Welcome

RITZHOLMAN CPAS NONPROFIT FINANCIAL MANAGEMENT SEMINAR

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The Nonprofit Sector

KATY SOMMER, CPA, PARTNER

RESEARCH FROM URBAN INSTITUTE OF THE NATIONAL CENTER FOR CHARITABLE STATISTICS AND NATIONAL COUNCIL OF NONPROFITS

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Number of All Nonprofit Organizations

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	2005	2010	% change, 2005–2010	% change, 2005–2010 (inflation adjusted)	2015	% change, 2005–2015	% change, 2005–2015 (inflation adjusted)
All registered nonprofits	1,414,343.00	1,493,407.00	5.6	--	1,561,616.00	10.4	--
Reporting nonprofits	552,115.00	514,494.00	-6.8	--	531,026.00	-3.8	--
Revenue ($ billions)	*1,632.58*	*2,052.79*	*25.7*	*12.6*	*2,544.52*	*55.9*	*28.4*
Expenses ($ billions)	*1,476.80*	*1,931.02*	*30.8*	*17.1*	*2,361.45*	*59.9*	*31.8*
Assets ($ billions)	*3,500.91*	*4,441.45*	*26.9*	*13.6*	*5,785.56*	*65.3*	*36.2*
501(c)(3) public charities	847,946.00	979,883.00	15.6	--	1,088,447.00	28.4	--
Reporting public charities	312,778.00	293,265.00	-6.2	--	314,744.00	0.6	--

Sources: Urban Institute, National Center for Charitable Statistics, Core Files (2005, 2010, and 2015); a

Registered 501(c)(3) Nonprofits and Private Fdns

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Subsector	Total
Arts, Culture, Humanities	119,763
Education (excluding Higher Education)	184,114
Higher Education	6,717
Environment and Animals	63,774
Healthcare and Mental Health (excluding Hospitals)	92,145
Hospitals	6,423
Human Services	353,909
International	22,686
NTEE=T (re-grantors such as community foundations, DAFs, and federated campaigns)	35,659
Other Public/Societal Benefit and Community Improvement	94,794
Research: Science, Technology, Social Science	10,931
Religion Related, Spiritual Development	298,227
All Others	9,505
Private Foundations	126,676

SOURCE: IRS Business Master Files, Revenue Transaction Files, and electronic (e-File) Form 990 returns processed for fiscal years ending circa 2016 (released June 2018), by DataLake llc Nonprofit Research (datalake.net). For a full description of the data, see www.NonprofitImpactMatters.org.

Hours Volunteered

- Americans volunteered an estimated 64.4 hours in 2017, a slight increase from 63.9 in 2016.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Per year										
Percent of population volunteering	26.4	26.8	26.3	26.8	26.5	25.4	25.3	24.9	25.2	25.1
Number of volunteers (millions)	61.8	63.4	62.8	64.3	64.5	62.6	62.8	62.6	63.9	64.4
Hours volunteered (billions)	8	8.1	8.1	8.5	8.5	8.3	8.7	8.5	8.7	8.8
Average hours per volunteer	130	128	129	132	132	133	139	136	136	137
Median hours per volunteer	52	52	52	51	50	50	50	52	--	--
Per average day										
Percent of population volunteering	6.8	7.1	6.8	6	5.8	6.1	6.4	6.4	5.6	6

Sources: Author's calculations based on data from US Department of Labor, Bureau of Labor Statistics, Current Population Survey, Volunteer Supplement (2007–16); US Department of Labor, Bureau of Labor Statistics, American Time Use Survey (2007–16); and US Department of Labor, Bureau of Labor Statistics, Current Employment Statistics (2016).

Economic Impact of Nonprofits

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Nonprofits employ 12.3 million people[1], with payrolls exceeding those of most other U.S. industries, including construction, transportation, and finance.

A substantial portion of the nearly $2 trillion nonprofits spend annually is the more than $826 billion they spend on salaries, benefits, and payroll taxes every year. Also, nonprofit staff members pay taxes on their salaries, as well as sales taxes on their purchases and property taxes on what they own.

1 The 2019 Nonprofit Employment Report, Johns Hopkins Center for Civil Society Studies, based on 2016 data from U.S. Bureau of Labor Statistics.

U.S. nonprofits spend nearly $2 trillion annually and employ more than **10 percent of the total private workforce** in the U.S.

Size of Nonprofits

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FACT:

Most nonprofits are relatively small: 97 percent of nonprofits have budgets of less than $5 million annually, 92 percent operate with less than $1 million a year, and 88 percent spend less than $500,000 annually for their work. Thus, the "typical" nonprofit is community-based, serving local needs. It should be no surprise that relatively few nonprofits have an endowment. Indeed, most nonprofits have limited reserves—about 50 percent have less than one month of cash reserves, **according to one analysis** of nonprofit financial records.

Size of 501 (c) (3) Nonprofits

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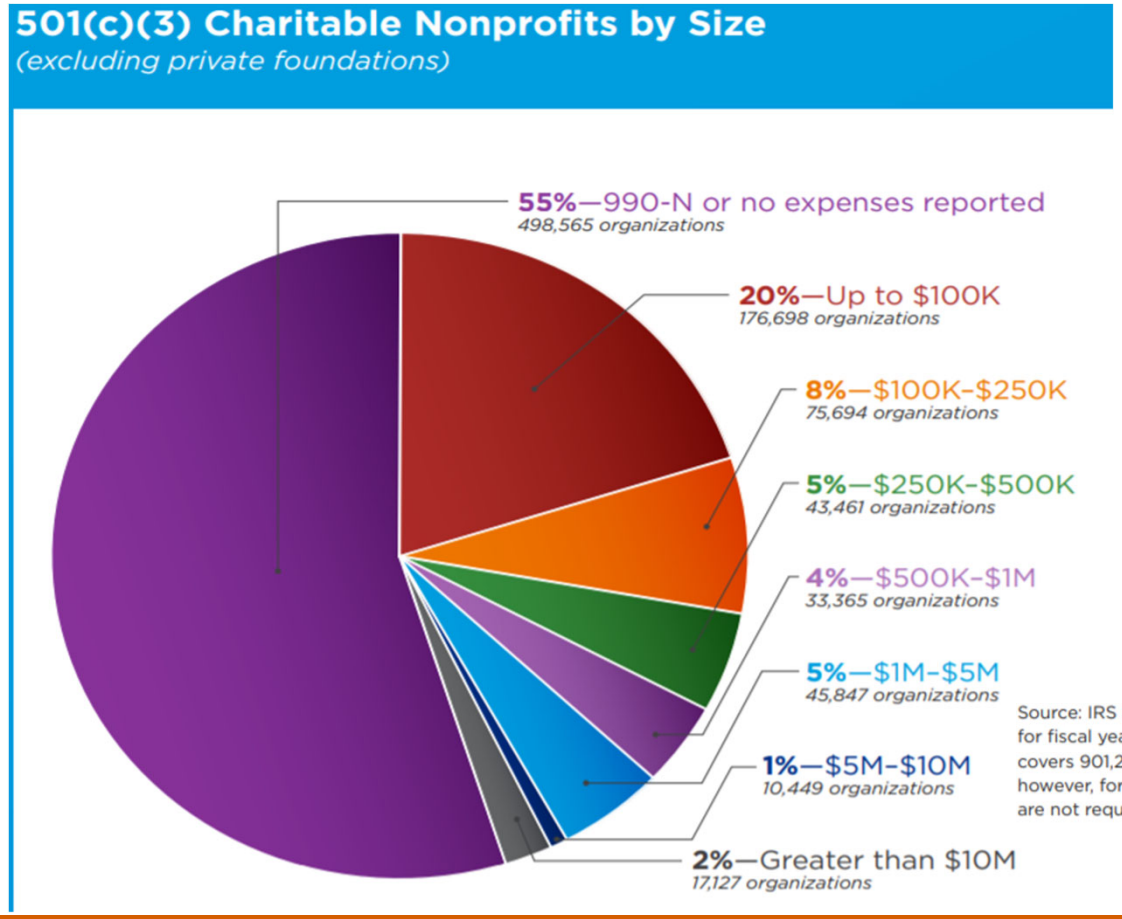

Source: IRS Business Master Files, Revenue Transaction Files, and Form 990/990-EZ/990-N returns processed for fiscal years ending circa 2016 (released June 2018), DataLake Nonprofit Research (datalake.net). This chart covers 901,206 nonprofits that filed informational tax returns with the IRS. Financial information is not available, however, for nonprofits with annual gross receipts normally $5,000 or less or for many religious groups, which are not required to file such returns. For a full description of the data, see www.NonprofitImpactMatters.org.

Revenue Sources for Charitable Nonprofits

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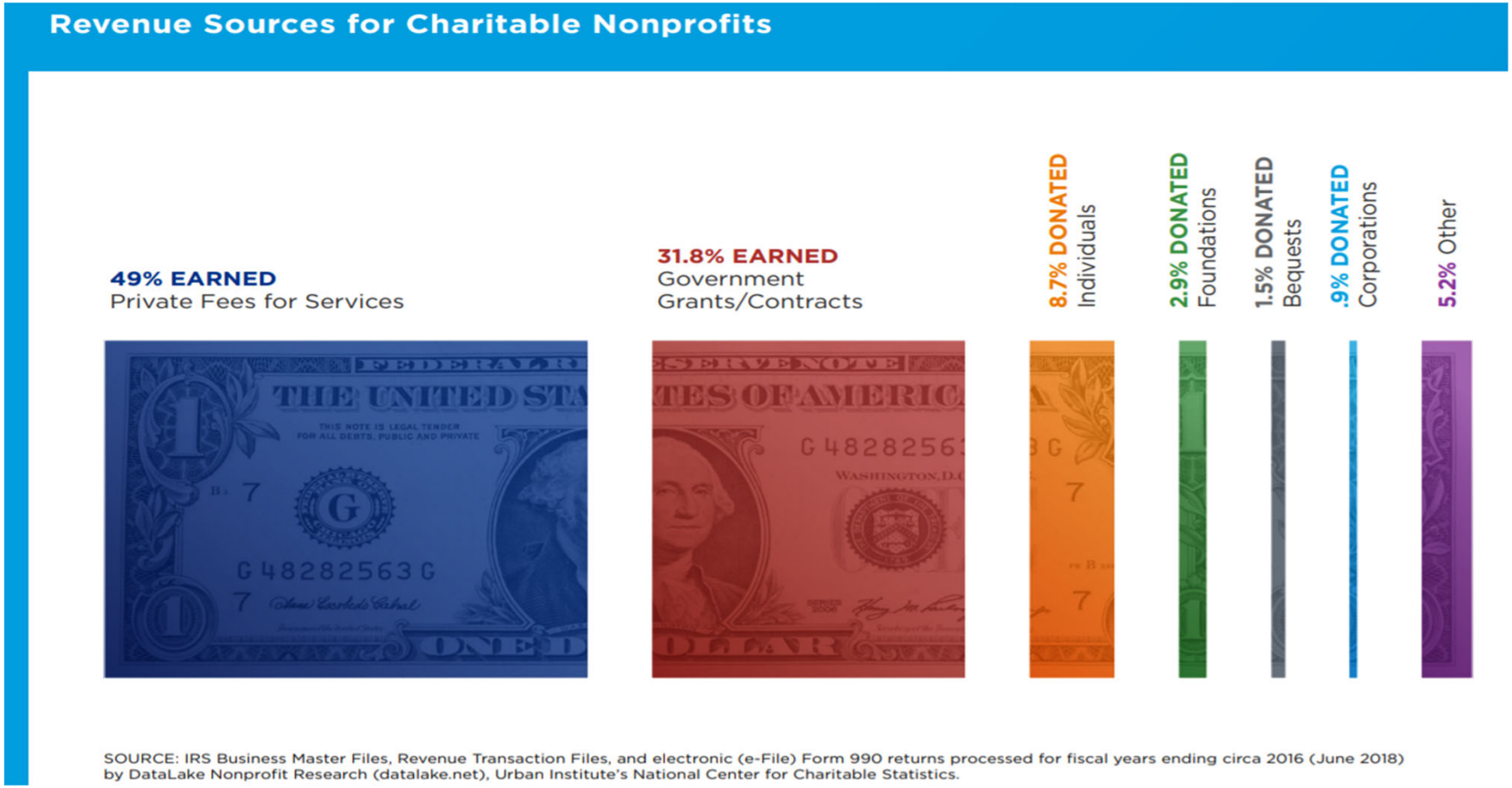

Nonprofits Face Challenges

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- Nonprofits improve the lives of individuals, add vitality to American communities, contribute to local and national economies, and enhance the quality of life. But the ability of nonprofits to continue doing so faces challenges.

