



Montana Society of Public Accountants



FALL 2011 NEWSLETTER

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Our Mission:

- To establish a respected public image of accounting & tax professionals who are dedicated to public practice.
- To encourage a professional level of competence, character and integrity by providing continuing professional education to increase the knowledge and efficiency of its members.
- To promote the highest standard of ethical conduct among its members.
- To represent the accounting & tax professionals at the state and national levels and protect the right to practice.
- To seek the enactment of laws and the correction or modification of existing laws in the interests of the profession and the general public.
- To alert members to some of the significant developments in tax laws, regulations and court decisions, through NSA and MSPA newsletters, publications and bulletins.
- To publicize the achievements of individual members through appropriate national, state and local media.
- To serve as a clearing house for the dissemination of timely information on all matters of interest to accountants in public practice.
- To encourage the camaraderie among its members.





The Executive Secretary position is being put up for bid. We welcome all bids by members. Remember if you plan to assign these duties to an employee you must supervise their work so you are able to answer board questions at the board meetings.

While current information is not available entries for the years 2007 through 2009 are as follows:

Yr	Deposit entries	Savings account transactions	Checks written
2007	484	17	74
2008	490	15	58
2009	367	12	52

The deposit entries are for dues and registration in the seminars. The seminar registration is about 95% now totally automated through a third party including the Continuing Education certificates, name badges and attendee rooster. Dues and membership will soon also be automated through the same third party vendor.

Attached is a description of the position by the retiring Executive Secretary along with her notes. This includes bylaw assigned duties and administrative duties assigned by the general membership or the board.

Please bid the job with and without the newsletter which is now published 3 times a year; also with and without a phone line paid for by the organization.

This job has traditionally been paid monthly all year; however, the only two items that were paid during the first 4 months of the year for the most part have been the Executive Secretary pay and the telephone bill so the job does not interfere with tax season.

You will be expected to sign the "Memorandum of Understanding" that is attached.

Becky Spencer,
(406) 248-3859 For any questions
Position research chair

Montana Society of Public Accountants

Memorandum of Understanding

As a candidate for office or director in the Montana Society of Public Accountants (MSPA) I understand that I will be representing the leadership of our Society.

I understand it is my duty to attend all board meetings and the annual meeting unless there is an emergency beyond my control. At all MSPA meetings and board meetings I will conduct myself with courtesy and respect toward other Society members and follow Robert's Rules of Order to the best of my ability.

As an officer of the Society I will always do my best to represent MSPA and its parent organization the National Society of Accountants in a professional manner and with the knowledge that my conduct will reflect on the society as a whole.

I understand some of the business of the Society may be confidential in nature and will always present MSPA in a favorable light.

I will disclose to the standing board prior to my election any past criminal convictions under the revenue laws of the United States, convictions involving financial honesty, breach of trust, embezzlement, or any bankruptcy filing either personal or as an officer of a corporation. I understand that such records do not necessarily disqualify me from being an officer in MSPA but, because I will be making financial decisions affecting the Society, fellow officers will review any such items on my record prior to presenting my name for vote by the general membership. There is no statute of limitations on this disclosure.

Please attach a sheet of explanation to this memorandum if you have anything to disclose.

I am qualified to serve as an officer in the Montana Society of Public Accountants; and if elected to that office, I shall fulfill the duties and responsibilities expected of me to the best of my ability.

Signed _____ Date _____

*****COMING SOON*****

WE WOULD LIKE TO HEAR FROM YOU...TELL US SOMETHING UNIQUE THAT HAS WORKED REALLY WELL IN YOUR OFFICE.

MSPA EXECUTIVE SECRETARY RESPONSIBILITIES

(1) Board Activities

- Assist President and Board of Directors in conducting business of the Society as specified and implied.
- Sign all documents issued by the Society (990's, Annual Registration with the IRS as qualified CPE provided, State Board of Accountancy, and Annual Montana State License Renewal.)
- Record Minutes of Board Meetings and send electronically to all Board members within 30 days.
- Record Minutes of Annual Convention and send out electronically within 30 days to the Board.
- Setup Board meeting locations per Presidents instruction. 10 days written, electronic, or telegraphic notice of special meetings of the Board of Directors shall be given to each director by the Executive Secretary. Set up conference call site and email the information to the Board. Record any "Action by Written Ballot" that the President has accumulated.
- Setup the Annual Convention location. Issue the Call to Convention 30 days prior to Convention or verify that the committee has done so.
- Submit or verify that the By-Laws committee has submitted the Proposed Amendments to the By-Laws to the Society members within 20 days of Annual Convention.
- Arrange for outgoing President's plaque to be presented at the Annual Membership meeting.

