



Chapter Leader Resource Page
Fiscal Year Alignment Project

Highlighted text has been altered since the last version.

Frequently Asked Questions

Purpose

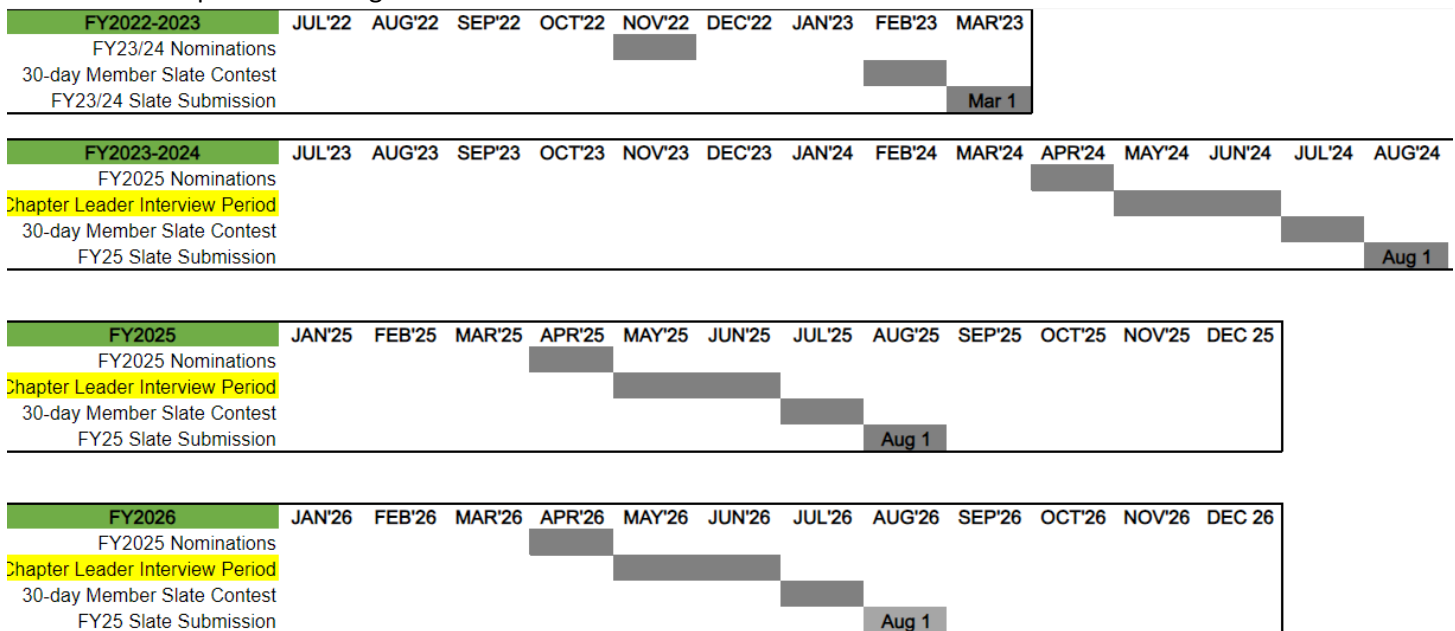
What are the main benefits of switching the Chapters’ fiscal year? Aligning the Chapter’s fiscal year with MPI provides for better cross-organizational alignment and consistency for accounting and governance purposes. Additionally, this move will align all MPI volunteer application periods (Boards, committees and Chapters) across the entire organization. This realignment will also mirror the fiscal year for the Events Industry Council and other industry supporters creating harmony in the education accreditation fee schedule.

Governance

When does the 18-month term begin? The 18-month term began July 1, 2023 and will end December 31, 2024.

Are all Volunteer Chapter Leaders mandated to serve an 18-month term because of the Fiscal Year Alignment? No. If a Volunteer Chapter Leader is not able to continue their service through the extended period, the chapter will follow Article VI in the Chapter Bylaws and Chapter Policy Manual.

How will the Fiscal Year Alignment affect the Chapter’s nomination and selection process? Below is a representation of the nomination process moving forward.



Will Chapters be required to submit updated (18 months) strategic business plans, budgets and event and marketing/communication calendars? If so, when? Chapters should review all compliance and business documents to determine if adjustments need to be made. MPI will be asking all chapters to submit an 18-month adjusted budget and business plan to cover the period of July 1, 2023 to December 31, 2024.

How will the Chapter’s Articles of Incorporation be handled? Not all Chapters will require updated Articles of Incorporation. For those that do, MPI will provide support and is currently finalizing that process. If you feel your Articles of Incorporation need to be updated, please contact your Chapter Operations Manager.