MANY NONPROFITS STRAIN TO MEET INCREASING PUBLIC NEEDS.

POLICY PROPOSALS AT ALL LEVELS OF GOVERNMENT THREATEN THE WORK OF ALL NONPROFITS.

WORRISOME TRENDS HAVE BEEN DEVELOPING REGARDING CHARITABLE GIVING.

The Nonprofit Parking Tax Form 990-T

KATY SOMMER, CPA, PARTNER

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Nonprofit Parking Tax

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- New provision in The Tax Cuts and Jobs Act signed into law at the end of 2017
- This law mandated that exempt organizations include expenses related to the qualified transportation fringe benefits (public transit passes and parking) paid to their employees after December 31, 2017.
- Nonprofits must treat as unrelated business taxable income (UBTI) the cost of providing parking to their employees, subject to IRS guidance.
- If the total taxable cost of parking provided to employees, together with gross revenue from actual unrelated business activities (if any), exceeds $1,000 in a taxable year, the nonprofit is required to file federal Form 990-T and Wisconsin state Form 4-T.
- Nonprofits needed more guidance on how to calculate the cost of parking for employees which the IRS provided with Notices 2018-99 and 2018-100 issued on December 10, 2018.

IRS Notice 2018-100

- Waives the underpayment penalty for not paying estimated taxes during the 2018 tax year if:
  - The organization was not required to file Form 990-T in the prior year, and
  - The organization pays the tax by the original due date of the return (even if the return is extended).

  - The organization claiming the waiver should write “Notice 2018-100” on the top of its Form 990-T.

Estimated Tax Payments and Tax Payments

- For calendar year filers – estimates due quarterly 4/15, 6/15, 9/15 and 12/15
- Must pay the taxes through the Electronic Federal Tax Payment System (EFTPS) and need 5-7 days to get PIN after first log-on at www.eftps.gove/eftps for federal taxes
- Wisconsin taxes are due using an estimate voucher or electronically

IRS Notice 2018-99

- Guidance for determining the parking qualified fringe expenses subject to unrelated income tax for nonprofit organizations.
- Method of determining the total parking expenses depends if the nonprofit pays in the either or both of the following methods:
  - 1. Nonprofit pays a third party for employee parking spots
  - 2. Nonprofit owns or leases all or a portion of a parking facility
- Nonprofit pays a third party for employee parking
  - 1. Generally is the amount paid for the employee's parking.
  - 2. The amount paid for the employee's parking does not exceed the exclusion limitation of IRC Sec. 132 (f) (2) of $260 for 2018 or $265 for 2019 per month.
  - 3. Any amount paid that exceeds the exclusion limit but be taxable to the employee.

Example of Third Party Payment of Parking

- As part of ABC's lease, the organization has 4 employee parking spaces for a monthly cost of $125 per space.

Parking Spaces			4
Cost per Month			$ 125
	Monthly Cost		$ 500
	Annual Cost		$ 6,000
	UBIT Deduction		(1,000)
	Taxable Amount		5,000
	Tax Rate		21%
	UBIT Due		$ 1,050

Own or Lease Parking Facilities-Definitions

- Parking Facility – includes indoor and outdoor garages and other structures, as well as parking lots and other areas, where employees may park on or near the business premises of the employer or on or near a location from which the employee commutes to work.
- When determining whether parking is provided to an "employee" or "employees," parking by **independent contractors** working for the organization and parking in its parking facilities is included.
- An analysis is required for each "**geographic location**" maintained by an organization and the taxable amount for each location is added to determine the total taxable amount for the organization.
  - If a nonprofit employer owns or leases more than one parking facility in a single geographic location, the employer may aggregate the number of spots in those parking facilities when using the IRS' safe harbor method outlined later. Parking facilities owned in more than one geographic location may not be aggregated.

Own or Lease Parking Facilities-Definitions

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- Total Parking Expenses – include, but are not limited to the following:
  - Rent or Lease Payment
  - Repairs and Maintenance
  - Utility Costs
  - Insurance
  - Property Taxes
  - Interest
  - Snow and Ice Removal
  - Leaf Removal
  - Trash Removal
  - Cleaning
  - Landscape Expenses
  - Parking Lot Attendant Expenses
  - Security
- Note – Depreciation is NOT a parking expense for the purpose of computing the nonprofit parking tax.

Own or Lease Parking Facilities

- Determining "total parking expenses" may be the most difficult aspect of compliance for most nonprofits.
- Determining the appropriate portion of such expenses to allocate to parking facilities will most certainly require estimates and approximations.
- The IRS allows for any reasonable method to compute the cost of parking.
  - Caution: The **value** of employer-provided parking to employees is not a reasonable method for determining the disallowed parking cost or amount to be added to unrelated business income taxable income.
  - The IRS has provided a "safe harbor" four step methodology that, if followed, is deemed to be a reasonable method for computing employee parking expenses subject to the nonprofit parking tax.

Computing Parking Expenses – Step 1

- **Step 1 – Calculate the disallowance for reserved employee parking spots**.
- The ratio of reserved employee parking spaces to total parking spaces is multiplied by the total parking expenses (defined previously) to determine the disallowed portion of parking facility costs. Reserved employee parking spaces are designated exclusively for employee use and can be identified by a sign or segregated barrier limiting access to employees.
- Planning Tip – An organization can revise parking spots to decrease or eliminate reserved employee spaces to reduce the costs associated with reserved employee spots. If this revision is made by March 31, 2019, the organization can treat those spaces as not reserved for employees retroactive to January 1, 2018.

Computing Parking Expenses – Step 2 & 3

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- **Step 2 Determine the primary use of the remaining parking spaces.**
- If the primary use of the remaining parking spaces is to provide parking to the general public (not employees or independent contractors of the organization), the expenses related to this primary use are not disallowed or required to be added to unrelated business taxable income (UBTI).
- Primary use means that more than 50% of actual or estimated use during the organization's normal hours on a typical day. Nonreserved spaces that are available but not used by the public are treated as public use.
- **Step 3 Calculate the allowance for parking spaces reserved for nonemployees.**
- If the primary use of the parking facility is not to provide parking to the public, a ratio of reserved spaces for nonemployees to the total remaining parking spaces available must be made. That product is multiplied by the remaining parking facility costs. These expenses for public use are not disallowed and required to be added to unrelated business taxable income (UBTI).
- This step can be skipped if the organization has no reserved spaces for nonemployees.

Computing Parking Expenses – Step 4

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- **Step 4 Determine the remaining use of the parking spaces and allocate expenses.**
- If the primary use of the parking facility is not to provide parking to the general public, the nonprofit must allocate the expenses of the parking facility between allowed public use and disallowed employee use. Disallowed employee use must be further segregated between exempt use and unrelated business use (if any). Amounts allocated to exempt use must to added to unrelated business taxable income (UBTI). Amounts allocated to unrelated business use are not deductible when computing UBTI.
- Best Case Scenario
  - Under the IRS guidance, a nonprofit employer whose parking facilities:
    - 1. Do NOT have any reserved employee parking, AND
    - 2. Are NOT used primarily by employees

    Is NOT subject to the nonprofit parking tax!

Computing Parking Expenses – Example

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- St. Luke, is a religious organization that operates a church and school, owns a surface parking lot adjacent to its buildings. St. Luke incurs $10,000 of parking expenses. St. Luke's parking lot has 500 spots that are used by its church members, students, visitors and employees, and 10 spots are reserved of certain employees. During the normal hours of St. Luke's activities on weekdays, St. Luke usually has approximately 50 employees parking the lot in non-reserved spots and approximately 440 non-reserved parking spots that are empty. During normal hours of St. Luke's activities on weekends, St. Luke usually has approximately 400 church members parking in the lot in non-reserved spots and 20 employees parking in the lot in non-reserved spots.

- Using the IRS safe harbor method, the parking expenses subject to the tax would be calculated as follows:
  - Step 1 – Allocated the expenses applicable to the employee reserved spots.
    - $10,000 * 10/500 = $200 – this amount is subject to the tax
  - Step 2 – Determine the primary use of the remaining parking spaces.
    - During the week – 440/490 are used by the general public = 90%
    - On Sundays – 470/490 are used by the general public = 96%
    - Since the unreserved portion of the church's parking lot is primarily used by the general public, no additional amounts are included in UBTI and St. Luke is not required to file a Form 990-T.

Computing Parking Expenses – Example

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- A nonprofit organization has a parking lot containing 40 spaces, 30 of which are used by employees on a typical weekday. The organization's offices are closed on the weekend. The lot has no reserved employee spaces. The organization's total parking expenses for the year are $12,000. Since the organization's parking spaces are used primarily for employee parking the organization's parking expenses are subject to the tax. See below:

Employee Use (30/40)	75%
Parking Cost	$ 12,000
Parking Subject to Tax	$ 9,000
UBIT Deduction	(1,000)
Taxable Amount	8,000
Tax Rate	21%
UBIT Due	$ 1,680

Questions

Contact Information

Katy Sommer, CPA, Partner

414-390-1178

katy@ritzholman.com

2018 Charitable Giving Update

BRIAN WILSON, CPA, SENIOR TAX MANAGER

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2018 Tax Law Changes

- Big increase in the standard deduction
  - $24,000 for Married Filing Jointly (Up from $12,700 in 2017)
  - $12,000 for Single Filers (Up from $6,350 in 2017)
- State and Local Tax (SALT) deduction capped at $10,000
- Miscellaneous itemized deductions (mostly) eliminated

2018 Tax Law Changes

- The cumulative effect of those changes:
  - Fewer people claiming itemized deductions and more people taking the standard deduction.
  - The tax incentive for charitable contributions is diminished (for individuals)
- What would that mean for charitable giving in 2018?

2017 Charitable Giving Re-Visited

- At this time last year it was estimated that 2017 giving totaled $410 billion.
- That number was later revised upward to $424.74 billion

(All statistics and data obtained from *Giving USA*, and measured in current dollars unless otherwise noted)

- This was the first time charitable giving exceeded $400 billion in a given year
- Growth in giving was seen in nearly all aspects during 2017
  - From all sources
  - To nearly all types of organizations

2017 Charitable Giving Re-Visited

- Record breaking numbers were driven by a strong stock market and a strong economy
- Was it also driven in part by people trying to time their deductions?
- How would 2018 compare?

