

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2018

Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning 2018-01-01 and ending 2018-12-31

B Check if available

☐ Terminated for Business☒ Gross receipts are normally \$50,000 or lessC Name of Organization: NATIONAL ASSOCIATION OF
RESIDENTIAL PROPERTY MANAGERS

2705 E Burnside St Suite

212, Portland, OR, US, 97214

D Employee Identification

Number 93-1096974

E Website:

F Name of Principal Officer: AJ Shepard

2705 E Burnside St Suite

212, Portland, OR, US, 97214

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

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Confirmation

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Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** NATIONAL ASSOCIATION OF RESIDENTIAL PROPERTY MANAGERS
- **EIN:** 931096974
- **Tax Year:** 2018
- **Tax Year Start Date:** 01-01-2018
- **Tax Year End Date:** 12-31-2018
- **Submission ID:** 10065520190742687730
- **Filing Status Date:** 03-15-2019
- **Filing Status:** Pending

Note: [Print](#) a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS



2019 Board Positions:

Past President:	Denny Miller
President:	AJ Shepard
President Elect:	Chris Hermanski
Secretary:	JJay Jenson
Treasurer:	Jill Maricich



2018 Board Candidates:

President:	Denny Miller
President Elect:	AJ Shepard
Secretary:	JJay Jenson
Treasurer:	Johanna Miller

President:	AJ Shepard
President Elect:	Chris Hermanski
Past President:	Denny Miller
Secretary:	JJay Jensen
Treasurer:	Jill Maricich

For committees (provided everyone still wants to volunteer):

Membership (Professional):

- Angela DeVita
- Katie McNeeley
- Karen Johnson

Membership (Affiliate):

- Lynne Whitney
- Betty Benson
- Angela DeVita

Mentorship Program:

Katie McNeeley

AJ Shepard

Denny Miller

Ron Garcia

Legislative:

- Amber Clark
- Ron Garcia
- Jill Maricich

Education:

- Chris Hermanski
- Matt Williams
- AJ Shepard

Marketing/Communications:

- Johanna Miller
- Katie McNeeley

Strategic Planning:

- Denny Miller
- Chris Hermanski
- Ron Garcia
- Katie McNeeley
- AJ Shepard



National Association of Residential Property Managers
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda
10/09/2018 – 11:15am to 12:45pm
Urban Office – Portland, OR

1. Welcome & Roll Call
2. Positive Focus
3. Consent Agenda
 - a. Approval of minutes from last meeting
4. Treasurer's Report
 - a. Review of Income Statement, Balance Sheet, Aging Receivables & 2019 Forecast
5. Report on Coordination with Westside Secretarial & Plan for 2019
6. Action/Planning/Discussion Items
 - a. Introduction & Welcome of Executive Officers for 2019
 - b. Improvement Suggestions & Feedback on Chapter Meetings
 - c. Speaker Schedule – October & November
 - d. Membership Action & Growth
 - e. Updates from Committees and assignment of Committee Chairs for 2018
 - i. Education – Promotion of Chapter Class on December 13th – Marketing for Residential Property Management
 - ii. Membership
 - iii. Legislative
 - iv. Special Events
 - v. Affiliate
 - vi. Chapter Website
 - vii. Strategic Planning
7. National Updates – Annual Convention & Trade Show in Coronado, CA.
Oct 16-19, 2018 with Education courses Oct 15 & 16 and Pre-Convention activities on Oct 16.
Leadership Training in St. Louis, MO. Tuesday, November 13, 2018 (Chapter President, President-Elect & Others)
8. NW Region Chapter Leader Call Update
9. Date for Next Board Meeting – December __ ??
10. Adjourn

50 min for Speaker

FU - CODE OF CONDUCT.



Mission Statement

NARPM® provides resources for residential property management professionals who desire to learn, grow, and build relationships.

Vision

NARPM® will be the recognized leaders in residential property management industry.