(2) Accounting /Financial Reporting

- Pay all of bills authorized by the Board of Directors and all bills incurred in the regular operation of the Society as they become due. Obtain pre-approval from the Board of Directors for all check payments over \$2,500 with exception of the regular annual expenses incurred for the CPE seminars and course offerings (Gear Up, Bob Jennings, etc.).
- Record all cash receipts and cash disbursements into the accounting system. Send a certified letter for any NSF checks demanding payment within 30 days.
- Reconcile the bank statements (checking and savings), the CD account balance, and the credit card statements on a monthly basis.
- Print financial reports (Balance Sheet, Income Statement, and a 2 year Income Statement) to the PDF file, and scan all invoices associated with disbursements into the PDF file each month.
- Prepare Program Revenue Detail at fiscal year-end for comparison purposes.
- Prepare a Budget based on previous year's activity for the Board of Directors. The Board shall then submit for the approval of the annual convention attendees a proposed budget detailing the amount of anticipated receipts and expenditures of the ensuing year. No indebtedness shall be created in excess of the income that is reasonably expected during the year.
- Provide copies of the Financial Statements (balance sheet and income statement), including a copy of the General Ledger accounts, copies the monthly bank and credit card statements (checking, savings, CD, credit card) and the accompanying reconciliation reports, copies of all paid invoices and detail for all deposits to the Treasurer on a semi-annual basis (by December 31 for the November closing and by June 30 for the May Closing).
- Prepare the 990 Tax Return and submit to IRS on a timely basis.

- **(3) Membership**

- Prepare and send the membership dues invoice notices and the statement requesting that members assert that they have completed mandatory CPE required hours of education every June.
- Collect and record dues payments and make deposits as indicated above. Update the member directory and add or correct any changes to the MSPA database.
- Prepare and send monthly statements to delinquent members.
- Contact non-renewing members to encourage renewal or confirm removal from the member directory.
- In the event any member has not paid their dues for the fiscal year by December 31, the member shall automatically be placed under complete suspension. The member shall be notified of the suspension via written notice by registered mail within 15 days from the Executive Secretary.
- New Members:
 - Receive new member applications from prospective members and forward them to the Board of Directors for acceptance.
 - Once the applications have been accepted by the Board, prepare and send to the Board President the new member certificates, with correct date and member numbers, and the new member welcome letters for the President's signature.
 - Once all the appropriate signatures have been obtained, send the member certificates and the welcome letters to the new members.
 - Add the new member to membership directory, the accounting system, the database, and the email list for correspondence purposes.
 - Publish the membership directory annually and send copy to the MSPA membership.
 - Prepare and maintain all membership files.

- **(4) Prepare Newsletter**

- Research applicable articles and/or IRS and State tax updates that may be of interest to the membership.
- Include a President's message and an NSA District Governor's message if applicable.
- Include any contributed information received by the Board of Directors, MSPA members, or other societies or relevant sources.

- **(5) Seminar Registrations**

- Collect and include all information from E-commerce sources for recording tracking the seminar attendees. Prepare attendee information in EXCEL format if necessary.
- Record cash and check payments in the accounting system and deposit the funds on a weekly basis. Print the E-commerce reports and record the credit card payments in the accounting system. Reconcile the E-commerce reports with the relevant general ledger account in the accounting system.
- Complete and maintain current accounting records for each of the seminars and provide the education chairpersons with reports indicating paid and un-paid registrations, cancellations, and other relevant information. All seminar registrations should be paid on or before the first day of the seminar. Any registration payments or other adjustments received during the seminar should be forwarded to the Executive Secretary for processing.
- Complete the final accounting for each seminar and prepare the financial reports for the Board of Directors, the education chairpersons, the Treasurer, and other relevant parties as required.
- Prepare and manage all registration records, sign in sheets, and other necessary documentation in the event seminar participants submit requests for information regarding their CPE credits, or should such information be required or requested by the Board of Directors, MSPA members, the State Board of Service.



