promotions	5180-2	\$0.00	\$0.00			\$500.00	
APMA Student Recruitment	5180-3	\$500.00	\$0.00			\$500.00	
Board of Trustee Expenses	5320	\$5,449.89	\$774.65	\$7,000.00	\$6,500.00	\$6,750.00	
Other Committee Expenses	5340	\$5,528.67	\$1,237.54	\$6,750.00	\$6,750.00	\$7,000.00	
Executive Committee of the BOT Expenses	5350	\$668.46	\$0.00	\$250.00	\$250.00	\$350.00	
President Expenses	5420	\$2,350.48	\$0.00	\$2,250.00	\$2,250.00	\$2,500.00	Includes CEO Symposium
APMA Annual HOD Meeting	5440	\$1,947.14	\$0.00	\$22,500.00	\$21,000.00	\$22,000.00	
D & O Insurance	5505	\$3,040.00	\$0.00	\$2,200.00	\$1,520.00	\$3,100.00	New Contract as of 2019
OHFAMA Web Site	5600	\$7,129.94	\$3,410.44	\$7,700.00	\$7,200.00	\$7,250.00	
Contributions and Awards	5700	\$600.00	\$0.00	\$750.00	\$750.00	\$1,000.00	
TOTAL MEMBERSHIP EXPENSES	5899	\$374,817.74	\$89,536.57	\$424,150.00	\$353,770.00	\$425,266.00	
PROGRAM ADMINISTRATION EXPENSES							
Quarterly OHFAMA Journal Printing & Production	6080	\$6,807.27	\$2,638.37	\$9,250.00	\$9,000.00	\$9,000.00	
Silver Gavel Club Expenses	6131	\$125.00	\$0.00	\$125.00	\$125.00	\$125.00	
House of Delegates - OHFAMA Annual Meeting	6155	\$9,105.55	\$0.00	\$8,500.00	\$8,500.00	\$8,500.00	Assumes Current Format with Continue
Academy Officer Training Session	6282	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00	
Prescription Pad Printing	6345	\$907.84	\$128.46	\$1,100.00	\$1,100.00	\$1,100.00	
PICA Contribution to OFAMF	6400	\$7,500.00	\$0.00		\$7,500.00	\$7,500.00	
TOTAL PROGRAM EXPENSES	6899	\$24,445.66	\$2,766.83	\$19,075.00	\$26,325.00	\$26,325.00	

OFFICE ADMINISTRATION EXPENSES

Account Name	Acct. #	OHFAMA 2019-2020 Fiscal Year End Data	OHFAMA QuickBooks - Statement of Activity thru Sept 15, 2020	Approved Budget Targets for May 2019- April 2020	Updated Budget Targets for May 2020- April 2021	Recommended Budget Targets for May 2021- April 2022	Comments
Accounting Services	7010	\$3,250.00	\$0.00	\$3,600.00	\$3,250.00	\$3,500.00	
Email Talk List	7015	\$360.04	\$184.08	\$600.00	\$600.00	\$600.00	
Computer Consultant	7020	\$740.00	\$1,040.00	\$750.00	\$2,000.00	\$1,500.00	
Upgrades to Computers & Equipment	7025	\$978.22	\$300.99	\$1,000.00	\$2,500.00	\$3,500.00	
Communications and Internet	7031	\$5,469.46	\$2,015.19	\$5,500.00	\$6,000.00	\$6,000.00	Upgrade to Internet Speed
Bank Charges (Credit Card Fees less APMA Rebat	7040	\$7,499.73	\$6,196.04	\$8,000.00	\$8,000.00	\$9,000.00	
Printing - In Office	7070	\$309.37	\$73.86	\$1,000.00	\$1,000.00	\$1,200.00	
Legal Expenses	7110	\$3,429.75	\$18,070.00	\$1,250.00	\$19,500.00	\$5,000.00	
Office Supplies	7140	\$1,790.11	\$1,243.10	\$2,000.00	\$2,000.00	\$3,000.00	7-year Average
Computer Software Expenses	7145	\$3,579.42	\$3,131.38	\$3,000.00	\$4,500.00	\$4,500.00	Smartsheet, and Adobe
Postage/Shipping	7310	\$1,982.96	\$282.55	\$2,500.00	\$2,500.00	\$3,000.00	7-year Average
Misc. Expense	7510	\$425.54	\$113.20	\$500.00	\$500.00	\$750.00	7-year Average
TOTAL OFFICE EXPENSES	7899	\$29,814.60	\$32,650.39	\$29,700.00	\$52,350.00	\$41,550.00	