NARPM® Antitrust Statement:

It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. Further, NARPM® shall not restrict members' ability to solicit competitors' clients or to advertise for business in any way that is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda
07/20/2018 – 9:45am to 11:00pm
Widmer Pub – Portland, OR

1. Welcome & Roll Call
2. Positive Focus
3. Consent Agenda
 - a. Approval of minutes from last meeting
4. Treasurer's Report
 - a. Review of Income Statement, Balance Sheet & Aging Receivables
5. Report on Coordination with Westside Secretarial
6. Action/Planning/Discussion Items
 - a. Discussion and Nomination of Executive Officers for 2019
 - b. Improvement Suggestions & Feedback on Chapter Meetings
 - c. Speaker Schedule – September
 - d. Membership Growth
 - e. National Education Class – Basics of Property Management – November 27th
 - f. Updates from Committees
 - i. Education – September Speakers
 - ii. Membership – Mid Year Discount?
 - iii. Legislative
 - iv. Special Events – August Happy Hour?
 - v. Affiliate
 - vi. Chapter Website
 - vii. Strategic Planning
7. National Updates – Annual Convention October 16-19 – Discuss Changing October Chapter Meeting to October 26th
8. NW Region Chapter Leader Call Update
9. Date for Next Board Meeting – Early October?
10. Adjourn



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National Association of Residential Property Managers
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda
05/11/2018 – 11:30am to 1:30pm
Urban Office – Portland, OR

1. Welcome & Roll Call
2. Positive Focus
3. Consent Agenda
 - a. Approval of minutes from last meeting
4. Treasurer's Report
 - a. Review of Income Statement, Balance Sheet & Aging Receivables
5. Report on Coordination with Westside Secretarial
6. Action/Planning/Discussion Items
 - a. Review of Vendor Issue & D&O Insurance – Denny Miller & Ron Garcia
 - b. Special Chapter Meeting w/ Jamie Hudamal - May 16th
 - c. Washington State Conference – May 17th, 18th & 19th
 - d. Improvement Suggestions & Feedback on Chapter Meetings
 - e. Speaker Schedule – June & July
 - f. Membership Growth
 - g. Updates from Committees and assignment of Committee Chairs for 2018
 - i. Education
 - ii. Membership
 - iii. Legislative
 - iv. Special Events
 - v. Affiliate
 - vi. Chapter Website
 - vii. Strategic Planning
7. National Updates
8. NW Region Chapter Leader Call Update
9. Date for Next Board Meeting
10. Adjourn

Send Bette - Electronic Copy of AIP

*Johanna square
Coordination*

3x5 Cards

*Directed to Property Mgr.
PHD Relocation Budget
Maintenance*

\$50 Incentive NATIONAL

Gift Cards for New #10

New Members



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National Association of Residential Property Managers
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda

02/28/2018

Urban Office – Portland, OR

✓ Matt Lucky Luck Class - March 22nd 10:00 Side Lucky Luck.

1. Welcome & Roll Call
2. Positive Focus
3. Consent Agenda
 - a. Approval of minutes from last meeting
4. Treasurer's Report
 - a. Review of Income Statement, Balance Sheet & Aging Receivables
5. President's Report on Coordination with Westside Secretarial *✓ - send notice*
6. Action/Planning/Discussion Items
 - a. Special Topic, Vendor Issue – Ron Garcia *- Director's Ins*
 - b. NARPM National Video on How to Use Website Tools
 - c. Improvement Suggestions & Feedback on Chapter Meetings
 - d. Education - Grow Your Business Class Report
 - e. Speaker Schedule – March, April, May
 - f. Membership Growth
 - g. Chapter Compliance
 - h. Updates from Committees and assignment of Committee Chairs for 2018
 - i. Education
 - ii. Membership
 - iii. Legislative
 - iv. Special Events
 - v. Affiliate
 - vi. Chapter Website
 - vii. Strategic Planning
7. National Updates
8. NW Region Chapter Leader Call Update *- L*
9. Meeting Board Meeting Date *4-25 / 10:00*
10. Adjourn

*CE Credit
Send contact info to Michelle to J. Jay.*

Forward Minutes to board.

Ask Members to Bring Gifts.

*Announcement at Chapter Mtg
Special / charitable
Events Committee Chair
Needed*



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National Association of Residential Property Managers
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda
01/31/2018
Stanford's Lloyd Center – Portland, OR