Notes from the Executive Secretary's Desk.....

For those bidding this process, you need to know that over the last few years it has taken approximately 250 to 300 hours annually for the full accounting and transcription of the minutes from the three board meetings. This does not include any travel to Helena or time attending any of these required meetings. We have not completed this year with the use of E Commerce and therefore are not able to give an accurate time evaluation. However, due to the larger number of credit card transactions, it does not appear that we will have any less time involved due to the matching process.

There is currently an event in Helena along with the Board Meeting, two day Entities by Gear Up in Billings, two day Gear Up 1040 seminar in Billings, a one day liaison in Billings, two day Jennings 1040 seminar in Missoula and a one day liaison in Missoula. These encompass approximately 300 to 350 registrations. We currently have about 85 members and process approximately 5 new annually. There is a pre-board meeting to the Annual general convention and a post board meeting.

We have not participated in the Newsletter for the last few years that is published three times a year. However, it is under the duties and may be reassumed by future Executive Secretaries. These hours do not reflect any time for that duty.

AND THE WINNER IS

The 2011-2012 recipient to the Montana Society of Public Accountants Scholarship is Callie Marcotte. Callie is a junior at MSU Billings, majoring in accounting. She graduated high school from Billings West in 2009 and was valedictorian of her class. Her current college GPA is 4.0.

At MSU Billings, Callie is a member of Jacket Student Ambassadors, ONE Campus Challenge, Accounting Club, Catholic Campus Ministries, and is on the College of Business Student Advisory Board.

Off-campus she volunteers time at Boulder Elementary School, Saturday Live and Relay for Life. During the summer, she works as a food service employee at Dehler Park.

Press Contact: Sally A. Brassé, Executive Director
NSA Scholarship Foundation
800-966-6679, Ext. 1307
sbrasse@nsacct.org

**LOCAL RESIDENT ROBYN J. SCHWECKE RECEIVES
NATIONAL ACCOUNTING SCHOLARSHIP**

(May 31, 2011) Robyn J. Schwecke of Great Falls, MT, has been awarded a \$1000 academic scholarship by the National Society of Accountants (NSA) Scholarship Foundation. Schwecke is a 4th year accounting student at Park University.

Following an intense screening and selection process, Schwecke was chosen as one of only 28 recipients from nearly 300 applicants on the basis of an overall outstanding academic record, demonstrated leadership and participation in school and community activities, honors, work experience, stated goals and aspirations, and financial need. This award was made possible, in part, by a generous donation from the Montana Society of Public Accountants.

“We are delighted to see continuing strong interest from students looking to enter the accounting profession,” explains NSA Scholarship Foundation PresidentCarolynn A. Holomon, EA, ABA, ATA, ARA “These scholarships will help them reach their educational goals and we look forward to seeing them join the profession in the future.”

As a 2011 scholarship recipient Schwecke will also receive complimentary student membership in NSA.

Founded in 1969, the National Society of Accountants Scholarship Foundation an IRS approved 501(c) 3 organization, works to build career paths into and within the accounting profession. Since inception, the Foundation has provided nearly one million dollars to deserving students who are committed to pursuing a career in accounting.

The NSA Scholarship Foundation, a tax-exempt organization, relies on voluntary, tax-deductible contributions received from individuals, businesses and organizations to fund the activities necessary to sustain its programs.

If you are interested learning more about the NSA Scholarship Foundation program or in making a contribution please visit the NSA website, www.nsaacct.org or write to the NSA Scholarship Foundation at 1010 N. Fairfax Street, Alexandria, Virginia 22314-1574, fax 703-549-2984.

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The 2012 NSA Annual Convention will be held from August 22-25 at the Hyatt Regency Hotel and Resort in Maui! Those who have been to Maui know that the best beach is in Kaanapali and the best hotel in Kaanapali is the Hyatt.

NSA has negotiated a room rate for Annual Convention registrants of just \$169 per night. This rate compares with a minimum rate of over \$400 if you were to book a room over the same dates directly on the Hyatt website. Our Convention rate also includes the daily \$25/room resort fee that is otherwise a mandatory charge when staying at this 5 star Resort. If you have ever wanted to go to Maui, this is your chance to do it in style!