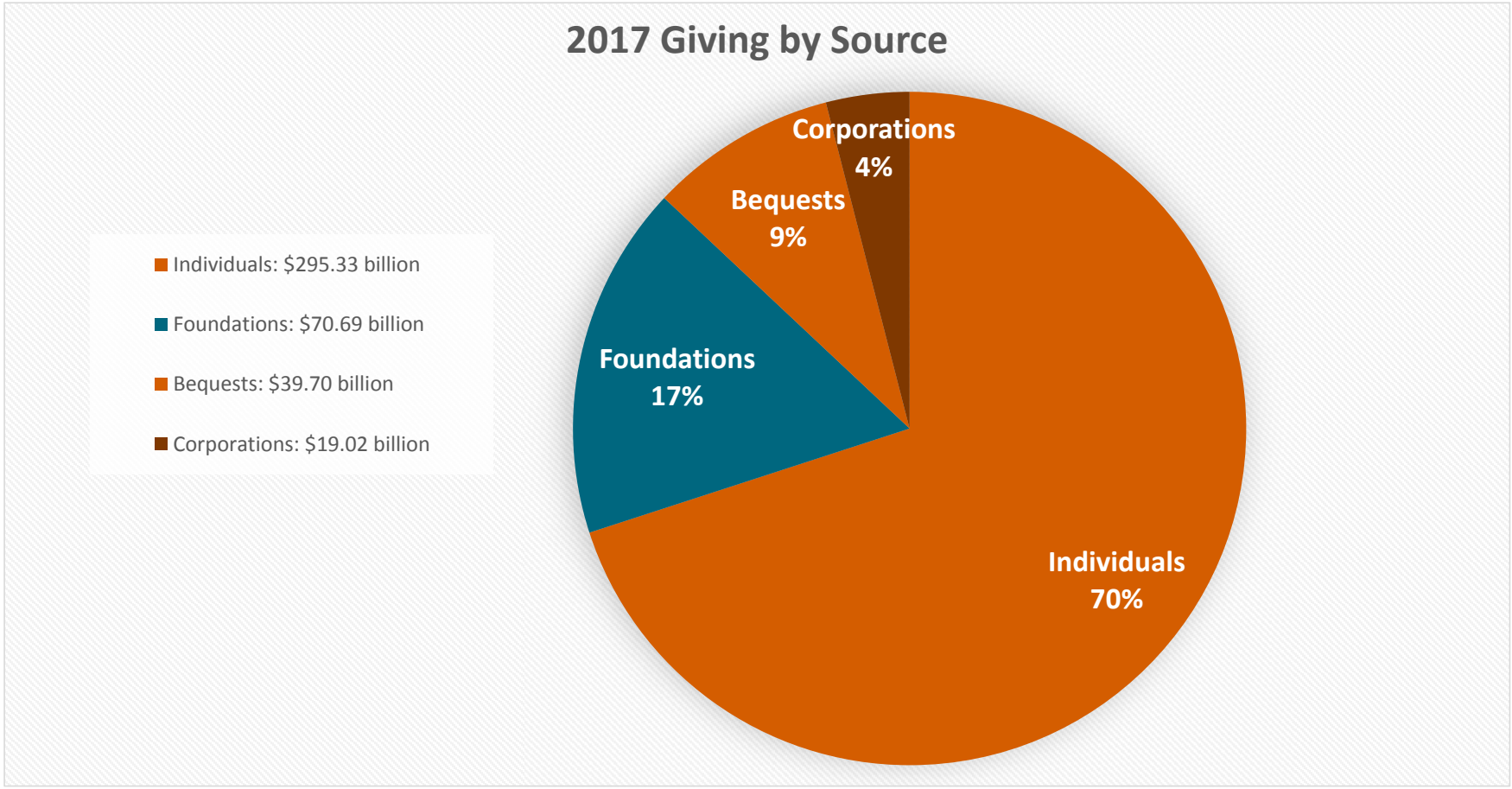
2018 Results Are In

- Overall charitable giving once again increased…but, only slightly
- 2018 charitable giving went up by an estimated .7% to $427.71 billion from 2017's revised total of $424.74 billion
- However, when adjusted for inflation it is actually a 1.7% decline

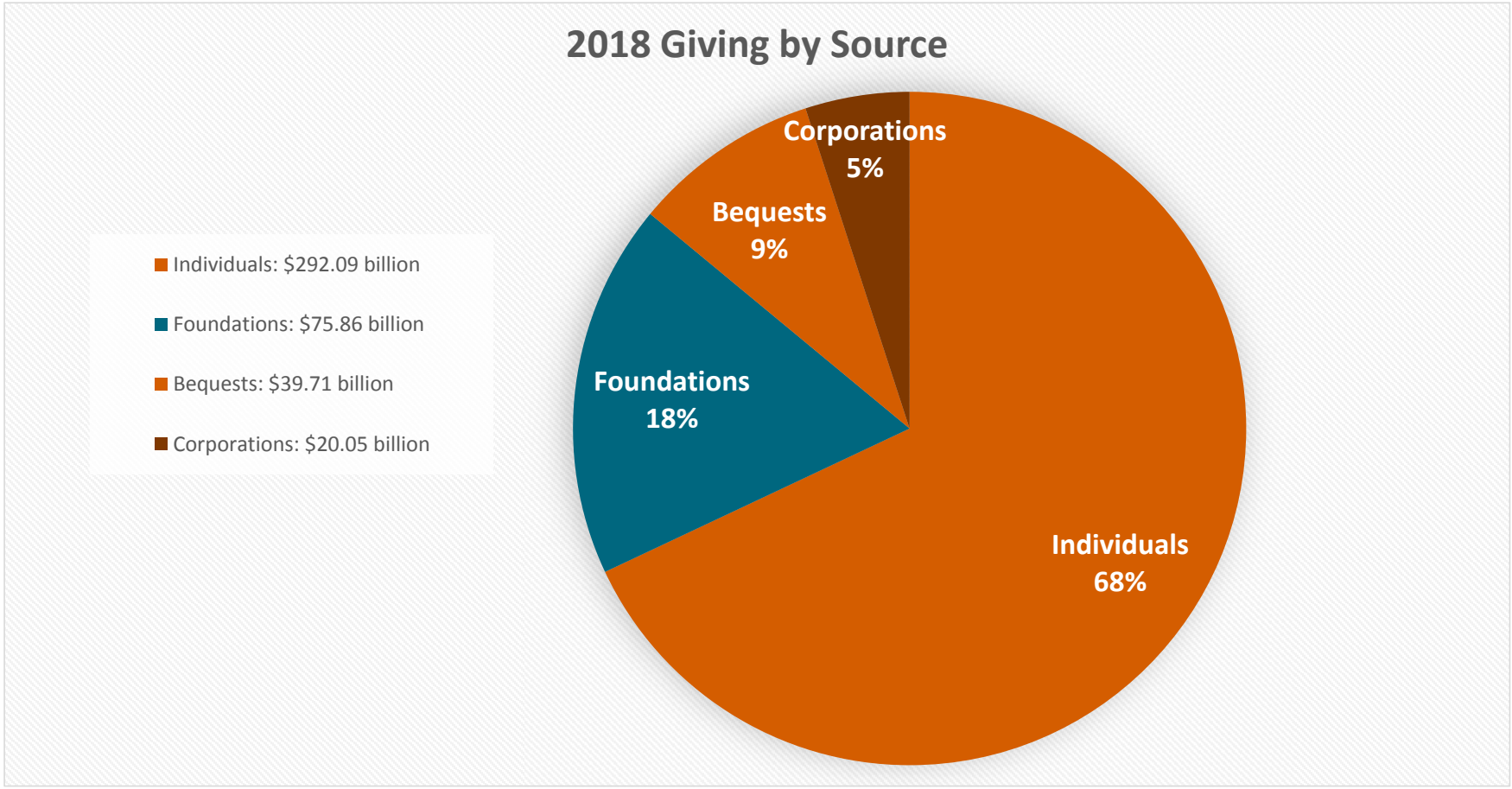
2018 Results Are In

- Foundation giving had a record breaking year
- Corporate donations were also up
- Giving by individuals declined both in total and as a percentage of total donations, despite achieving its third highest total when adjusted for inflation
- Some data suggest that “small” and “medium” donors are decreasing in number and more donations are coming from “large” donors

2017 Giving by Source



2018 Giving by Source



Highlights

- Giving by Individuals declined by 1.1%
- Giving by Foundations increased by 7.3% (to record breaking levels in both amounts and as a percentage of charitable giving)
- Giving by Bequest stayed relatively flat
- Corporate Giving increased by 5.4%

2018 Giving Trends by Organization Type

- Charitable sectors saw uneven growth in 2018

Growth in the following sectors:

- International Affairs
- Environmental and Animal Organizations

Declines in the following sectors:

- Religious
- Educational
- Public-Society Benefit Organizations, and
- Foundations

2018 Giving Trends by Organization Type

Sectors that stayed relatively flat:

- Human Services
- Health Organizations, and
- Arts, Culture and Humanities Organizations

- Biggest gainer was International Affairs with a 9.6% increase
- Biggest decliner was Foundations with a 6.9% decline

Possible Factors

- It is not unusual for some sectors to see slower growth or a decline after a year or more of strong growth
- For some sectors it might be tied to the source of donations
  - For example, religious donations are comprised largely from individual donations, which saw an overall decline in 2018
- Some sectors are on the right side of current trends
  - Environment and Animal organizations are the two smallest categories, but have seen growth in each of the past five years

Donor-Advised Funds

- *NPT* (*National Philanthropic Trust*) published a Donor-Advised Fund Report in 2018
- The number of individual Donor-Advised Funds grew by about 60% from 2016 to 2017
- In 2017, contributions to Donor-Advised Funds made up roughly 10% of all individual donations
- In 2010, contributions to Donor-Advised Funds made up about 4.4% of all individual donations
- The amount of assets in Donor-Advised Funds grew by over 27% from 2016 to 2017
- Preliminary data is showing that trend continuing in 2018 and 2019

Questions

Contact Information

Brian Wilson, CPA, Senior Tax Manager

414-390-1189

brianw@ritzholman.com

ASC 842 Lease Standard

RENEE MESSING, CPA, PRINCIPAL

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Expected Impacts of the Lease Standard

- Disclosure requirements expanded for all entities, including information about significant judgments and assumptions
- Financial ratios may change with impacts to debt covenants
- No more bright line threshholds (75% of useful life, 90% of fair value) which leads to more judgment by management
- Equipment leases embedded in supplier agreements with need to be quantified and may need to be recorded differently under the standard (such as medical equipment)
- Related party leases are based on the contractual obligations of the lease (not the substance) and must consider all lease criteria
- Will change profit recognition for sale-leaseback transactions
- Internal control processes may need to change to identify lease arrangements
- Organizations likely will adopt a lease policy threshold (similar to a capitalization threshold)

Steps to Implement

- Prepare an inventory of all leases
- Gather key data about each lease (terms, renewal options, interest rate, other services)
- Document internal control processes to account for leases within the financial statements
- Document debt covenants and the impact of the implementation of the lease standard
  - Consider the need to modify existing debt covenants
  - Consider the need to request additional verbiage in debt covenants that indicates a technical default of covenants cannot occur as a direct result of new GAAP

Defining a Lease

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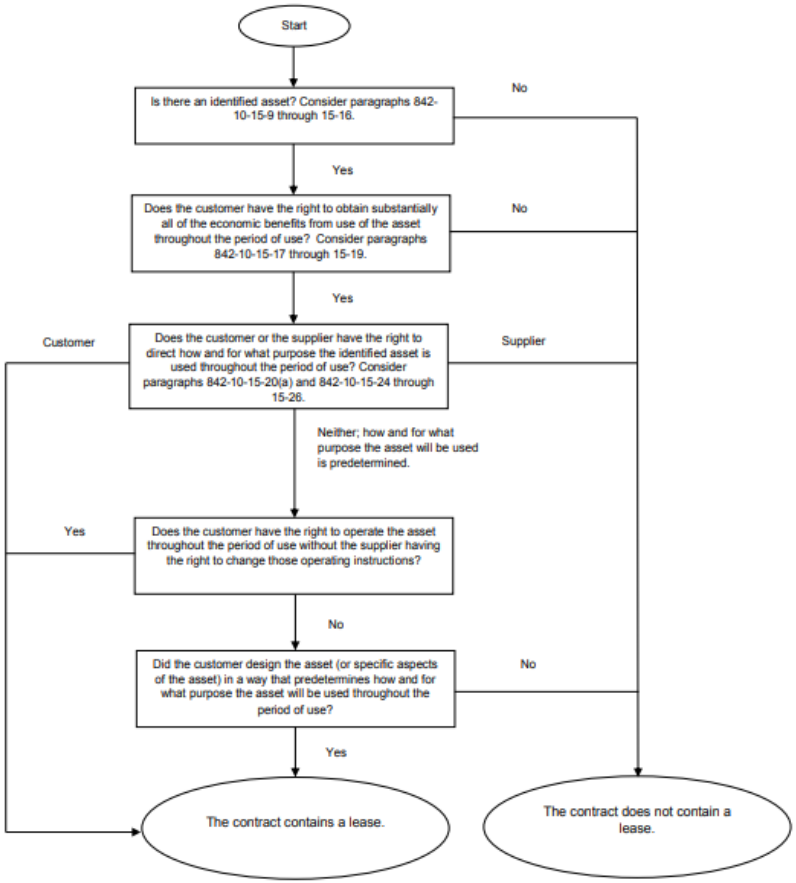
- Standard applies to all leases and subleases that convey the right to control the use of property, plant or equipment over the lease term
- New definition will not change most lease contracts
- Determine if a contract conveys the right to control the use of the assets
  - An identified asset
  - Right to obtain substantially all of the economic benefit from the use of the asset
  - Decision making right over the use of the asset

