



SKAL INTERNATIONAL USA

*National Committee of Skål International
Professionals in Tourism*

VICE PRESIDENT-ADMINISTRATION QUARTERLY REPORT

Date: April 8, 2013
To: SIUSA President and Board Members
From: Carlos R. Banks, SIUSA Vice President- Administration
Subject: Quarterly Report - Period Ending March 31, 2013

1. Follow up from Last Board Meeting
Assisted the SIUSA Administrator during the transition to answer questions and assist in other matters. Under the new SIUSA Administrator, the SIUSA President, Vice President- Administration and Vice President-Finance can remotely view all the SIUSA files, as well as, open QuickBooks and review the financial information at any time.
2. Club Data
Collected, organized and submitted to Skal International and the SIUSA Board the information for Form 2. There are still 13 clubs who have not submitted the information requested.
3. IRS Project
There are 11 clubs that I found do not have or lost their tax exemption; Eric Braendel may have found more. There are 26 additional clubs who may have lost their tax exemption. In addition, most clubs still listed as NATIONAL SKAL COMMITTEE OF THE UNITED STATE OF AMERICA INC which was part of our blanket exemption of NSCUSA, which we no longer have since 2007.

SIUSA Clubs Tax Exempt status will be a topic of discussion for the SIUSA Board Meeting and Regional Meetings. After the congress, Eric Braendel will be conducting a webinar to assist clubs after the NAASC Congress.

As a reminder to the clubs, their form 990 must be filed by May 15, 2013, if the club's fiscal year is a calendar year. If the Club's annual gross receipts are normally \$50,000 or less, it may be required to electronically submit Form 990-N, also known as the e-Postcard. It is a very simple filing.

4. Standards and Process Committee
As a member of the Standards and Process Committee, I assisted in the updating the SIUSA Statutes and By-Laws due to recent changes voted on in St. Augustine. These are waiting for final approval from Skal International. In addition, due to the approved SIUSA Statutes and By-Laws by Skal International, began updating the SIUSA Manual of Instructions.
5. SIUSA Audit
As the former Vice President Finance and acting Executive Secretary/Treasurer doing all the financial work to 2012, I attended the SIUSA audit on February 1, 201. I presented the SIUSA Auditors most of the information needed or used in their check list a week prior to the audit. The auditors basically gave the SIUSA financial reporting system a great review.
6. Club Visits (Functions)
January 15 – SI Fort Lauderdale & Palm Beaches
February 1 and 2 – SI Washington
March 13 – SI Miami
March 19 – SI Fort Lauderdale & Palm Beaches
7. Club Visited (Board Meetings)
January 15 – SI Fort Lauderdale and Palm Beaches
March 19 – SI Fort Lauderdale and Palm Beaches
8. Other
February 1 – SIUSA Audit in Washington
February 2 – SIUSA Board Meeting in Washington
9. Board Meeting Topics
 - a. IRS Tax Exemption for a club
 - b. Proposed changes to the MOI

I look forward to seeing everyone in Sacramento.

Respectively Submitted,

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