HUMAN RESOURCES EXPENSES

Account Name	Acct. #	OHFAMA 2019-2020 Fiscal Year End Data	OHFAMA QuickBooks - Statement of Activity thru Sept 15, 2020	Approved Budget Targets for May 2019- April 2020	Updated Budget Targets for May 2020- April 2021	Recommended Budget Targets for May 2021- April 2022	Comments
Payroll Expenses	6560	\$257,596.79	\$84,618.01	\$260,000.00	\$226,000.00	\$226,350.00	LR 75% Reimbursed by OFAMIF
Annual Bonuses (Staff & Executive Director)	6561	\$5,025.00	\$0.00	\$6,500.00	\$7,500.00	\$7,500.00	LR 75% Reimbursed by OFAMIF
FICA/Social Security	8210	\$14,395.18	\$4,634.10	\$14,725.00	\$12,617.00	\$13,146.88	6.2% of Payroll Expenses
Medicare	8220	\$3,644.42	\$1,083.77	\$3,489.00	\$2,951.00	\$3,050.08	1.45% of Payroll Expenses
Workers Comp.	8240	(\$77.60)	\$308.32	\$450.00	\$450.00	\$700.00	
Unemployment Taxes	8270	\$946.05	\$521.12	\$500.00	\$500.00	\$750.00	
Group Insurance	8510	\$30,946.67	\$10,904.39	\$24,500.00	\$18,094.00	\$23,265.00	LR 75% Reimbursed by OFAMIF
Disability Insurance	8512	\$1,787.16	\$340.62	\$4,000.00	\$2,280.00	\$2,000.00	© = Contractual Agreement
Life Insurance	8511	\$476.00	\$0.00	\$500.00	\$500.00	\$280.00	© = Contractual Agreement
Pension (Employee Retirement Plan)	8540	\$12,775.66	\$100.00	\$10,000.00	\$15,000.00	\$14,724.50	LR 75% Reimbursed by OFAMIF
Building Maintenance (Cleaning, Upkeep)	8631	\$444.00	\$100.00	\$500.00	\$500.00	\$550.00	
Professional Development - Executive Director ©	8660	\$1,954.83	\$225.00	\$2,500.00	\$2,500.00	\$2,500.00	© = Contractual Agreement
Professional Development Expenses - Staff	8670	\$1,029.37	\$150.00	\$2,000.00	\$1,750.00	\$1,750.00	LR 75% Reimbursed by OFAMIF
Staff Travel - Mileage & Accommodations	8610	\$569.94	\$0.00	\$750.00	\$750.00	\$900.00	
Staff Travel - Airfare	8611	\$0.00	\$0.00	\$350.00	\$350.00	\$350.00	

Staff Travel - Parking	8612	\$194.50	\$6.00	\$175.00	\$200.00	
Lease on Car @	8622	\$5,498.24	\$999.68	\$1,000.00	\$0.00	Lease ended in July, 2020
Car Allowance - Plates, Registration	8620	\$264.83	\$0.00	\$0.00	\$0.00	Lease ended in July, 2020
Gas & Maintenance @	8621	\$683.71	\$0.00	\$100.00	\$0.00	Lease ended in July, 2020
Misc. Expenses	8630	\$124.79	\$0.00	\$100.00	\$200.00	

HUMAN RESOURCES EXPENSES \$338,279.63 \$103,891.01 \$338,139.00 \$293,117.00 \$298,216.45

CAPITAL RESOURCES EXPENSES \$349,436.03

Account Name	Acct. #	OHFAMA 2019- 2020 Fiscal Year End Data	OHFAMA QuickBooks - Statement of Activity thru Sept 15, 2020	Approved Budget Targets for May 2019- April 2020	Updated Budget Targets for May 2020- April 2021	Comments
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Building Insurance	9010	\$1,065.00	\$0.00	\$1,050.00	\$1,050.00	
Building Improvements	9030	\$409.68	\$0.00	\$500.00	\$500.00	
Building Maintenance	9040	\$579.62	\$180.15	\$450.00	\$450.00	(includes alarm system)
Equipment Maintenance	9110	\$0.00	\$228.96	\$500.00	\$250.00	
Office Equipment	9170	\$110.70	\$0.00	\$500.00	\$250.00	
Equipment Leasing (postage machine & Copier)	9175	\$4,398.76	\$2,144.32	\$4,638.00	\$4,638.00	
Building Depreciation	9250	\$6,548.88	\$2,728.72	\$6,548.88	\$6,548.76	
Equipment Depreciation	9300	\$0.00	\$0.00	\$545.89	\$0.00	
Website Depreciation	9305	\$1,708.80	\$0.00	\$1,864.05	\$1,708.80	Depreciation Complete in 2020
Utilities	9370	\$1,573.87	\$536.29	\$2,000.00	\$1,600.00	
Condo Fee	9380	\$7,348.74	\$1,854.68	\$6,500.00	\$7,250.00	
Special Assessments from Condo Association	9381	\$0.00	\$0.00	\$0.00	\$0.00	
Property Taxes	9390	\$6,224.99	\$3,110.33	\$7,000.00	\$6,500.00	