- ✓ 1. Welcome & Roll Call
- ✓ 2. Positive Focus
- ✓ 3. National Updates
- ✓ 4. Consent Agenda
 - a. Approval of minutes from last meeting
- ✓ 5. Treasurer's Report
 - a. Review of Income Statement, Balance Sheet & Aging Receivables
 - b. 2018 Financial Forecast
 - c. Dues Schedule for 2018
- ✓ 6. President's Report on Coordination with Westside Secretarial
7. Action/Planning/Discussion Items
 - ✓ a. Improvement Suggestions & Feedback on January Chapter Meeting, *Menu options, more table.*
 - ✓ b. Education — *CE Credit — common.*
 - ✓ c. Speakers
 - ✓ d. Membership Growth
 - ✓ e. Chapter Compliance — *Katie → Chapter Excellence.*
 - f. Updates from Committees and assignment of Committee Chairs for 2018
 - i. Education *Ch. Matt*
 - ii. Membership *Susan, Russell, Danny*
 - iii. Legislative *Ch. Matt, Sae Shimada, Brock Bellings*
 - iv. Special Events *Lois?, AJ, Melanie*
 - v. Affiliate *Ch. Lynne, May, Bette, Susan, Angela, Brock.*
 - vi. Webmaster
 - vii. Strategic Planning — *Erleen*
8. Meeting Board Meeting Date?
9. Adjourn *Wed Feb 28, 2018*

*Raffle
March*



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National Association of Residential Property Managers
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda

12/13/2017

Zenith Properties Office 1498 SE Tech Center Place, Ste. 170, Vancouver, WA

1. Welcome & Roll Call
2. Updates from Committees
 - a. Education
 - b. Membership
 - c. Legislative
 - d. Special Events
 - e. Affiliate
 - f. Webmaster
 - g. Strategic Planning
3. National Updates
4. Consent Agenda
 - a. Approval of minutes from last meeting
5. Discussion/Planning Items
 - a. Review of 2017 Income Statement, Balance Sheet & 2017 Aging Receivables
 - b. 2018 Financial Forecast
 - c. Venue
 - i. Location
 - ii. Charge for lunch
 - iii. Charge for CE
 - d. Company Membership
 - i. Amounts to follow National equation
 - a. \$735 (company - 4) is 62%, \$100 (each additional) is 34%
 - b. Portland would be \$250 (company-4), \$35 (each additional)
 - ii. Bylaws
 - e. West Side Secretarial
 - f. Board member reimbursements
 - g. 2018
 - i. Dropbox
 - ii. Committee Chairs, etc.
 - iii. Meeting date
6. Adjourn



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- Katie McNeeley
- Karen Johnson

Membership (Affiliate):

- Lynne Whitney
- Betty Benson
- Angela DeVita

Mentorship Program:

Katie McNeeley

AJ Shepard

Denny Miller

Ron Garcia

Legislative:

- Amber Clark
- Ron Garcia
- Jill Maricich

Education:

- Chris Hermanski
- Matt Williams
- AJ Shepard

Marketing/Communications:

- Johanna Miller
- Katie McNeeley

Strategic Planning:

- Denny Miller
- Chris Hermanski
- Ron Garcia
- Katie McNeeley
- AJ Shepard

HELLO
FEBRUARY

February Greater Portland Chapter Meeting

Please RSVP by clicking below and filling out the form!

Email RSVP's will NOT be counted

RSVP

We Need to Plan for Food!

New Time- 11:30 AM - 1:30 PM

Speaker Nicholas Cook "PM Grow Summit Recap"

Nicholas will be giving us a recap of the PM Grow Summit, which he attended January 31-February 2, 2018. The Summit is described as: "Two days and 20+ speakers designed to grow your property management business through world-class sales, marketing, and technology tactics and strategy."

Lunch is provided

Some vendors will be staying from 1:30-2:00 PM to meet with Members with information and question/answer time.

TIME: 11:30- 1:30

DATE: February 16, 2018

PLACE

Widmer Pub

[955 N Russell St, Portland, OR 97227](#)

Don't forget to arrive earlier for parking!

SCHEDULE

11:30- 11:45- Registration and Networking

11:45-12:00- Welcome to new Vendors and Members

12:00-1:00- Speaker Presentation

1:00- 1:30- Chapter Reports, Old Business, New Business, Adjourn

1:30-2:00- Meet with Vendors

The month of
MARCH

March Greater Portland Chapter Meeting

this is just a reminder for the luncheon this week!

If you have not already RSVP'd, please do so!

RSVP

We Need to Plan for Food!

New Time- 11:30 AM - 1:30 PM

Speaker

Mark Foat, CPA, CBA, CVA, CFF

In this one hour class, you'll find out from one of the industry's finest about the impact the new tax code has on you as a business owner, a real estate professional as well as the impact on your clients as investors. Though not all of the questions are in, tax season is just around the corner. You'll want to know at least the basics of how the new rules effect your clients as well as yourself. Don't miss your chance to learn a bit in this exciting course taught by Mark Foat from McCoy Foat and Company.

Lunch is provided

Vendors will be staying afterward to meet with Members.