We plan to open meeting and hotel registration in October. Hotel reservations at the Convention rate will only be open to NSA members who have registered for the Convention. In addition, to accommodate as many members as possible, a maximum of two rooms per registrant will be available at the group rate until December 1. For your own planning purposes, you should also know that our Convention room rates will be available from Thursday, August 15 through Wednesday, August 29.

In order to allow us to finalize plans for the Convention, please let us know whether you plan to attend by participating in this survey. With this information, we can work with the Hyatt to manage our room block, including the demand for ocean view or oceanfront rooms and suites. If necessary, we can also increase our room block to accommodate specific requests. <http://www.zoomerang.com/Survey/WEB22D4YUMG6JT> Thank you for your participation

2012 Gear Up.....Line Up...Mark Your Calendars

***September 20th & 21st**

Two Day-Business Entities, Billings

Crown Plaza

27 North 27th St.

Billings, MT 59101 (406) 252-7400

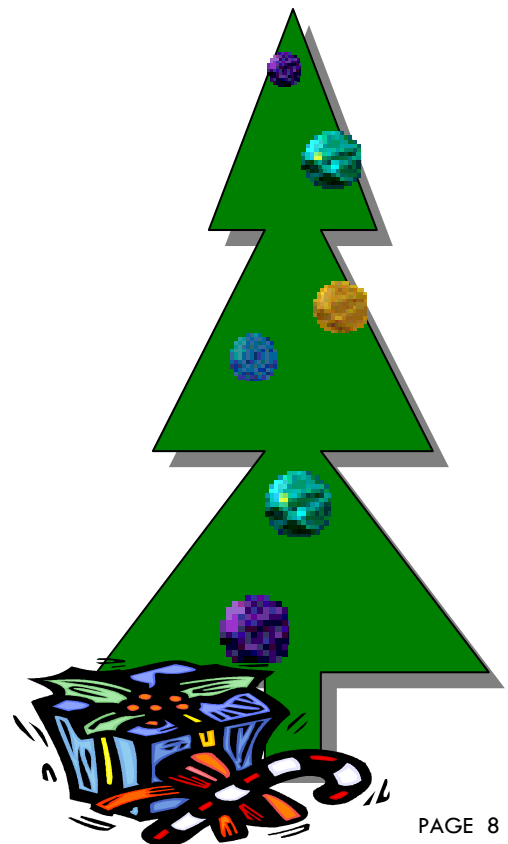
******MORE INFO IN SPRING NEWSLETTER******

***October 24th & 25th: Individual Tax, Billings**

2 hrs Ethics will be integrated in 1040 classes

***October 26th: IRS/MT State Liaison, Billings**

******LOCATION INFO IN SPRING NEWSLETTER******



MSPA ANNUAL GENERAL MEMBERSHIP MEETING

Crown Plaza Hotel
September 22, 2011

Mary Lemons called the Annual General Membership Meeting to order. She introduced Joyce Funkhouser-Lingelbach, District Nine Governor. She then asked the members present to introduce themselves and where their practices are located.

Mary Lemons asked for a review of the last Annual General Membership meeting of September 2010 as they were published on the website. Becky Spencer moved to accept as published. David Leslie seconded. There was no discussion and they passed unanimously.

Gary Kasper, treasurer gave the financial report of the past fiscal year. Discussion on concerns of budget and loss of income. Duane McCullough made the motion to accept and Gloria Albright seconded. Passed as presented.

Duane McCullough presented the By-Law change that was published in the last newsletter and the website. He stated that it is in conflict with the NSA proposed By-Law on "Registered Tax Preparer". NSA would recognize them as "Active Member". The recommendation by the Board of Directors was they are admitted as "Associate Member". Becky Spencer made the motion to amend to accept Registered Tax Preparers as "Active Members" in line with the proposed By-Law change being presented to NSA members. Seconded by Frank Kuehn and passed.

Education Committee - Gloria Albright, eastern chair reported on the dates of Gear Up 1040. She has taken an ad this fall with the Billings Gazette to run two days in print and seven days on their website. Lenita Hanson and Cora Christensen of the west reported that Jennings 1040 will follow in October. Lenita Hanson also stated that they have sent post cards, flyers and ads. Discussion on mailing lists, including the PTIN list per Joyce Funkhouser-Lingelbach, ERO list that Becky Spencer has access to enhance the attendance in the future.