An identified asset may be either explicitly or implicitly identified in a contract. (842-10-15-9) A portion of an asset may be an identified asset if it is physically distinct. If it is not physically distinct, a portion of an asset is not an identified asset unless it represents substantially all of the asset's capacity. (842-10-15-16)

A customer has the right to control an asset if it has both: (842-10-15-4)

- A right to substantially all the economic benefits from the asset
- A right to direct the use of the asset

Decision Flow Chart – ASU 842-10-55-1



Assets Excluded

- Intangible assets such as licenses of intellectual property (Topic 350)
- Right to explore or use nonrenewable natural resources such as minerals, oil, natural gas, including the right to use the land that contains the resources (Topic 930, 932)
  - This excludes any rights to use equipment such as drilling equipment
- Biological assets such as plants, timber and livestock (Topic 905)
- Inventory such as items for production, including raw materials, supplies (Topic 330)
- Assets under construction (Topic 360)

Lease Term

- Include all optional periods if the lessee is reasonably certain to exercise an option to extend or not exercise an option to terminate
- Renewal periods controlled by the lessor
- Lease term will not be reassessed by the lessee unless there is a significant event or change in circumstances within the lessee's control (not a market event)
- Leases with a term of 12 months or less, lessee is permitted to make an election to not recognize lease assets and liabilities – expense recognized on a straight line basis
- Lessee must incorporate the discount rate implicit in the lease agreement, otherwise the lessee must use its incremental borrowing rate
  - Incremental borrowing rate is a rate that the lessee would have to pay to borrow on a collateralized basis over a similar term

Accounting for Finance Leases

- These are primarily equipment leases
  - Lease transfers ownership
  - Lease grants the lessee the option to purchase the asset that the lessee is reasonably certain to exercise
  - Lease term is for the major part of the remaining economic life of the asset (judgement needed here – 75%?)
  - Present value of lease payments equals or exceeds substantially all of the fair value of the asset (judgement needed here – 90%?)
  - Asset is very specialized (no alternative use) – meant to be applied in rare circumstances

  - If none of the above criteria are met, lease is accounted for as an operating lease

Lease Accounting Summary

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	Operating Lease	Finance Lease
Balance Sheet	Right-of-use asset Lease liability	Right-of-use asset Lease liability
Income Statement	Lease expense	Amortization of the right-of-use asset Interest expense on the lease liability

Lessee Balance Sheet Presentation

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Separate Presentation ✔

Balance Sheet
Period Ended December 31, 20X1

Cash and cash equivalents	$ 15,000
Available-for-sale securities	30,000
Right-of-use assets – operating leases	25,000
Right-of-use assets – finance leases	900
Other assets	1,100
Total assets	$ 72,000
Long-term debt	$ 10,000
Lease liabilities – operating leases	25,150
Lease liabilities – finance leases	850
Other liabilities	1,000
Total liabilities	$ 37,000
Common stock	$ 5,000
Additional paid in capital	10,000

Presentation with Other Assets and Liabilities ✔

Balance Sheet
Period Ended December 31, 20X1

Cash and cash equivalents	$ 15,000
Available-for-sale securities	30,000
Right-of-use assets – operating leases	25,000
Other assets	2,000
Total assets	$ 72,000
Long-term debt	$ 10,000
Lease liabilities – operating leases	25,150
Other liabilities	1,850
Total liabilities	$ 37,000
Common stock	$ 5,000
Additional paid in capital	10,000

Combined Presentation ✘

Balance Sheet
Period Ended December 31, 20X1

Cash and cash equivalents	$ 15,000
Available-for-sale securities	30,000
Right-of-use assets	25,900
Other assets	1,100
Total assets	$ 72,000
Long-term debt	$ 10,000
Lease liabilities	26,000
Other liabilities	1,000
Total liabilities	$ 37,000
Common stock	$ 5,000
Additional paid in capital	10,000

Lease Entries – Finance Lease

- Three year equipment lease
- Monthly payments of $2,000
- No initial direct costs, prepayments, or incentives

	Right of Use Asset	Amortization	Lease Obligation	Interest	Total Expense	Total Payment
Initial	61,983		61,983			
Year 1	41,322	20,661	43,342	5,359	26,020	24,000
Year 2	20,661	20,661	22,749	3,407	24,068	24,000
Year 3	-	20,661	-	1,251	21,912	24,000

First year entry		
Amortization expense	20,661	-
Interest expense	5,359	-
Lease obligation	18,641	-
Right of Use Asset	-	20,661
Cash	-	24,000
	44,661	44,661

Comparison of Accounting Treatment

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	Finance Lease		Operating Lease	
	Right of Use Asset	Total Expense	Right of Use Asset	Lease Expense
Initial	61,983		61,983	
Year 1	41,322	26,020	43,342	24,000
Year 2	20,661	24,068	22,749	24,000
Year 3	-	21,912	-	24,000

Lease Entries – Operating Lease

- 10 year lease, first annual payment paid in arrears $10,000
- Rent increases 5% each year
- Lessee's incremental borrowing rate – 6%
- Lessee incurs initial direct costs of $5,000

Lease Liability (Present value of 10 remaining lease payments, $10,000 in year 1, increasing by 5%, discounted at 6%)	90,434
+ Lease payments made on or before commencment date	-
+ Initial direct cost incurred by the lessee	5,000
- Lessor provided incentive payments made on or before the commencement date	(10,000)
= Right to Use Asset	85,434

Entry to Record Lease		
Right to Use Asset	85,434	-
Cash	10,000	-
Lease Liability	-	90,434
Accrued Direct Costs	-	5,000
	95,434	95,434

Amortization Schedule – Operating Lease

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	Lease Payment	Principal Paid	Interest Expense	Lease Liability'	Asset Amortization	Right of Use Asset	Total Lease Expense
Initial				90,434		85,434	
Year 1	10,000	4,574	5,426	85,860	6,652	78,782	12,078
Year 2	10,500	5,348	5,152	80,512	6,926	71,856	12,078
Year 3	11,025	6,194	4,831	74,318	7,247	64,609	12,078
Year 4	11,576	7,117	4,459	67,201	7,619	56,990	12,078
Year 5	12,155	8,123	4,032	59,078	8,046	48,944	12,078
Year 6	12,763	9,218	3,545	49,860	8,533	40,411	12,078
Year 7	13,401	10,409	2,992	39,451	9,086	31,325	12,078
Year 8	14,071	11,704	2,367	27,747	9,711	21,614	12,078
Year 9	14,775	13,110	1,665	14,637	10,413	11,201	12,078
Year 10	15,513	14,637	876	-	11,201	-	12,077
Total	125,779	90,434	35,345		85,434		120,779

Lease expense = 125,779-10,000+5,000 = 120,779 120,779/10 = 12,078

Disclosures

- General description of the lease
- The basis and terms and conditions on which variable lease payments are determined
- Narrative disclosure about the options to extend or terminate the lease that are recognized as part of the right to use asset and lease liabilities and those that are not
- Five year maturity schedule of the lease liability
- Any residual value guarantees provided by the lessee
- Total lease cost by type of lease
- Total cash paid for amounts included in the measurement of the lease liabilities by lease type
- Weighted average remaining lease term by type of lease
- Weighted average discount rate by lease type

Disclosure Example 842-20-55-53

	Year Ending December 31,	
	20X2	20X1
Lease cost		
Finance lease cost:	$XXX	$XXX
Amortization of right-of-use assets	XXX	XXX
Interest on lease liabilities	XXX	XXX
Operating lease cost	XXX	XXX
Short-term lease cost	XXX	XXX
Variable lease cost	XXX	XXX
Sublease income	(XXX)	(XXX)
Total lease cost	$XXX	$XXX
Other information		
(Gains) and losses on sale and leaseback transactions, net	$(XXX)	$XXX
Cash paid for amounts included in the measurement of lease liabilities	XXX	XXX
Operating cash flows from finance leases	XXX	XXX
Operating cash flows from operating leases	XXX	XXX
Financing cash flows from finance leases	XXX	XXX
Right-of-use assets obtained in exchange for new finance lease liabilities	XXX	XXX
Right-of-use assets obtained in exchange for new operating lease liabilities	XXX	XXX
Weighted-average remaining lease term—finance leases	X.X years	X.X years
Weighted-average remaining lease term—operating leases	X.X years	X.X years
Weighted-average discount rate—finance leases	X.X%	X.X%
Weighted-average discount rate—operating	X.X%	X.X%

Effective Date

- Nonpublic organizations
  - Annual periods beginning after 12/15/19
    - Calendar year ends – 1/1/20
    - June 30 year ends – 7/1/20

- Exposure Draft – issued 8/21/19, comments due 9/20/19

How Effective Dates Would Change

Standard	SEC Filers	All Other Public Business Entities (PBEs)	Private & All Others
Hedging	January 2019	January 2019	~~January 2020~~ January 2021
Leases	January 2019	January 2019*	~~January 2020~~ January 2021
CECL	January 2020 (Except SRCs January 2023)	~~January 2021~~ January 2023	~~January 2021~~ January 2023

= No change in effective date

*Also includes Employee Benefit Plans and Not-for-Profit Conduit Bond Obligors that file or furnish financial statements with or to the SEC.

Practical Expedients

Expedient	Description	Applies to	
		Existing	Expired
Contracts with leases	Entity can elect not to evaluate if a contract is or contains a lease	x	x
Lease classification	Entity can elect not to reevaluate the classification of a lease	x	x
Initial direct costs	Entity can elect not to reevaluate the initial direct costs	x	
Hindsight	Entity can elect to use hindsight to determine the lease term and to evaluate right of use asset impairment		
Land easements	Entity can elect not to reevaluate whether an expiring or existing easement is a lease (available only for entities that have not accounted for land easements as leases under Topic 840)		

Transition Examples

- Existing capital lease - five year lease on 1/1/16, with annual payments of $1,000, $1,100, $1,200, $1,300 and $1,400 payable at the end of each year.
- Lessee's incremental borrowing rate was 5%.
- Ownership transfers at the end of the 5 year lease term.
- Asset's useful life is 5 years.
- Original entry debited Property and Equipment and credited Lease Payable for $5,153.
- At transition on 1/1/18

	Debit	Credit
Balances as of 1/1/18		
Property and Equipment (NBV)	3,092	
Lease Obligation		3,092
Entry at transition		
Right to use asset	3,092	
Property and Equipment (NBV)		3,092

Transition Examples

- Existing operating lease - five year lease on 1/1/16, with annual payments of $1,000, $1,100, $1,200, $1,300 and $1,400 payable at the end of each year.
- Lessee's incremental borrowing rate was 5%.
- Ownership does not transfer at the end of the 5 year lease term.
- Original entry - none.