If you have not yet paid 2018 dues, they will be collected at check-in.

If you are not a NARPM Member or first-time visitor, attendance is \$40 plus \$10 for the CE Credit.

March 16, 2018

11:30- 1:30

Widmer Pub

[955 N Russell St, Portland, OR 97227](#)

Don't forget to arrive earlier for parking!

11:30- 11:45- Registration and Networking

11:45-12:00- Welcome to new Vendors and Members

12:00-1:00- Speaker Presentation

1:00- 1:30- Chapter Reports, Old Business, New Business, Adjourn

1:30-2:00- Meet with Vendors



Share



Tweet



Share



Forward



April Greater Portland Chapter Meeting

This is just a reminder for the luncheon this week!

If you have not already RSVP'd, please do so by clicking the button below!

Email RSVP's will **NOT** be counted

RSVP

We Need to Plan for Food!

April 20, 2018

11:30- 1:30

Speaker

John R. Bradford, III

Owner and Found of PetScreening.com

PetScreening.com is **ZERO** cost to Property Managers/Owner Operators and does the following:

- Add a layer of third-party liability protection
- Validate Assistance Animal statuses
- Create a comprehensive Pet Profile and provides a unique "FIDO" score for each pet
- Generate substantial new pet revenue opportunities
- Provide a way to report pet bite, property damage, and unauthorized pet-related incidents
- Earn a rebate for every completed Pet Profile

1-minute video for Property Managers:

<https://www.youtube.com/watch?v=YnyMQWY16QDs&feature=youtu.be>

Lunch is provided by:

Vendor Spotlight

[Filter Easy](#)

Thank you Shannon!

Vendors will be staying afterward to meet with Members.

The month of
May

May Greater Portland Chapter Meeting

This is just a reminder for the luncheon

TOMORROW!

We Need to Plan for Food!

This month the luncheon will be on

WEDNESDAY MAY 16, 2018

(due to the Northwest NARPM Convention in Seattle.)

11:30- 1:30

Speaker

Jamey Duhamel

Director of Policy

Office of Commissioner Chloe Eudaly

Jamey will be speaking about the draft of the screening criteria policy. Commissioner Chloe Eudaly's office has been working on it. It is still an early draft with feedback needed and their office does not plan to bring this to council until this summer.

We will also have a small 20 - 30-minute question and answering session.

We would like to have questions prepared to ask Jamey prior to the meeting. We will monitor the questions, as we want to make sure we are as professional as possible and show Commissioner Eudaly's office the utmost respect.

You can see the framework that will be discussed tomorrow in the links below:

[Screening Criteria Framework](#)

[Screening Criteria Individual Assessment](#)

[Alternative Assessment Framework](#)

Please submit your questions here prior to the meeting:

ASK QUESTIONS HERE

If it asks for a code, the code is #NARPM/POX

Lunch is provided by:

Vendor Spotlight

Banner Bank

Thank you Justin Clevenger!



June Greater Portland Chapter Meeting

Please RSVP by clicking the button below and filling out the form!

Email RSVP's will **NOT** be counted



We Need to Plan for Food!

June 15, 2018

11:30- 1:30

Speaker

Steve Bennett

Ever get the question, "Should I have my property in an LLC?" from a client?

Do you know who can legally sign your leases and management

agreements if the property owner is a Trust, LLC, Estate or Partnership?

Well, don't miss this month's meeting featuring Steve Bennett with Farleigh,

Wada, Witt as he discusses these intricacies of these questions. He'll also

discuss who should use these entities and the protections they bring to your

clients.

Lunch is provided by:

Vendor Spotlight

[Apollo Drain](#)

Thank you Karen!

Vendors will be staying afterward to meet with Members.

If you have not yet paid 2018 dues, they will be collected at check-in.

If you are not a NARPM Member or first-time visitor, attendance is \$40 plus

\$10 for the CE Credit.

June 15, 2018

11:30- 1:30

Widmer Pub



July Greater Portland Chapter Meeting

This is a reminder email. Do not RSVP if you already have.

Email RSVP's will **NOT** be counted

RSVP

We Need to Plan for Food!

July 20, 2018

11:30- 1:30

Speaker
Charlie Kovas
with Warren Allen LLP

Charlie will be covering topics concerning the current Landlord/Tenants changes happening in the city of Portland.

Lunch is provided by:

Vendor Spotlight

John's Waterproofing

Thank you Tamaral

Vendors will be staying afterward to meet with Members.

