

ASIANetwork Staff: 1999-2005

Note from the Executive Director:

When the headquarters of ASIANetwork moved from Colorado College to Augustana College in late summer 1999, the consortium was blessed to retain the services of the Augustana College Controller, Mary Doonan, to manage our increasingly complex financial affairs. Since then, Mary has worked with me to carefully monitor the incoming revenues of AN and to disperse them as needed to fund our various programs and other initiatives. She prepares monthly a complete financial statement for review by the executive committee of the board, manages an annual outside financial “review” by the accounting firm of McGladrey and Pullen, prepares AN’s annual tax return statement, and carefully monitors all expenditures linked to foundation-funded programs. She is thorough, attentive to detail, and for me, patient in explaining what the array of figures we deal with is all about. We have also turned to Mary for sound advice on investment strategies and on the preparing of our “Investment Policy” guidelines. In short, Mary has worked tirelessly, often without compensation, to create for ASIANetwork a fiscally responsible model for managing our finances. We are all greatly indebted to her. The report she has submitted for the newsletter below will give readers a sense of Mary’s contributions to AN and the professional manner in which she has supported us.

**Mary Doonan
Controller
Augustana College**

Augustana College assumed the fiscal and accounting responsibilities of ASIANetwork, Inc., effective September 1st, 1999. ASIANetwork purchased an inexpensive financial software package for small businesses, QuickBooks, which provides basic tools for financial management. It was necessary to customize the software and account structure to work in a not-for-profit environment, with the use of Excel spreadsheets for foundation reporting of restricted funds. An upgrade of the software application was just recently completed to facilitate the relocation of the ASIANetwork homebase from Augustana college to Illinois Wesleyan University later this year. Financial statements are prepared monthly and distributed to the Executive Director and various members of the Board.

Since September 1st, 1999, ASIANetwork ceased to have any employees, which eliminated the need for payroll tax withholding and reporting, both at the federal and state levels. This decision was made partly to accommodate the required movement of headquarters to various institutions throughout the country. All stipends and honorariums are now paid as non-employee compensation and reported on Form 1099–Misc. An application was filed in October 1999 to withdraw from the State of Colorado reporting (the former headquarter location for ASIANetwork).

In November 1999, after a drawn-out process of jumping through many hoops, ASIANetwork received exemption from sales tax in the State of Illinois. This exemption was renewed in 2004, and extending through June 1, 2009. Since the headquarters is moving to Illinois Wesleyan University, the exemption will continue to be in force and utilized.

Once based at Augustana College, ASIANetwork was able to utilize the services of the College’s Controller, whose preparation of the organization’s Form 990 *Return for an Organization Exempt from Income Tax*, spared ASIANetwork the expense of outsourcing this service. The tax return is due by January 15th of each year for the preceding fiscal year.

At the request of the Henry Luce Foundation, ASIANetwork was required to submit a financial statement review report each fiscal year, starting with the year ending August 31, 2001, in order to receive additional grant funding. The report is compiled by the Controller, and an outside public accounting firm reviews and issues an opinion on the contents.

Over the last 5½ years, ASIANetwork has written almost 1,000 checks to vendors, institutions and individuals. In May 2002, an unrestricted endowment was established with the Commonfund, with \$600,000 of excess available funds through the direction of the Board of ASIANetwork. The excess funds were generated through prudent fiscal operations, both in implementing programs and in minimizing administrative overhead. The funds were invested with the intent of generating investment income to provide financial resources for the administrative expenses needed for general operations. An additional \$50,000 was invested at a later date. Once the investment account was moved to The Vanguard Group in July 2004, a total of \$725,000 in funding was available for investment. As of December 31, 2004, the market value of the endowment was \$771,853. Recently, the Board approved the hiring of an investment advising firm, DHK Financial Advisors, Inc. to provide investment advice to the Board. Safeguarding this endowment is a key priority for the future success of ASIANetwork.