

Department of the Treasury  
Internal Revenue Service

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

2018

Open to Public Inspection

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

B Check if available

 Terminated for Business Gross receipts are normally \$50,000 or lessC Name of Organization: NATIONAL ASSOCIATION OF  
RESIDENTIAL PROPERTY MANAGERS2705 E Burnside St Suite212, Portland, OR, US, 97214

D Employee Identification

Number 93-1096974

E Website:

F Name of Principal Officer: AJ Shepard2705 E Burnside St Suite212, Portland, OR, US, 97214

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

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

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

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## Confirmation

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

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

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

**MANAGE FORM 990-N SUBMISSIONS**



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

### **2019 Board Positions:**

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



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

### **2018 Board Candidates:**

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

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

For committees (provided everyone still wants to volunteer):

Membership (Professional):

- Angela DeVita
- Katie McNeeley
- Karen Johnson

Membership (Affiliate):

- Lynne Whitney
- Betty Benson
- Angela DeVita

Mentorship Program:

Katie McNeeley  
AJ Shepard  
Denny Miller  
Ron Garcia

Legislative:

- Amber Clark
- Ron Garcia
- Jill Maricich

Education:

- Chris Hermanski
- Matt Williams
- AJ Shepard

Marketing/Communications:

- Johanna Miller
- Katie McNeeley

Strategic Planning:

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



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

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

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

*50min for speaker*

*FU - CODE OF CONDUCT.*



**Mission Statement**

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

**Vision**

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

**NARPM® Antitrust Statement:**

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



National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

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

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



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National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

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

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

Send Betty - Electronic Copy of AIP

Johanna square  
Coordination

3x5 Cards

Directed to Property Mgr.  
PHD Relocation  
Maintenance

\$50 Incentive NATIONAL  
Gift Cards for New AIP  
New Members

July 11



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National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

Chapter Board Meeting Agenda  
02/28/2018  
Urban Office – Portland, OR

✓ Matt Lucky Lab Class - March 22nd W. Side Lucky Lab.

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

CE credit  
Send contact info of Michelle to J. Jay.

Forward Minutes to board.

Ask Members to Bring Gifts.

Announcement at Chapter Mtg & special / charitable Events Committee Chair Needed



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National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

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

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

*Raffle  
March*



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National Association of Residential Property Managers  
GREATER PORTLAND CHAPTER

## Chapter Board Meeting Agenda

12/13/2017

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

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



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GREATER PORTLAND CHAPTER

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GREATER PORTLAND CHAPTER

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- Angela DeVita
- Katie McNeeley
- Karen Johnson

Membership (Affiliate):

- Lynne Whitney
- Betty Benson
- Angela DeVita

Mentorship Program:

Katie McNeeley  
AJ Shepard  
Denny Miller  
Ron Garcia

Legislative:

- Amber Clark
- Ron Garcia
- Jill Maricich

Education:

- Chris Hermanski
- Matt Williams
- AJ Shepard

Marketing/Communications:

- Johanna Miller
- Katie McNeeley

Strategic Planning:

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



## February Greater Portland Chapter Meeting

Please RSVP by clicking below and filling out the form!

Email RSVP's will NOT be counted



We Need to Plan for Food!  
New Time- 11:30 AM - 1:30 PM

### Speaker Nicholas Cook "PM Grow Summit Recap"

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

Lunch is provided

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

TIME: 11:30- 1:30  
DATE: February 16, 2018  
PLACE

Widmer Pub  
[955 N Russell St, Portland, OR 97227](http://www.widmerpub.com)  
Don't forget to arrive earlier for parking!

#### SCHEDULE

11:30- 11:45- Registration and Networking  
11:45-12:00- Welcome to new Vendors and Members  
12:00-1:00- Speaker Presentation  
1:00- 1:30- Chapter Reports, Old Business, New Business, Adjourn  
1:30-2:00- Meet with Vendors



The month of  
**MARCH**

## March Greater Portland Chapter Meeting

this is just a reminder for the luncheon this week!

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

RSVP

We Need to Plan for Food!  
New Time- 11:30 AM - 1:30 PM

### Speaker

**Mark Foat, CPA, CBA, CVA, CFF**

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

Lunch is provided  
Vendors will be staying afterward to meet with Members.

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

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

March 16, 2018  
11:30- 1:30

Widmer Pub  
[955 N Russell St, Portland, OR 97227](#)  
Don't forget to arrive earlier for parking!