If you have not yet paid 2018 dues, they will be collected at check-in.

If you are not a NARPM Member or first-time visitor, attendance is \$40 plus
\$10 for the CE Credit.

July 20, 2018

11:30- 1:30

Widmer Pub

THE MONTH OF *AUGUST*

August Greater Portland Chapter

HAPPY HOUR!

Please RSVP by clicking the button below and filling out the form!

Email RSVP's will NOT be counted

RSVP

We want to give Widmer Brothers a heads up!!

August 17, 2018

3:00 pm

Happy Hour at Widmer Brothers Pub!

Please join us for Happy Hour! During this busy time of year come relax and network with other members of NARPM. NARPM will provide Appetizers.

Widmer Pub

[955 N Russell St, Portland, OR 97227](#)

Don't forget to arrive earlier for parking!



Share



Tweet



Share



Email



September Greater Portland Chapter Meeting

This is a reminder email. Do not RSVP if you already have.

Email RSVP's will **NOT** be counted

[RSVP](#)

We Need to Plan for Food!

September 21, 2018

11:30- 1:30

Speaker

Matthew Miller

with Mad Capper Marketing

Shabby Reviews to Great Reviews: How to get a 5 Star Reputation FAST

Ever wonder why some companies have hundreds of reviews and a 5-star reputation online? In this presentation, Matthew will share his exact formula so you can build your own 5 Star Reputation on sites like Google, Yelp, and Facebook that generate pre-sold property owners looking for property management services.

Lunch is provided by:

Vendor Spotlight

Real Estate Mold Solutions

Thank you Bart!

Vendors will be staying afterward to meet with Members.

If you have not yet paid 2018 dues, they will be collected at check-in.

If you are not a NARPM Member or first-time visitor, attendance is \$40 plus

October

THE MONTH OF

Starlight

October Greater Portland Chapter Meeting

Please be sure to RSVP so we can have the appropriate count for food.

Email RSVP's will NOT be counted

RSVP

We Need to Plan for Food!

Please notice the date change due to the 30th Annual Convention and

Tradeshow

October 26, 2018

11:30- 1:30

Speaker Panel of Property Managers

We will be having a panel of experienced Property Managers from the Greater Portland Chapter. They will be discussing the [30th Annual NARPM Convention](#) that they will be attending in San Diego and what has helped them become successful.

Lunch is provided by:

Vendor Spotlight

House Happy

Thank you Troy!

Vendors will be staying afterward to meet with Members.

If you have not yet paid 2018 dues, they will be collected at check-in.



**November Greater Portland Chapter
Meeting
THIS IS JUST A REMINDER**

[Don't forget to bring clothing donations for the Blanchet House!](#)

NARPM'S 5TH ANNUAL
CLOTHING DRIVE FOR BLANCHET HOUSE



The mission of Blanchet House: "Blanchet House of Hospitality offers food, shelter, and aid to all those in need of a safe place to be nourished and restore. We facilitate the transformation of each life we touch with compassion and dignity".

.....

Please join us in our efforts to assist the Blanchet House in continuing their mission by donating your gently used clothes to those in need.

ITEMS NEEDED:

- Winter Coats (greatest need)
 - Denim
- Liquid body soap & razors
 - Underwear
- Boots and shoes

Please note, although other clothing items will be accepted, there is the greatest need for those items listed above.

.....

PLEASE BRING YOUR DONATIONS TO NARPM GREATER PORTLAND CHAPTER'S NOVEMBER MEETING ON 11/16/2018:
Widmer Pub
11:30 AM - 1:30 PM
935 N. Russell St. Portland, OR 97227
Questions? Contact katie@mcroskey.com