TOTAL CAPITAL EXPENSES \$29,969.04 \$10,783.45 \$32,096.77 \$30,945.68 \$30,878.02

TOTAL EXPENDITURES \$797,326.67 \$239,628.25 \$843,160.77 \$756,507.68 \$822,235.47

Total Revenue Minus Total Expenditures (\$9,654.74) \$350,234.57 \$339.23 \$517.32 \$2,416.53

Less Depreciation (a non-cash item) (\$1,397.06) \$9,298.00 \$9,298.00 \$8,775.00 \$6,548.76
 *Depreciation is a combination of the Building, Equipment and Website Depreciation Accounts.



INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To Board of Trustees
Ohio Foot and Ankle Medical Association
Columbus, Ohio 43220-1815

We have reviewed the accompanying financial statements of Ohio Podiatric Medical Association, DBA, Ohio Foot and Ankle Medical Association (a nonprofit organization), which comprise the statements of financial position as of April 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with the accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the accounting principles generally accepted in the United States of America.

THE OHIO FOOT AND ANKLE MEDICAL ASSOCIATION
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED APRIL 30, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
REVENUE		
Ohio dues	\$ 328,782	\$ 337,394
National dues	322,929	332,233
Seminars	3,000	4,000
Academy donations	14,500	15,000
Corporate sponsor program	-	6,000
PICA affinity program	30,000	30,000
Investment loss	(3,820)	21,444
Advertising income	2,808	2,023
Related party income	97,812	94,796
Contributions	2,000	32,331
Miscellaneous	6,202	6,220
TOTAL REVENUE	<u>804,213</u>	<u>881,441</u>
EXPENSES		
National dues	320,594	332,384
Wages	214,540	277,098
Meetings	16,570	36,408
Office	51,271	55,111
Legislative	22,000	22,050
Insurance	37,315	37,424
Professional fees	34,815	33,951
Pension	17,023	18,018
Payroll taxes	19,180	17,778
Depreciation	8,260	8,961
Travel	7,210	9,349
Telephone and utilities	7,081	7,888
Building expenses	15,007	16,251
Equipment expenses	3,790	4,765
Academy expenses	2,350	6,356
Miscellaneous	536	638
TOTAL EXPENSES	<u>777,542</u>	<u>884,430</u>
CHANGE IN NET ASSETS	26,671	(2,989)
NET ASSETS, BEGINNING OF YEAR	<u>320,779</u>	<u>323,768</u>
NET ASSETS, END OF YEAR	<u>\$ 347,450</u>	<u>\$ 320,779</u>

See Accompanying Notes And Independent Accountants' Review Report.

**THE OHIO FOOT AND ANKLE MEDICAL ASSOCIATION
STATEMENTS OF FINANCIAL POSITION
APRIL 30, 2020 AND 2019**

ASSETS

	2020	2019
CURRENT ASSETS		
Cash and cash equivalents	\$ 18,684	\$ 85,688
Investments	351,579	341,549
Total current assets	370,263	427,237
 PROPERTY AND EQUIPMENT		
Fixed assets	247,679	249,585
Less: Accumulated depreciation	(214,405)	(208,053)
Net property and equipment	33,274	41,532
 TOTAL ASSETS	 \$ 403,537	 \$ 468,769

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accounts payable	\$ 30	\$ 27
Accrued expenses	-	37,698
Deferred revenue	54,815	110,067
Accrued payroll liabilities	1,242	198
Total current liabilities	56,087	147,990
 NET ASSETS		
Without donor restrictions	347,450	320,779
Total net assets	347,450	320,779
 TOTAL LIABILITIES AND NET ASSETS	 \$ 403,537	 \$ 468,769

See Accompanying Notes And Independent Accountants' Review Report.