- At transition on 1/1/18

Entry at transition		
Right to use asset	3,531	
Property and Equipment (NBV)		3,531

Questions

Contact Information

Renee Messing, CPA, Principal

414-390-1165

rmessing@ritzholman.com

Meet the RH Team

RitzHolman CPAs

Patrick Dolan

IT Manager

414-271-1451

pdolan@ritzholman.com

Vince Dombrowski

University of WI – La Crosse

Staff Accountant

414-390-1183

vdombrowski@ritzholman.com

Brian Falk, CPA

Marquette University

Supervisor

414-390-1192

brianf@ritzholman.com

Kristen Glatzel

University of WI – Milwaukee (Master's)

University of Minnesota

Senior Accountant

414-390-1182

kglatzel@ritzholman.com

Kelly Goodmon

University of WI – Milwaukee

Manager – Outsourced Accounting

414-390-1184

kelly@ritzholman.com

Leah Grunewald

University of WI – Whitewater

Marketing Manager

414-390-1195

lgrunewald@ritzholman.com

Andy Holman

University of WI – Milwaukee

Principal

414-390-1190

andy@ritzholman.com

Riley Hutter

University of WI – Milwaukee

Senior Accountant

414-882-2667

rhutter@ritzholman.com

Diana Luttman

University of WI – La Crosse

Partner

414-390-1179

diana@ritzholman.com

Renee Messing

University of WI – La Crosse

Principal

414-390-1165

rmessing@ritzholman.com

Joe Oleniczak

St. Norbert College

Staff Accountant

414-390-1169

joleniczak@ritzholman.com

Sara Paull

University of WI – Milwaukee (Master's)

Brown University

Senior Accountant

414-271-1451

spaull@ritzholman.com

Monica Rohe

Marquette University (Master's)

Staff Accountant

414-390-1194

mrohe@ritzholman.com

Katy Sommer, CPA

University of WI – La Crosse

Partner

414-390-1178

katy@ritzholman.com

Eric Wagner

Student Intern

Marquette University

Brian Wilson

University of WI – Milwaukee (Master's)

Senior Manager

414-390-1189

brianw@ritzholman.com

Break

WWW.RITZHOLMAN.COM

RitzHolman CPAs

Evaluating Your Accounting and Reporting Structure

KELLY GOODMON, MANAGER

RitzHolman CPAs

FINANCIAL Story

Who are Your Financials Geared Towards?

RitzHolman CPAs

- Funders
- The community
- Banks and/or Investors
- Board Members

Board Fiduciary Responsibilities

Overall responsibility is to protect the property, financial assets and reputation of the Organization.

Each board member should be able to:

- Understand the mission and determine the direction of the Organization
- Read and understand the basic financial statements of the Organization
- Review and analyzing financial information to assist in making decisions and advising
- Ask informed questions regarding the use of the Organization's resources and state of the finances
- Ensure the strategic financial goals are being met

Be Organized

- Update internal documents
- Have regular staff meeting
- Have a regular routine and/or schedule for job duties
  - Make available to all involved with finance a calendar w/ deadlines
- Create and/or update your filing system (Paper and Electronic)
- Create an audit folder
- Use a month-end checklist

What Users Want to Know?

- Where is the money?
  - Where it's at now? (Balance Sheet)
    - Liquidity Position
    - Restrictions and Reserves
  - Where it comes from? (Revenue)
    - Fundraising efforts
  - Where it went? (Expenses)

Structure Your Financial Data

- Review your chart of accounts
- Consider the various ways to categorize your data:
  - Classes
  - Funding source (Grant reporting)
    - Cost Reports
  - Programs
  - Program, Administration, Fundraising
  - Audit requirements
- Big Picture vs. Detail

Evaluate Your Accounting

- Sound procedures and internal controls
- High quality reporting
  - Relevant and sufficient data
  - Transparent
  - Accurate records
    - Account Receivables and Account Payables
    - Journal entries
- Timely month end closings
- Review financial ratios
- Process for evaluating red flags and/or changes
- Compare to prior period program, funding sources, etc.
- Accounting system

Questions

Contact Information

Kelly Goodmon, Manager

414-390-1184

Kelly@ritzholman.com

Fraud Risk

DIANA LUTTMANN, CPA, PARTNER

RitzHolman CPAs

Occupational Fraud
Religious, Charitable or Social Services Industry

Sources:

2018 Report by the Association of Certified Fraud Examiners

NPQ Nonprofit Quarterly

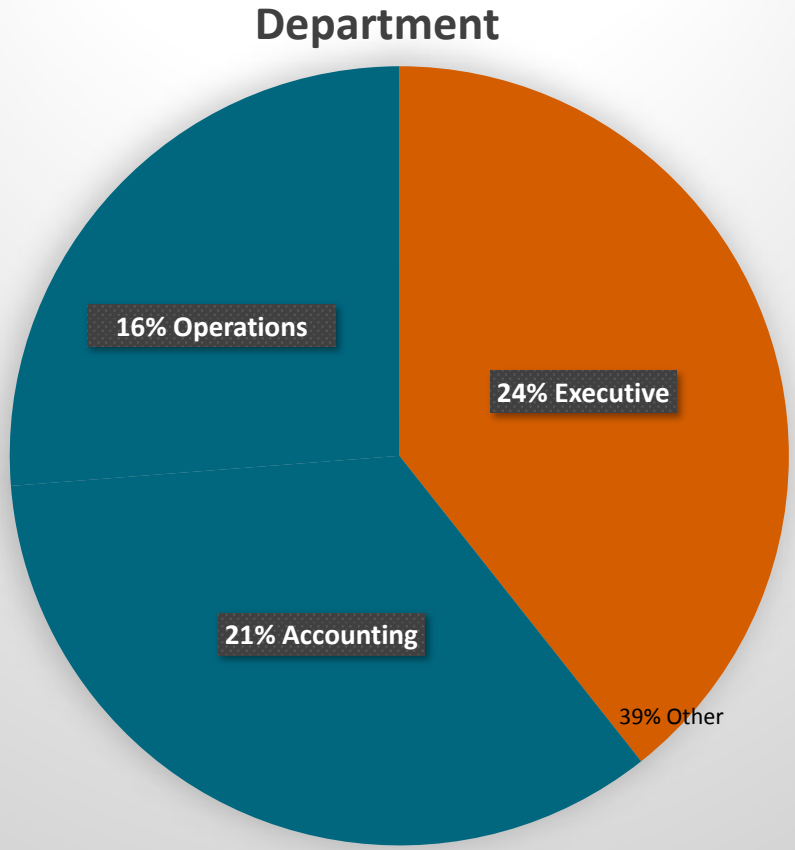
Over the Years

What's happening in the industry:

Outside of the Organization – abundance of media about fake charities which hurts the industry.

Internal fraud – many of the same schemes repeat themselves over time.

Where did Fraudsters Work?



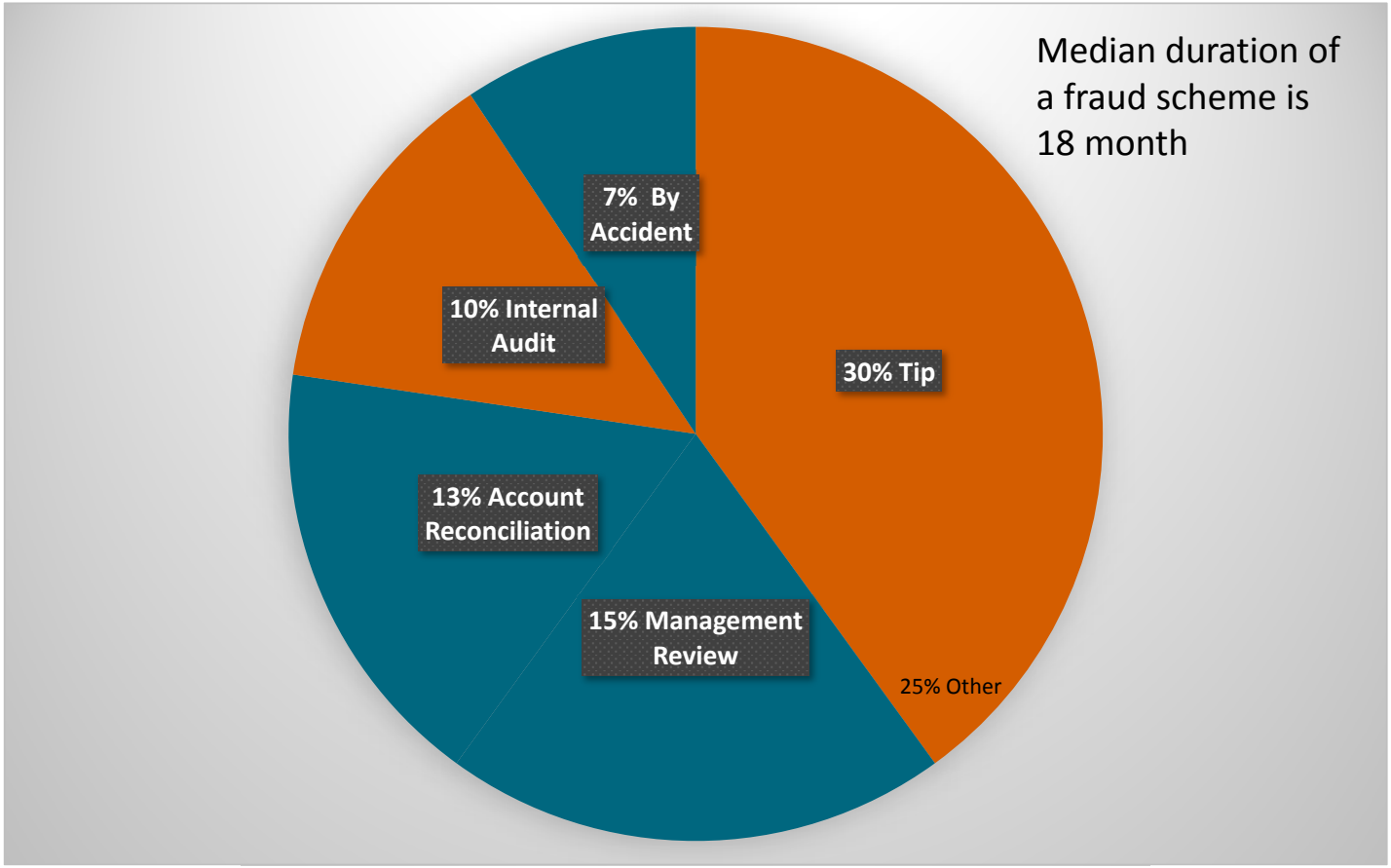
Median age – 40

22 - $84,000
70 - $130,000

Individuals caught doing fraud that had been with the organization more than 5 years caused significantly larger losses

More than 5 years - $305,000 Median
Less than 5 years - $30,000 Median

How are Frauds Detected



Stop it Before it Happens!

Trust, honesty and commitment to the helping someone in need is the culture at many nonprofits.

Keep trusting, keep being committed, and keep helping – your community needs you AND verify.

Separate any one person from being the sole holder of a process.

Protect everyone involved from real or false accusations or temptations.

Who is responsible for making sure this happens?

Administrators, boards of directors, and financial managers, employees, volunteers.

Will the benefit outweigh the cost? Yes – set priorities.

Measures of Prevention

Hire the right people – background check and check references and work history. But note that the majority of fraud perpetrators are first time offenders.

Develop a formal fraud policy and conduct code.

Prosecute

Establish internal controls.

Require a vacation to prevent continual concealing of a crime

Whistleblower hotline

Educate employees and volunteers about them being the eyes and ears

Discourage winning as the only answer attitudes. The NFPs mission should be the goal and do not incentivize bending the rules or falsification of documents to meet expectations.

Personnel policies & procedures. Equal and fair promotions.

Watch for personal problems and help.

Internal Control Basics

1. Environment – set the tone that doing it right matters.

2. Determine what is at risk and the control objective
   - We want to make sure all money makes it to the bank.
   - We want to make sure all costs are coded to grants accurately.
   - We want to make sure that all credit card transactions are for NFP expenses and not personal
   - We want to make sure all Chromebooks go to the students

3. Separation of Duties
   - Can one person control receivables?
   - Can one person pay bills and sign checks? Signature stamp?

2. Accounting System Access Controls
   - Can past periods be altered and no one notices?
   - Is someone looking for overriding controls such that all checks are signed properly but are bank reconciliations and statements reviewed to see that only appropriate ACH transactions exist?

3. Reconciliations in accounting systems – Do you know if what should match does?

4. Establishing Responsibility – Do you know that your job is a control?

Prevent Online Fraud

Don’t let your website be the testing ground for hackers:

60-70% of credit card fraud is online.