11:30- 11:45- Registration and Networking  
11:45-12:00- Welcome to new Vendors and Members  
12:00-1:00- Speaker Presentation  
1:00- 1:30- Chapter Reports, Old Business, New Business, Adjourn  
1:30-2:00- Meet with Vendors

 Share  Tweet  Share  Forward



## April Greater Portland Chapter Meeting

This is just a reminder for the luncheon this week!

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

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

[RSVP](#)

We Need to Plan for Food!

April 20, 2018

11:30- 1:30

**Speaker**

**John R. Bradford, III**

Owner and Found of [PetScreening.com](#)

[PetScreening.com](#) is **ZERO** cost to Property Managers/Owner Operators and does the following:

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

1-minute video for Property Managers:

<https://www.youtube.com/watch?v=YrvMQW16CDs&feature=youtu.be>

Lunch is provided by:

**Vendor Spotlight**

[Filter Easy](#)

Thank you Shannon!

Vendors will be staying afterward to meet with Members.

The month of  
**May**

## May Greater Portland Chapter Meeting

This is just a reminder for the luncheon

TOMORROW!

We Need to Plan for Food!

This month the luncheon will be on

**WEDNESDAY MAY 16, 2018**

(due to the Northwest NARPM Convention in Seattle.)

11:30- 1:30

Speaker

## Jamey Duhamel

Director of Policy  
Office of Commissioner Chloe Eudaly

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

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

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

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

[Screening Criteria Framework](#)

[Screening Criteria Individual Assessment](#)

[Alternative Assessment Framework](#)

**Please submit your questions here prior to the meeting:**

ASK QUESTIONS HERE

If it asks for a code, the code is #NARPMPOX

Lunch is provided by:

**Vendor Spotlight**

**Banner Bank**

Thank you Justin Clevenger!



## June Greater Portland Chapter Meeting

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

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

[RSVP](#)

We Need to Plan for Food!

June 15, 2018

11:30- 1:30

**Speaker**

## Steve Bennett

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

Do you know who can legally sign your leases and management

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

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

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

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

clients.

Lunch is provided by:

### Vendor Spotlight

[Apollo Drain](#)

Thank you Karen!

Vendors will be staying afterward to meet with Members.

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

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

**\$10 for the CE Credit.**

June 15, 2018

11:30- 1:30

Widmer Pub



## July Greater Portland Chapter Meeting

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

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

RSVP

We Need to Plan for Food!

July 20, 2018

11:30- 1:30

Speaker  
**Charlie Kovas**  
with Warren Allen LLP

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

Lunch is provided by:

**Vendor Spotlight**

**John's Waterproofing**

Thank you Tamara!

Vendors will be staying afterward to meet with Members.

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

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

\$10 for the CE Credit.

July 20, 2018

11:30- 1:30

Widmer Pub

THE MONTH OF  
**AUGUST**

**August Greater Portland Chapter**

***HAPPY HOUR!***

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

Email RSVP's will NOT be counted

**RSVP**

We want to give Widmer Brothers a heads up!!

August 17, 2018

3:00 pm

**Happy Hour at Widmer Brothers Pub!**

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

Widmer Pub

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

Don't forget to arrive earlier for parking!





## September Greater Portland Chapter Meeting

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

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



We Need to Plan for Food!

September 21, 2018

11:30- 1:30

**Speaker**

**Matthew Miller**

**with Mad Capper Marketing**

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

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

Lunch is provided by:

**Vendor Spotlight**

**Real Estate Mold Solutions**

Thank you Bart!

Vendors will be staying afterward to meet with Members.

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

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



# October

THE MONTH OF

Starlight

## October Greater Portland Chapter Meeting

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

Email RSVP's will NOT be counted

RSVP

We Need to Plan for Food!

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

October 26, 2018

11:30- 1:30

## Speaker Panel of Property Managers

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

Lunch is provided by:

**Vendor Spotlight**

**House Happy**

Thank you Troy!

Vendors will be staying afterward to meet with Members.

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



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

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

NARPM'S 5TH ANNUAL  
CLOTHING DRIVE FOR BLANCHET HOUSE



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

.....

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

**ITEMS NEEDED:**

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

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

.....

PLEASE BRING YOUR DONATIONS TO NARPM GREATER PORTLAND CHAPTER'S NOVEMBER MEETING ON 11/16/2018:  
Widmer Pub  
11:30 AM - 1:30 PM  
835 N. Russell St. Portland, OR 97227  
Questions? Contact [kated@nrcroley.com](mailto:kated@nrcroley.com)

November 16, 2018  
11:30- 1:30

## NARPM - Portland Chapter

### Profit & Loss Budget vs. Actual

January through December 2019

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

**NARPM - Portland Chapter**  
**Profit & Loss Budget vs. Actual**  
**January through December 2018**

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