



COUNCIL ON SOCIAL WORK EDUCATION

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

February 2022

The Division of Finance and Operations assists the organization in meeting the 2020 – 2022 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 2021 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 42 of the fiscal year 2021 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 2021 tax return at the February 2022 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 2021's 990 has been provided for board review and approval.

Information Technology Projects

I. Website

Development and work on the redesign of the CSWE website is in the final stages, Beta testing of the site is occurring during the month of February with an expected deployment date during the last week of February.

II. Dynamics CRM – Program database

The reconfiguring of the Dynamics CRM database due to the approved membership structure change, is in the final stages, testing of the database is taking place with an expected membership deployment date of July 1, 2022.

III. Accreditation System

Discussions on an accreditation system have been put on hold. This is due to multiple factors, such as the development of systems that will assist the accreditation department with their current processes and the need of a new system based on the current processes. It is the hope that a discussion will take place in fiscal year 2022 to finalize a decision on whether the Accreditation department is in need of an accreditation system.

2023 Budget

The creation of the 2023 budget will begin in March of 2022. 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 final draft version of the 2023 budget will be provided to the board for discussion and approval during the June 2022 board call.

Annual Program Meeting

APM revenue figures for the November 2021 Annual Program Meeting were below budget by approximately \$528,000 or 40%.

Total registered attendance for the 2022 Annual Program Meeting finished at 1,627. Due to the continual impact of COVID-19 and the new variants, attendance for the 2021 Annual Program Meeting was approximately 68% of the budgeted registration figure of 2,400.

118 individuals registered for APM on demand.

Membership

March 31, 2022, marks the end of the individual membership year for 2022. CSWE finished the individual membership year of March 31, 2021 with 1,834 members. The individual membership figure through December 31, 2021 was 1866, 102% of the final membership figure for fiscal year 2021. The COVID-19 pandemic continues to significantly affect the individual membership renewals for the 2021 individual membership year.

With the proposed change in the membership structure the end date of the individual membership year for 2022 will be extended to June 30, 2022, at no additional cost to members.

Respectfully submitted,

Arminn Leopold

Vice President of Finance and Operations, CFO