When accepting payments - check the billing address and CVV code (use an address verification system)

Be suspicious of multiple small donations – fraudsters use charity sites as testing platforms. Set a minimum online donation amount.

Cash Skimming

Revenue is always a fraud risk.

Skimming involves the intercepting of incoming funds intended for an organization.

How will you notice it is missing?

- Is there a receivable on the books for which payment is expected?
- Is there an exchange of goods or services that causes you to look for the money?
- Do you have more than one person involved in the process?

Skimming Cases

"The president of an organization personally solicited and collected contributions from donors. He skimmed more than $4 million of contribution income over a 15-year period before being detected. He was only detected once his successor solicited one of the donors who had contributed, under the impression that the individual had never made a contribution to the organization. When the donor indicated he had been a significant supporter of the organization for several years, the fraud was then uncovered."

"In one case, a bookkeeper for a mid-sized organization was in a position to gain access to incoming checks made payable to the organization. He intercepted the checks, opened a bank account in the name of the organization at a bank separate from the one the organization primarily used, and deposited the checks into that account, later withdrawing the funds to support his extravagant lifestyle."

– NPQ Nonprofit Quarterly

Purchasing Fraud

- Abuse of a credit or debit card
- Expense reimbursements
- Writing organizational checks to pay personal bills
- Paying personal expense accounts using the routing and account number of the nonprofit
- Shell company schemes

Other Fraud

- Fake employees in large nonprofits
- Stealing physical assets

Financial Statement Fraud

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Do you know these things are fraud?

- Classifying expenses as program expenses when they should be management or fundraising.
- Inflating donated goods or services (maybe to meet a match requirement).
- Classifying expenses in one department when they are for another department in order to claim reimbursable expenses.

What are you doing to prevent and detect these financial statement acts?

- Tone at the top
- Monitor and review
- Understand and obtain verification or documentation
- Approval of expenses by department personnel including coding of the expenses

Banking Fraud

RitzHolman CPAs

What's new?

- Multi-billions of dollars
- Latest technology is the intelligent authentication – the technology recognizes habits of individuals and if you go out of those habits, it knows and might request a higher security requirement to complete the transaction.
- 33% increase in ACH debit fraud and 20% increase in ACH credit fraud in from 2017 to 2018 according to the association for financial professionals.

How do they do it?

- Typically through phishing attacks or social engineering targeted at those who can authorize transactions.
- Electronic Banking, ACH routing numbers and direct deposits

How do you prevent it?

- Have a policy that prohibit any initiation of payment based on email.
- Have multi-factor security

USB Attack - Fake Login Attack
Malicious Download Attack

- 300 drives displaced in major University campus by Google. Over half were picked up and plugged in.
- Know how you end up with the drive, don't stick it in your computer if you receive it in the mail or find one.

Ongoing Topics

DIANA LUTTMANN, CPA, PARTNER

RitzHolman CPAs

Revenue Recognition - Exchanges

Exchanges

New footnotes and possible adjustments to the timing of recognition.

Revenue to match what the customer receives.

Disclosure to include

- Nature of the contract (what have you done and what do you have to do)
- Amount of the contract
- Timing of the recognition of revenue (over time or point in time segregation)
- Significant judgements
- Uncertainty of revenue or cash flows

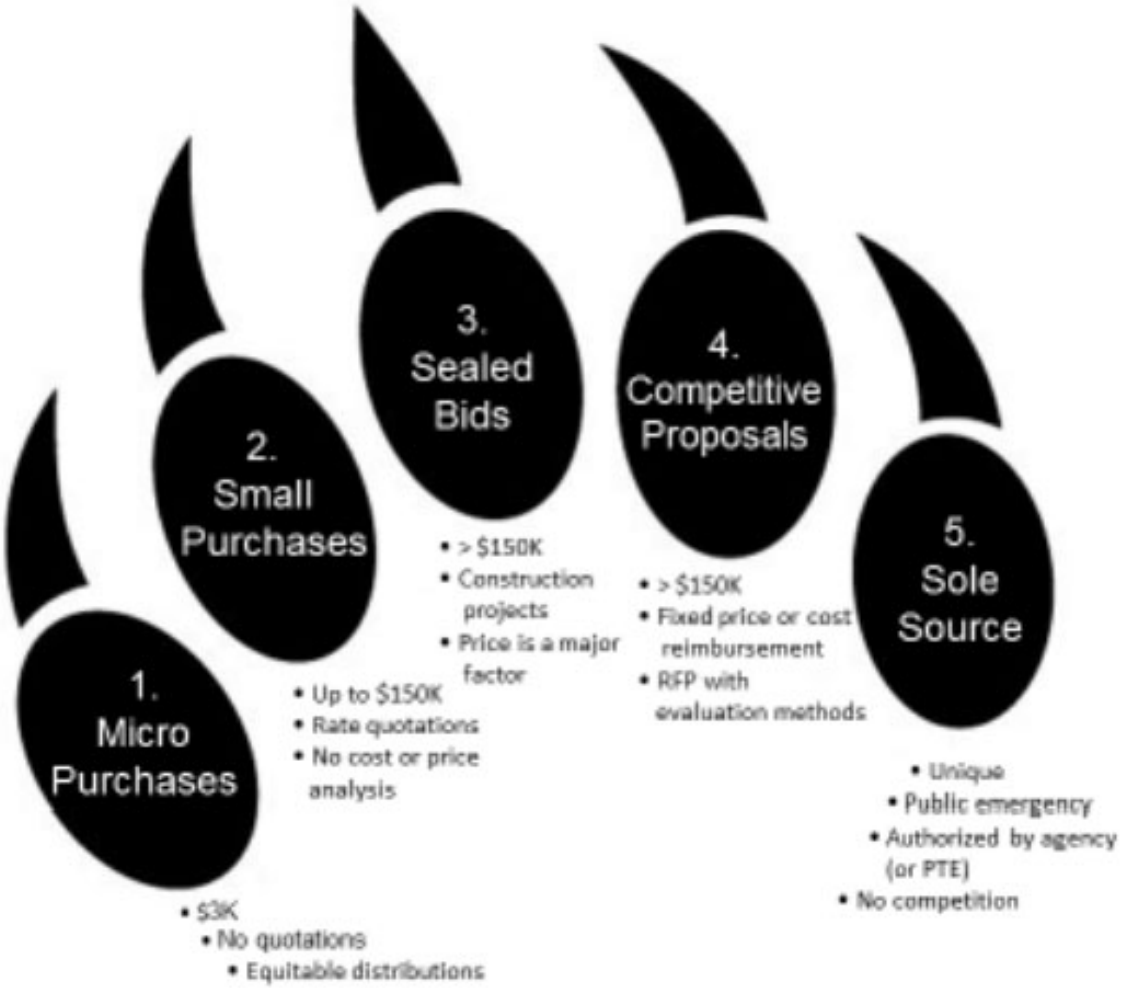
Contribution and Grants

- Guidance clarified that government grants are contributions (not exchange transaction).
- Terminology doesn't matter for donations, grants, support, foundation grants, government grants, government contracts…
- It follows the contribution guidance if you get the money from one party and it benefits the general public.
- Contributions are conditional when there is a 1) Right to earn or return, and 2) a barrier before entitlement of the money
- Barriers: Match requirements, measurable performance, specific use such as qualifying expenses, certain number of units or program deliverables

Conditional grants require disclosure.

- Total amounts promised
- A description and amount for each group of promises having similar characteristics, such as amounts of promises conditioned on establishing new programs, completing a new building, and raising matching gifts by a specified date.

Procurement "Claw" (Section 200.320)



Procurement "Claw" (Sections 200.317-326)

Functional Expenses

Program costs are those costs related to carrying out the mission of the organization.

- Direct program staff & the time overseeing direct program staff
- Program supplies and office supplies used for program purposes
- Space for program people to plan and provide program services

Management costs are those costs that support the entity as a whole such as accounting, human resources, or board of directors' costs.

- Internal and external accounting
- Human resource personnel and related costs for facilities and supplies
- Consultants providing strategic planning or board development

Fundraising costs are those costs related to the solicitation of funds.

- Development personnel salaries, benefits and costs of their office and supplies.
- Postage for annual appeals
- Event costs

New Salary Threshold

This law did not pass in 2016 and is now effective 1/1/2020, but the amount changed.

Minimum salary threshold has increased to $35,568. There are special categories of employees for which the new threshold doesn't apply – teachers, ministers, seasonal employees.

May or may not impact your organization.

2020 W4 Form Changes

- The form no longer includes the number of allowances. The goal is to increase transparency and accuracy of the withholding system.
- Employers will not need to redo forms for existing employees.
- The form does have the worksheet to calculate if a person has two or more jobs.
- Determination of withholdings is based on your filing status's standard deduction and tax rates, with no other adjustments. These rates should be updated within your payroll system.
- The form is still in DRAFT form with the IRS.

Questions

Contact Information

Diana Luttmann, CPA, Partner

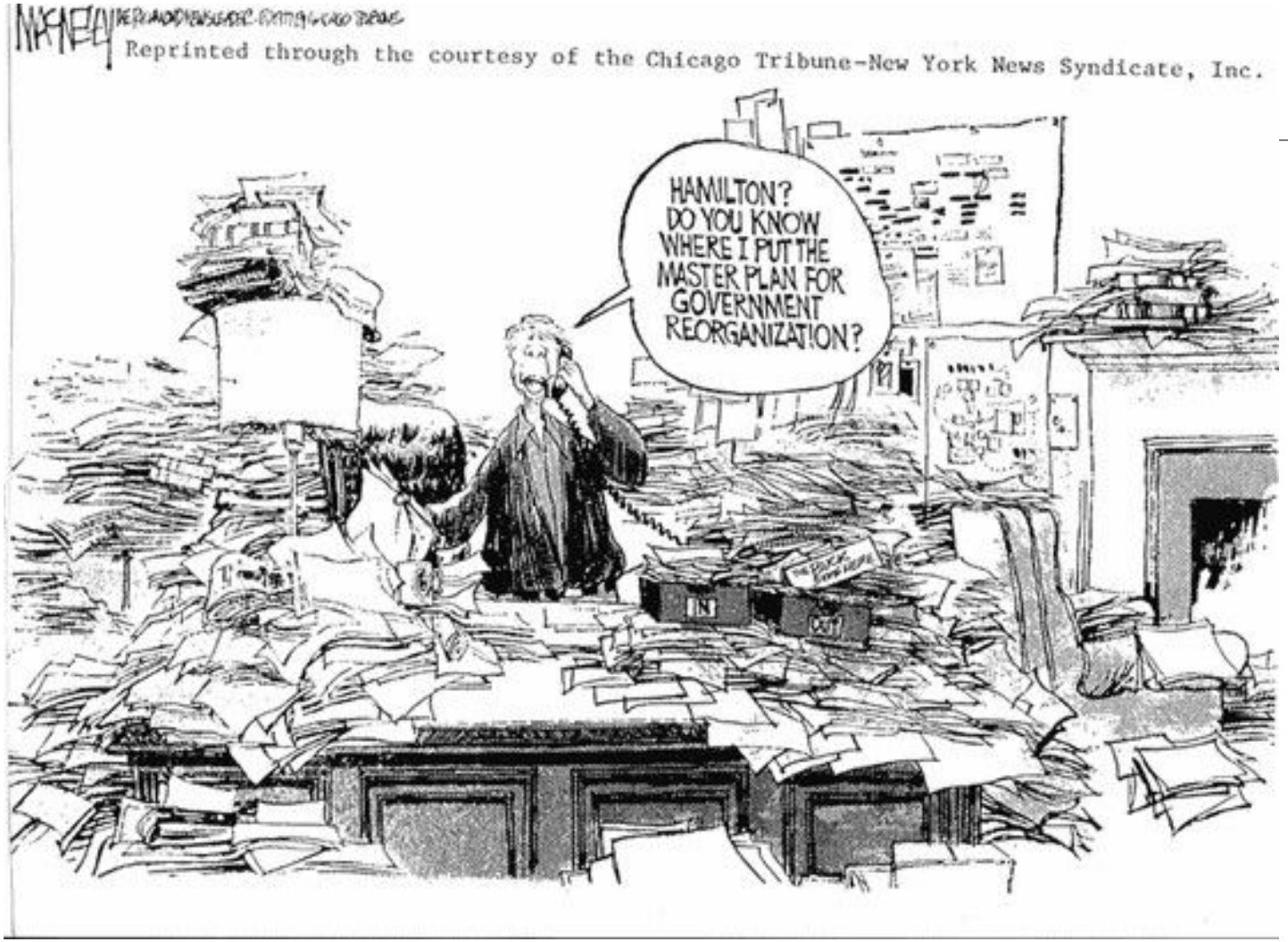
414-390-1179

diana@ritzholman.com

Record Retention Plan

BRIAN FALK, CPA, SUPERVISOR

RitzHolman CPAs


Reprinted through the courtesy of the Chicago Tribune-New York News Syndicate, Inc.
HAMILTON? DO YOU KNOW WHERE I PUT THE MASTER PLAN FOR GOVERNMENT REORGANIZATION?
IN
OUT

Long List of Documents you Need to Keep

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Organization Records

- Articles of Incorporations, bylaws and other organizational documents
- Certificate of Exemption
- Board Minutes

Accounting Records

- General Ledger, Annual Financial Statements (Audit)

Fixed Assets

- Land and Buildings, Equipment in use

Tax Returns

- Federal Form 990, 990-T and working papers
- State Information Returns (WI 1952,4T) and working papers

Personnel Records

- Individual Employee records
- Payroll Journals

Why Keep Records?