Membership Committee has not been active. Mary Lemons has agreed to chair. Mary Lemons will be present at the test sites of the new "Registered Tax Preparer" with information on NSA and the benefits of MSPA. She is also planning on working compliance of current Active Members under Sec 3, (1) (e). Jeanne Stecher reported that we currently have 84 members and two new applications in process.

Multi-Media Committee was reported on by Lenita Hansen. She gave the report on Cvent and expressed that she had received a lot of good comments from those registering on the site. The hotels can also provide an Icon under "Hotels" and allows for easy of registering for a room at our guaranteed rates. It was pointed out to still make accommodations for those who do not use nor trust the internet. Lenita Hanson and Gloria Albright have been providing paper applications for those.

Gloria Albright reported on the Newsletter. She publishes it three times a year. She thanked all of those that provided articles. She recently had a request for employment ad.

Becky Spencer, Political Action Chair, reported on the State Board of Accountancy is changing to a three year reporting period of 120 hours and no more annual.

Scholarship chair, Mike Sullivan has moved from Billings. Jeanne Stecher read the letter from the receipt of MSUB. She shared the request from the Foundation on background of the scholarship. Joyce Funkhouser-Lingelbach reported that District 9 won the honor at NSA for the total dollars and most people involved. It was reported that we also gave out reimbursement for EA preparation courses to two of our members.

State Director, Gloria Albright, reported on the recent meeting held in Alaska. She reported that the Governors Meeting is unpaid travel by NSA and cost is a burden on them. NSA did reimburse \$200 toward the registration. Directors training included a lot of sharing on NSA, Registered Tax Preparers not being required to have as much CPE, etc. She reported that 60% of NSA members do not belong on the state level. NSA does have good benefits such as E&O insurance, Tax Topics, and a multitude of others that are very important for sole practioners.

Nomination Committee consisting of Gary Kasper and Becky Spencer recommended for President, Van Barron, Vice President, Gloria Albright, Director Positions, Cora Christensen and Duane Mc McCullough. Mary Lemons asked for any nominations from the floor three times and with no further nominations, Gary Kasper asked that nominations cease. Lenita Hanson seconded and it passed.

Mary Lemons asked if there was any old business. None was brought to the floor.

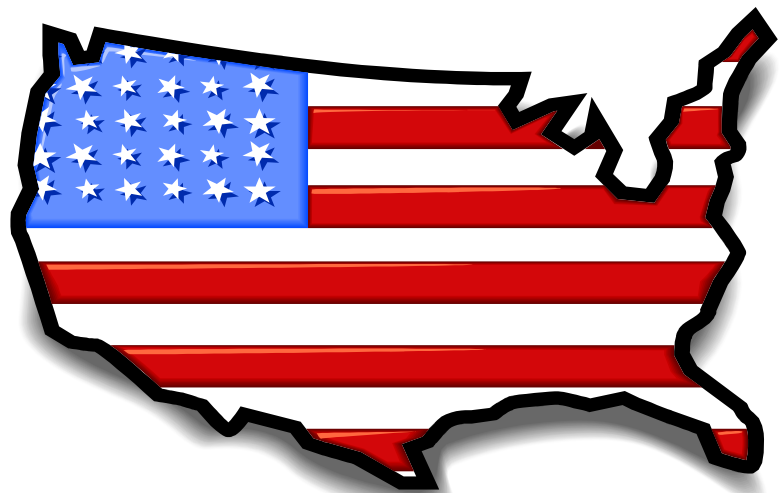
Mary Lemons asked for any new business. Duane MCCullough stated that we should not forget that per our By-Laws there is a 72 hour continuing education requirement every three years and any new "Registered Tax Preparer" that are approved must be made aware of this.

With no further business the Mary Lemons adjourned the meeting at 5:45 p.m. for dinner and Installation of officers by District Nine Director, Joyce Funkhouser-Lingelbach.

Mary Lemons did present Joyce Funkhouser-Lingelbach with a thank you gift at dinner for her coming to our Annual meeting. Van Barron, President presented Mary Lemons with a thank you gift for serving as the president of MSPA. A very nice evening was had by all.

Respectfully submitted,

Jeanne Stecher, Executive Secretary



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*Fall MSPA Newsletter designed and published by
Elizabeth McCulloch
I welcome articles to submit for Spring newsletter.*

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