November 16, 2018
11:30- 1:30

NARPM - Portland Chapter

Profit & Loss Budget vs. Actual

January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Affiliate Membership Dues	8,750.00	10,000.00	-1,250.00	87.5%
CE Credit Payment	0.00	20.00	-20.00	0.0%
First Time Member Dues	175.00	1,500.00	-1,325.00	11.7%
Meeting Fees	0.00	400.00	-400.00	0.0%
Membership Dues				
Company Membership Additional	150.00	600.00	-450.00	25.0%
Company Membership Group of 4	1,650.00	2,250.00	-600.00	73.3%
Professional	9,400.00	12,000.00	-2,600.00	78.3%
Support Staff	300.00	600.00	-300.00	50.0%
Total Membership Dues	11,500.00	15,450.00	-3,950.00	74.4%
Raffle Income	50.00	400.00	-350.00	12.5%
Reimbursement from National	250.00	1,500.00	-1,250.00	16.7%
Vendor Spotlights	2,150.00	2,500.00	-350.00	86.0%
Total Income	22,875.00	31,770.00	-8,895.00	72.0%
Gross Profit	22,875.00	31,770.00	-8,895.00	72.0%
Expense				
Advertising Expenses	0.00	400.00	-400.00	0.0%
Bank Service Charge	189.48	500.00	-310.52	37.9%
Board Meeting Meals	0.00	1,000.00	-1,000.00	0.0%
Business Expenses				
Business Registration Fees	0.00	50.00	-50.00	0.0%
Total Business Expenses	0.00	50.00	-50.00	0.0%
Contract Services				
Accounting Fees	300.00	4,800.00	-4,500.00	6.3%
Total Contract Services	300.00	4,800.00	-4,500.00	6.3%
Convention Reimb / Costs				
Travel Costs	0.00	1,500.00	-1,500.00	0.0%
Convention Reimb / Costs - Other	0.00	4,000.00	-4,000.00	0.0%
Total Convention Reimb / Costs	0.00	5,500.00	-5,500.00	0.0%
Insurance	0.00	1,000.00	-1,000.00	0.0%
Meals	0.00	600.00	-600.00	0.0%
Rent - Monthly Meeting	0.00	16,000.00	-16,000.00	0.0%
Speaker Fees	0.00	1,500.00	-1,500.00	0.0%
Supplies	0.00	250.00	-250.00	0.0%
Total Expense	489.48	31,600.00	-31,110.52	1.5%
Net Ordinary Income	22,385.52	170.00	22,215.52	13,168.0%
Net Income	22,385.52	170.00	22,215.52	13,168.0%

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Cash Basis

NARPM - Portland Chapter

Profit & Loss Budget vs. Actual

January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Affiliate Membership Dues	9,100.00	7,200.00	1,900.00	126.4%
CE Credit Payment	30.00	500.00	-470.00	6.0%
First Time Member Dues	2,100.00	1,500.00	600.00	140.0%
Meeting Fees	400.00	1,100.00	-700.00	36.4%
Membership Dues				
Company Membership Additional	600.00	250.00	350.00	240.0%
Company Membership Group of 4	2,250.00	2,750.00	-500.00	81.8%
Professional	11,400.00	11,000.00	400.00	103.6%
Support Staff	600.00	1,050.00	-450.00	57.1%
Total Membership Dues	14,850.00	15,050.00	-200.00	98.7%
Raffle Income	289.00			
Reimbursement from National	1,120.00	3,000.00	-1,880.00	37.3%
Vendor Spotlights	2,150.00	2,500.00	-350.00	86.0%
Total Income	30,039.00	30,850.00	-811.00	97.4%
Gross Profit	30,039.00	30,850.00	-811.00	97.4%
Expense				
Advertising Expenses	246.64	500.00	-253.36	49.3%
Bank Service Charge	304.80	1,000.00	-695.20	30.5%
Board Meeting Meals	616.02	1,000.00	-383.98	61.6%
Business Expenses				
Business Registration Fees	50.00	100.00	-50.00	50.0%
Business Expenses - Other	0.00	0.00	0.00	0.0%
Total Business Expenses	50.00	100.00	-50.00	50.0%
Contract Services				
Accounting Fees	2,729.00	3,600.00	-871.00	75.8%
Total Contract Services	2,729.00	3,600.00	-871.00	75.8%
Contributions	0.00	1,000.00	-1,000.00	0.0%
Convention Reimb / Costs				
Travel Costs	267.50			
Convention Reimb / Costs - Other	700.16	6,000.00	-5,299.84	11.7%
Total Convention Reimb / Costs	967.66	6,000.00	-5,032.34	16.1%
Insurance	972.00			
Meals	178.35	1,000.00	-821.65	17.8%
Quickbooks Fee	0.00	0.00	0.00	0.0%
Rent - Monthly Meeting	13,721.00	13,500.00	221.00	101.6%
Speaker Fees	641.65	1,500.00	-858.35	42.8%
Supplies	0.00	500.00	-500.00	0.0%
Website	0.00	400.00	-400.00	0.0%
Total Expense	20,427.12	30,100.00	-9,672.88	67.9%
Net Ordinary Income	9,611.88	750.00	8,861.88	1,281.6%
Net Income	9,611.88	750.00	8,861.88	1,281.6%