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- To help complete the yearly financial statements (audit, review, compilation process) and Form 990
- Self Evaluate success of programs or the organization in total
- Monitor Budget
- Comply with federal/state grant requirements
- Certain documents for sake of history, or institutional memory
- Legal obligations
- Fiduciary duties
- Fines, sanctions, and penalties
- Work processes can be interrupted

Another Reason to Keep Records

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- Morgan Stanley offers $15M fine for e-mail violations:
- Firm was under SEC investigation for failing to save e-mails”
  - February 14, 2006 (Reuters) -- NEW YORK -- U.S. investment bank Morgan Stanley has offered to pay $15 million to resolve an investigation by U.S. regulators into its failure to retain e-mail messages, according to a regulatory filing. The Wall Street firm said it had reached "an agreement in principle" with the U.S. Securities and Exchange Commission's Division of Enforcement to resolve an investigation into its preservation of e-mails. The fine would be one of the largest penalties ever imposed on a Wall Street firm for failing to preserve records. U.S. market regulators had threatened to fine Morgan Stanley for failing to keep e-mails in several recent cases brought against the brokerage

Another Reason to Keep Records (continued)

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- When Document Destruction Goes Criminal: United States v. Arthur Andersen
  - Arthur Andersen charged under 18 United States Code Sec. 1512(b)(2)(B) “Corrupt Persuader” theory in a federal criminal case
  - Core allegation was the destruction of documents sought by SEC and DOJ

Sarbanes – Oxley Act of 2002

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- Section 802 of the Sarbanes-Oxley Act makes it a crime to knowingly alter, destroy, conceal or falsify any record or document with intent to impede, obstruct, or influence a federal investigation or the administration of any other federal matter
- Unlike most provisions of the Act, the applicability of the document retention provision is not limited to companies that report under the Securities and Exchange Act of 1934
  - likely applies to nonprofit organizations as well
- Violations of this provision are punishable by fines or imprisonment up to 20 years

What is a Document Retention Policy?

- Think of it as a Document Management Policy
  - When one staff person deletes an important document that is needed later – Trouble follows
- Ensure staff and volunteers follow consistent guidance about document retention and destruction
  - Important to consistently adhere to the policy
- Part VI, Section B, #14 of the IRS Form 990

A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records

- For most nonprofit organizations, particularly those with smaller budgets or staff sizes, a succinct and straightforward policy should suffice

Benefits of Document Retention Plan

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- Ensures records that are needed for business purposes are kept safe
- Saves money on storage of hard copy records
  - Discard outdated unnecessary records
- Provides consistency throughout the Organization for record retention and electronic information
- Lowers costs when records have to be produced
- Positive return on investment by streamlining work flow
- Mitigates risk of potential liability in government investigations and fines for failure to retain necessary documents

Addressing Electronic Storage

- First and foremost, identify a responsible party (individual or group) to oversee compliance with the policy
  - Training employees and volunteers
  - Handle day-to day questions
  - Board provide general oversight and periodic review
- Retention schedule showing time periods for various records should be retained
  - Determine individuals responsibility for each portion of the schedule
    - Treasurer – Finance records, Executive Director – Corporate records

Addressing Electronic Storage (continued)

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- Evaluate level of security
  - Certain information should have data encryption and password-only access
    - Protect personal information for employees, donors, program participants
  - Emails and personal devices
    - Address retention and or destruction of organization documents
- Specify how employee or volunteer needs to destroy records after certain time periods
  - Ensure all versions of documents are deleted including the back-up location.
  - With cloud storage, many options for virtually unlimited storage

Cloud Storage vs Local Storage

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- Cloud Storage – 3rd party that allows for upload of data to the internet
  - Pros:
    - Need Internet Connection to access data from anywhere
    - No storage of data in physical form
    - Relatively cheap for amount of storage
  - Cons:
    - Can be more expensive than local storage with large amounts of data
    - Vulnerable to theft and hardware failure
    - Requires internet connection for access
    - Time consuming to convert documents to electronic form
- Local Storage – Hard drives, CD's, flash drives, on-site and off-site storage
  - Pros:
    - Easy to use
    - Data is in your control
    - Cheap
  - Cons:
    - Vulnerable to theft
    - Hard drives can break or fail
    - Is not accessible if you do not have the hardware with you

Paperless Plan

- Overcome hurdles and get buy in
  - Tossing out paper requires cooperation from the entire organization.
- Start Small
  - Which areas do you have buy in and try a specific process
  - Consider bill.com or Sage Intacct as ways to convert your accounts payable system
- Document the Process
  - Document workflow to verify all internal controls have been maintained
  - Clean up the hard copies for each area as you go through the process
- Create a timeline
  - Include meetings, follow-up, pros and cons of each process

IRS and WI Implications (Publication 4221-PC)

- Keep Items for at least 3 years from the date you filed your original return or 2 years from the date you paid the tax, whichever is later
  - Include items that relate to unrelated business income tax revenue and expenses
  - (Publication 4221-PC)
- State of WI requires 4 years from due date of the return or the date filed
- If greater than 25% of your unrelated business income is not reported, must keep data for 6 years for State of WI and IRS
- Keep employment tax records at least 4 years after date that the tax becomes due or is paid
- Tailor recordkeeping system based on activities of the organization
  - Certain organizations will have longer required retentions (i.e. Case files for minors)
- Keep copy of tax returns INDEFINITELY

Record Retention for Employers

- All employees paid other than those on an hourly rate basis who are exempt from Wisconsin's overtime provisions must keep payroll and other records on file
  - Name and address
  - Date of birth
  - Date of beginning and ending employment
  - Number of hours
  - Rate of pay and wages paid each payroll period
  - Other Provisions
- Required records must be kept for at least 3 years after an employee leaves the organization
- Must be kept at place of employment or established central record keeping offices in WI
- No specific format required

https://dwd.wisconsin.gov/er/labor_standards/permanent_records.htm

Sample Document Retention Plan for NFPs

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Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Download the sample policy here

Questions

Contact Information

Brian Falk, CPA, Supervisor

414-390-1192

brianf@ritzholman.com

CCH Client Portal

KATY SOMMER, CPA, PARTNER

RitzHolman CPAs

Client Portal

- Portal is a cloud-based application designed for secure, two-way file sharing between firms and clients.
- Provides convenient 24/7 access to files.
- Allows sharing of files of all sizes, including Quickbooks and other large data files.
- Utilizes Secure Socket Layer (SSL) encryption, an industry standard for securing information transmitted over the web.

CCH Portal Roles

Five Management Roles that can be assigned

1. Administrator-Allows Portal Users to perform all file operations.
2. Standard User-Allows Portal Users to perform the most common file operations.
3. Limited User-Allows Portal Users to perform a limited number of file operations.
4. Read-only-User-Allows Portal Users to download files and review related information.
5. Upload-only User-Allows Portal Users to upload files and review related information.

CCH Portal Roles

RitzHolman CPAs

Portal Admin

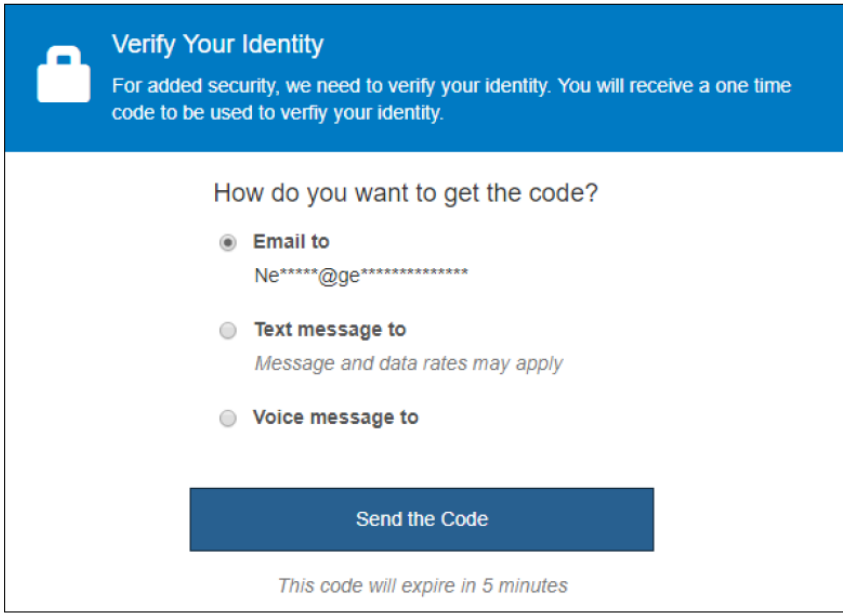
- The main client contact
  - Client email is used for as the Admin ID
  - A portal cannot be set up with out designating a Portal Admin
- Admin can perform
  - All basic portal functions
  - Has the ability to manage access for additional client-side, external or 3rd party portal users
    - Examples, external bookkeepers, lawyers, etc.
    - Portal users rights can vary and the Admin can limit what additional users can see and upload/download

RitzHolman CPAs will set up the Portal Admin only for the initial set up

Portal Log In

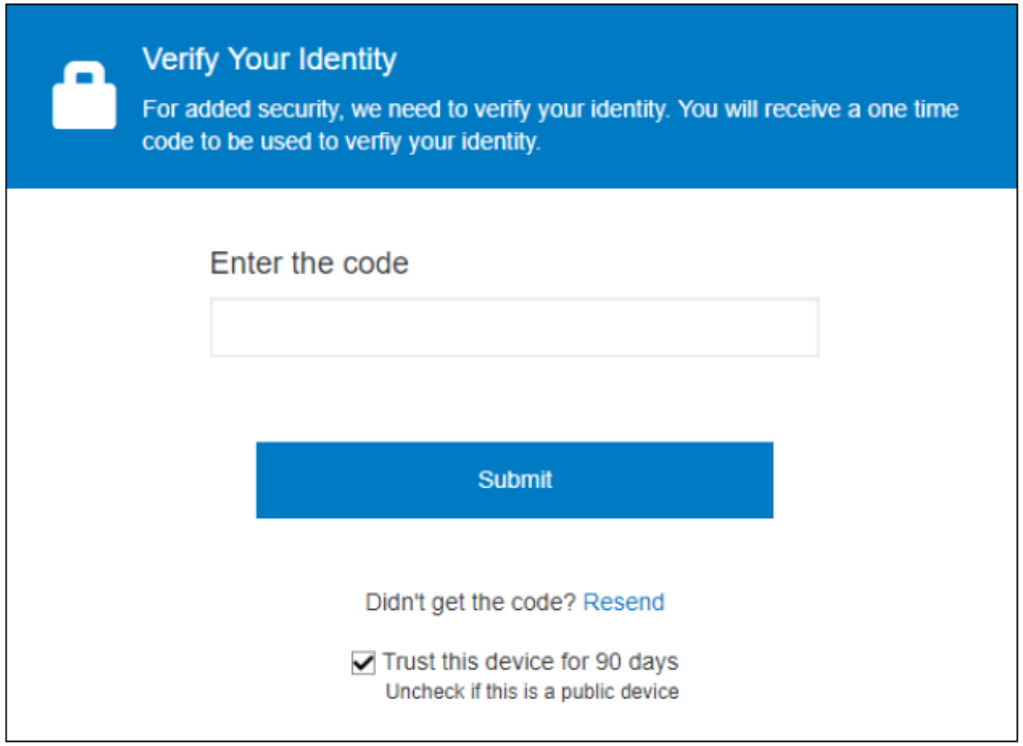
Login at https://www.clientaxcess.com

- Access the portal through the authentication link sent in the Portal welcome email.
- You'll be asked how you would like to receive the authentication code
  - Email, text or voice message



