



COUNCIL ON SOCIAL WORK EDUCATION

**Division of Finance and Operations
Report to the Board of Directors**

March 2020

The Division of Finance and Operations assists the organization in meeting the 2010 – 2020 CSWE strategic plan goals by providing the financial and operational needs of the organization. The Division assists in maintaining a healthy and viable organization by making sure that the organization is financially sound. Operationally, the Division handles membership, the yearly Annual Program Meeting as well as providing the logistical duties for other onsite and offsite meetings and events that pertain to accreditation certifications, accreditation training, networking and faculty development, all of which assist to ensure quality and sustainability of social work education.

Fiscal Year 2019 Tax Return (Form 990)

It is customary and the fiduciary responsibility of the Board of Directors to review the Council's fiscal tax return. Part VI, Section B, Line 11a, as well as Schedule O, page 40 of the fiscal year 2019 tax return informs the Internal Revenue Service that the Board of Directors has met this fiduciary responsibility. The tax return will be filed with the Internal Revenue Service after the Board of Directors approve the draft version of the fiscal year 2019 tax return at the March 2020 board meeting.

Form 990 is an annual reporting return that most federally tax-exempt organizations must file with the IRS. Form 990 initially requires the organization to describe its mission and other significant activities. The organization must then disclose financial details of its revenues, expenses, assets and liabilities.

The IRS also wants to ensure that the organization is worthy of maintaining its tax-exempt status and requires more details on the types of activities it engages in during the year. A significant portion of the form requires information on governance, and specifically requests the names of its officers, directors, highly compensated employees and other employees who are involved with managing the organization.

The final draft copy of fiscal year 2019's 990 has been provided for board review and approval.

IT Projects

Website ADA Compliance

In June of 2018 a new Americans with Disabilities Act, (ADA) compliance regulation for websites went into effect. This regulation imposes four major criteria that a website needs to meet to be ADA compliant. CSWE reached out to vendors for quotes on the cost of making the CSWE website ADA compliant. After much discussion and vendor comparison CSWE chose Accessible 360 LLC as the vendor to provide the compliance work. Work on enhancing the CSWE website to make it ADA compliant began in June of 2019. To date 75% of the CSWE website has been made ADA Compliant.

Customer Relationship Management Database

In November of 2019 CSWE signed a three-year contract with Protech Associates to upgrade the current customer relationship management database, (CRM). The last time the CRM was upgraded was in 2011 and maintenance of the CRM last occurred in 2014. CRM will be upgraded to the latest cloud version and will be moved from the CSWE local servers to a cloud server. The targeted completion date for this upgrade is April 15, 2020.

Website and Individual Membership Database

On January 31, 2020, CSWE signed a contract with Americaneagle.com to continue the work on the CSWE website and the individual membership database. Americaneagle.com started the audit of the website and membership database in early February. This audit will take three to four weeks and results will be provided to CSWE in March. Fixes and additional development of these two systems will come from the results of the system audit.

Accreditation System and Program Membership Database

CSWE has identified the following vendors, TKXEL.com, RWK IT and KG Labs, to provide an audit of the accreditation system and program membership build and we are currently in the processes of vendor comparison. The difficulty in finding vendors willing to take on the audit of this build is due to the proprietary development software that was used by Indigo Interactive in the build of these systems/databases. Course direction on this build will come the from results of this audit.

2021 Budget

The creation of the 2021 budget will begin in March of 2020. CSWE uses a zero-based budgeting process. This process means that every function within the organization is analyzed for its needs and costs. Zero based budgeting allows for top level strategic goals to be implemented into the budgeting process by tying them to specific function areas of the organization. The 2021 budget will include three strategic plan priority outcomes that align with the budget. The final draft version of the 2021 budget will be provided to the board for discussion and approval during the June 2020 board call.

Annual Program Meeting

APM revenue figures for the October 2019 Annual Program Meeting in Denver Colorado fell below budget by \$12,224 or 3%, Revenue for the pre-conference events came in below the budgeted revenue amount.

Total registered attendance for the 2019 Annual Program Meeting finished at 3,137 with a breakdown of 2,680 attendees and 333 exhibitors. Attendance for the 2019 APM finished 177 attendees less than that the 2018 APM. Registration revenue surpassed the FY 2020 budgeted figure by 1.9%.

Membership

March 31, 2020 marks the end of the individual membership year for 2020. With the fixed individual membership end date of March 31, the tracking of individual membership dues on a monthly as well as a yearly basis has made the analysis of individual membership dues more meaningful. As an example, CSWE finished the individual membership year of March 31, 2019 with 2,465 members. The individual membership figure through December 31, 2019 was 2,610, 145 more members than the final membership figure for fiscal year 2019.

Office Lease Space

In August of 2019 CSWE signed a fifteen-year lease agreement with Grovesnor GP Limited LLC, for 13,455 square feet of office space on the 4th floor of 333 John Carlyle Street, Alexandria, Virginia. This move will save CSWE approximate \$1,000,000 in rent over the fifteen-year lease period when compared to CSWE's current rent payments. Grovesner GP has provided CSWE with a concession of \$100 per square foot or \$1,345,500 for the buildout of the space, equipment, furniture and fixtures. In addition, CSWE has been given sixteen months of free rent for the space.

A 6-person task force has been created from individuals from all three CSWE divisions. The individuals on this task force are the liaisons to their divisions regarding the build of the new office space. A kickoff meeting with the architect, project manager and broker was held in January, timeline and budget were the primary topics of discussion at this meeting.

CSWE gained access to the space on January 2, 2020 with demolition and construction to begin in early summer. The expectation is for CSWE to move to the new space in late December of 2020 with the first day for staff being January 2, 2021. CSWE's lease for the current space at 1701 Duke Street ends in March of 2021. We will be working with our broker and with Carr Properties, the current space landlord, in an attempt to terminate the current lease on December 31, 2020, thus avoiding having to pay for three months of empty leased space.

Respectfully submitted,

Arminn Leopold

Vice President of Finance and Operations