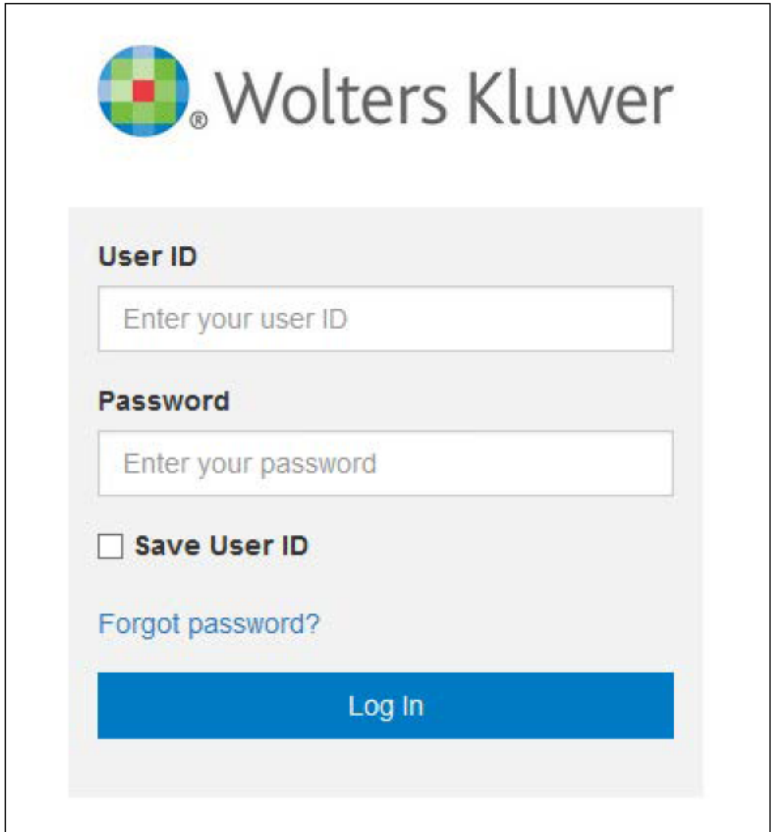
1st Time Log In

- Enter the code on this screen
- You can check the box at the bottom that will allow you to trust the computer for the next 90 days
  - Checking this box means that for the next 90 days you will not have to go through the authentication procedure for the computer or another trusted device for 90 days.
  - In 90 days you will have to request another authentication code to access the Portal
- Once you receive the code you will be prompted to set up a password

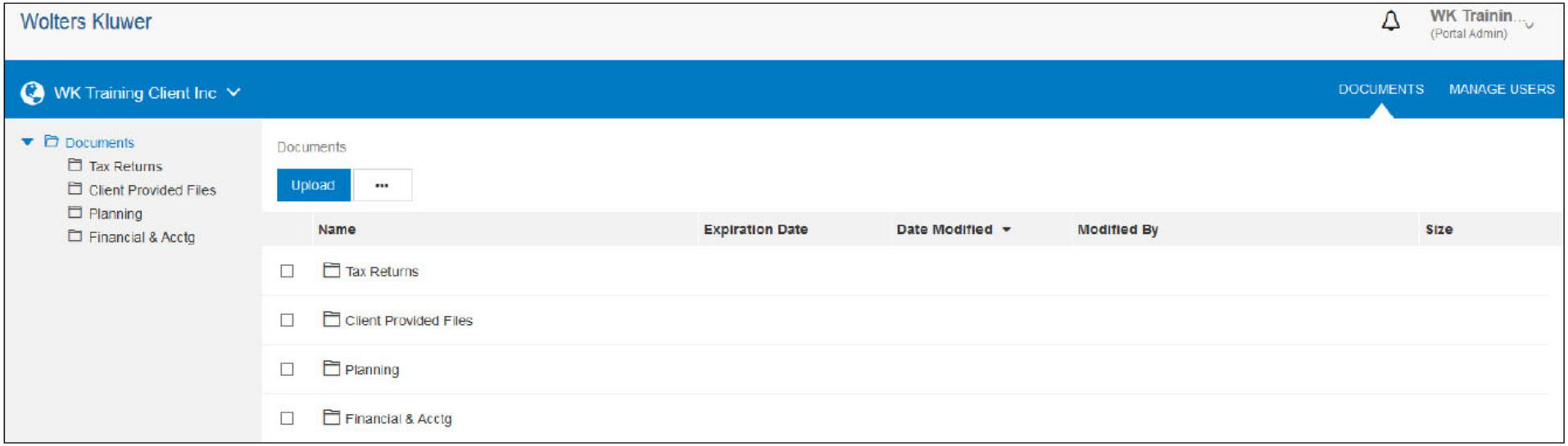


1st Time Log In

- Once you receive the code you will be prompted to set up a password



Portal Home Page Layout



Any notifications will appear on the top right side of the portal under the bell.

Notifications will last for one week only

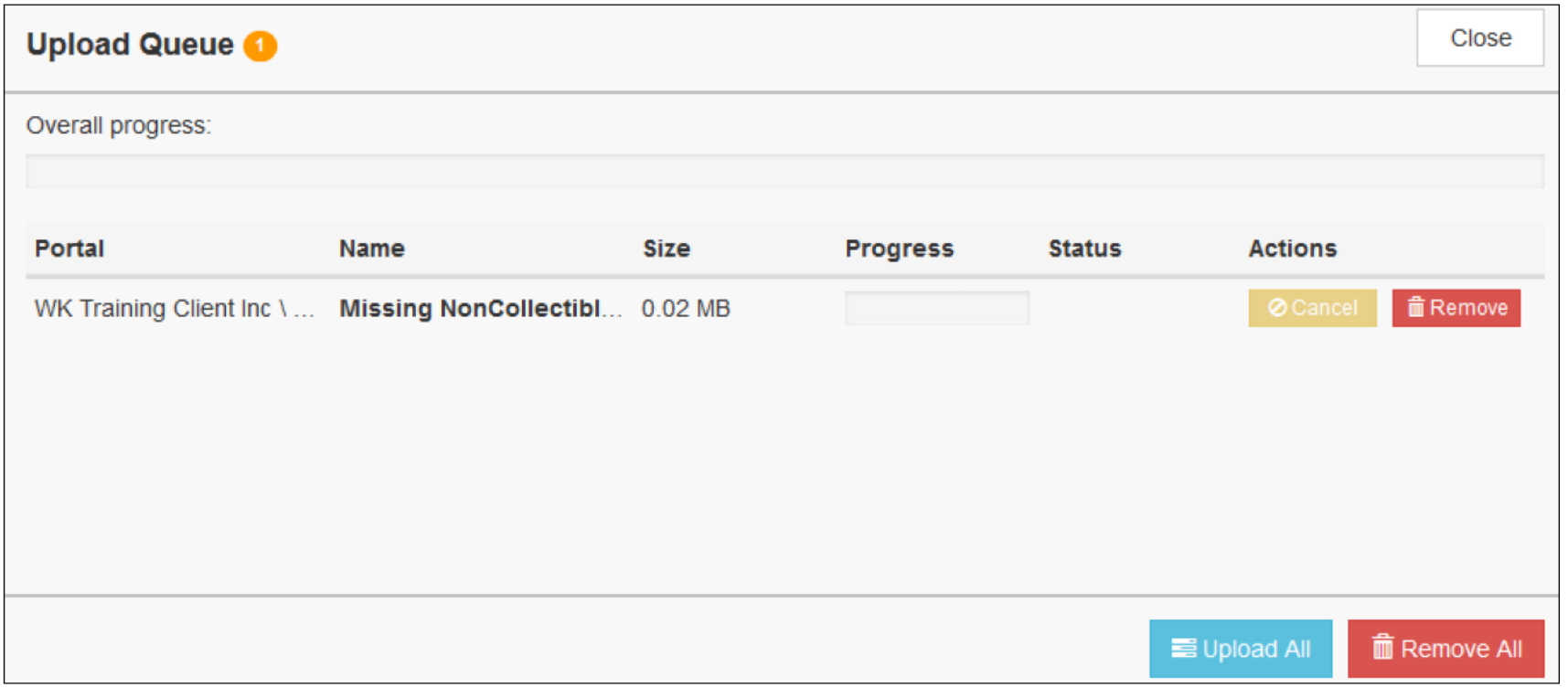
Uploading files to Portal

Files can be added by clicking the Upload button and browsing or by dragging and dropping files to the desired folder.

NOTE: The process is not complete until you click the **Upload File** button. A dialog box will appear to confirm that the files were successfully sent to RitzHolman.

If you attempt to leave the Portal before the upload is complete, a message displays as a reminder to upload them later. If you click OK and leave the page, then pending files are no longer waiting to be uploaded. Instead you will have to start the process of adding files from the beginning the next time you log in.

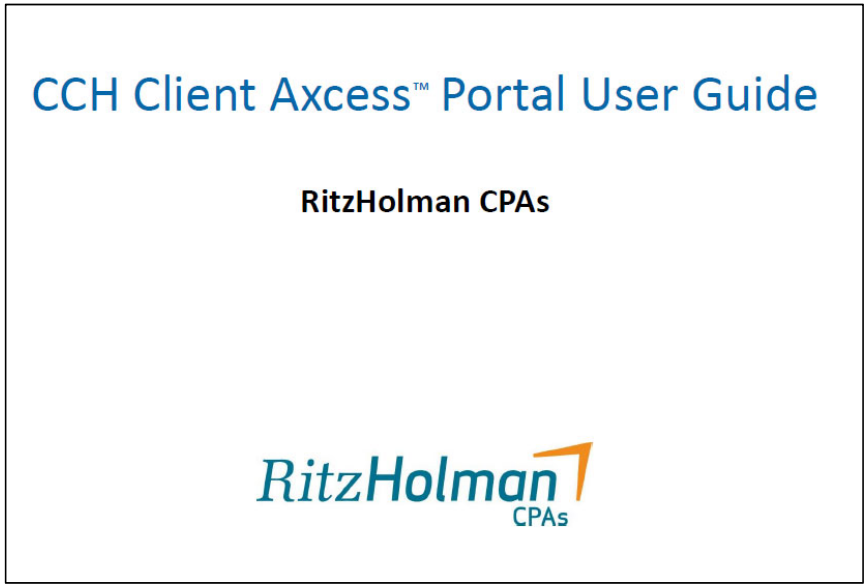
Important to note: Files will not be kept on the system


Upload Queue 1
Close
Overall progress:
Portal
Name
Size
Progress
Status
Actions
WK Training Client Inc \ ...
Missing NonCollectibl...
0.02 MB
Cancel
Remove
Upload All
Remove All

CCH User Guide

CCH User Guide can be accessed online here:

https://ritzholman.com/wp-content/uploads/2019/10/CCH-Client-Axcess-User-Guide-v1.6.pdf



Future Questions

If you have questions after today, contact:

Pat Dolan, IT Manager

can be reached for questions

at pdolan@ritzholman.com

or 414-390-1188

Thank you for coming

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RitzHolman CPAs