Will MPI provide a sample of a Fiscal Year timeline for Chapters to adopt in FY2023-2024, FY25, FY26, and beyond? If so, when will it be available? This calendar is now available on the Chapter Leader Resource Page (CLRP), under the Redesign section. This calendar includes all deadlines for compliance documents, nomination periods, and industry events.

Administration

Why did MPI wait until now to announce the Fiscal Year Alignment? MPI has been working on the process for nearly two years, ensuring that the proper planning and runway toward completion was in place. This timing worked well to align the 2024 Fiscal Years for both Chapters.

Why didn’t MPI change its fiscal year to be aligned with the Chapters? MPI adjusted its fiscal year in 2013 to better align with modern accounting practices and industry partners. This 2024 alignment with MPI’s Fiscal Year is best practices for organizational governance, accounting practices, etc. Further it will provide calendar alignment with all MPI volunteer positions – international, council/committee/advisory and Chapter – and supporting industry organizations like the Events Industry Council (EIC).

How will the Fiscal Year Alignment affect the Chapters’ existing strategic business plans? This will vary by chapter based on their existing plan. MPI will be requiring all chapters to submit a revised business plan to include the period from July 1 to December 31, 2024.

How will the Fiscal Year Alignment affect the Chapter retreats going forward? Chapters will be holding Annual Retreats September through October 2024 to onboard the 2025 Board of Directors. For the 2023/2024 fiscal year, optional Mid-Year Retreats may be held February through April 2024.

FY2022-2023	JUL'22	AUG'22	SEP'22	OCT'22	NOV'22	DEC'22	JAN'23	FEB'23	MAR'23	APR'23	MAY'23	JUN'23
Mid-year Retreat (optional)												
FY23/24 Annual Retreat												

FY2023-2024	JUL'23	AUG'23	SEP'23	OCT'23	NOV'23	DEC'23	JAN'24	FEB'24	MAR'24	APR'24	MAY'24	JUN'24	JUL'24	AUG'24	SEP'24	OCT'24	NOV'24
Mid-year Retreat (optional)																	
FY25 Annual Retreat																	

FY2025	JAN'25	FEB'25	MAR'25	APR'25	MAY'25	JUN'25	JUL'25	AUG'25	SEP'25	OCT'25	NOV'25
Mid-year Retreat (optional)											
FY26 Annual Retreat											

FY2026	JAN'26	FEB'26	MAR'26	APR'26	MAY'26	JUN'26	JUL'26	AUG'26	SEP'26	OCT'26	NOV'26
Mid-year Retreat (optional)											
FY27 Annual Retreat											

What should we do if we have a Mid-Year Retreat already under contract in Nov/Dec 2023 or Jan 2024? If you are unable to change the retreat dates due to scheduling conflicts or existing contracts, you can continue to hold your retreat on the contracted date. The new Mid-Year Retreat period will be February through April 2024.

How will the Fiscal Year Alignment affect the Chapters' performance metrics? (i.e., number of educational events, reserves vs. annual fixed expenses ratio, etc.) The Chapter Operations Team is currently working on a plan which will be shared in September 2023.

What training tools will be provided by MPI for Chapters to navigate the Fiscal Year Alignment transition? Volunteer Chapter Leaders will be provided with an updated calendar for the 2023/2024 fiscal year which will include revised dates for compliance documents, nominations and industry events. Additionally, the 2025 fiscal year calendar will be included. More details will be shared through the monthly Chapter Leaders Newsletter, by the Chapter Operations Team, and during training calls over the next year. This document is now available on the CLRP in the Redesign section.

Will the Chapter Metrics and/or Dashboards be adjusted? Yes, in September 2023 the Chapter dashboards will now include an 18-month period. The metric incentive points for the 23/24 year are being reviewed by various volunteer committees and the Chapter Operations Team.

Membership

How will the Fiscal Year Alignment affect membership renewal due dates? Will all members change to a calendar year as well? There will be no change to a members renewal date. All members of MPI will continue to renew prior to their anniversary date.

Finance

How will the Fiscal Year Alignment affect the Chapters' existing budgets? Chapters will need to extend their current 12-month budget to an 18-month budget for the period of July 1 to December 31, 2024.

Will MPI provide any financial support to the Chapters due to the Fiscal Year Alignment? If so, what will this financial support be used for? Yes, MPI will pay for a Short Year Tax Return for all chapters which will cover the period from July 1 to December 31, 2023. MPI's accounting firm, LGT in Dallas, Texas will provide a link to securely upload all documentation before the February 15, 2024 deadline. The VP of Finance and/or the Chapter Administrator will be the main point of contact for the accounting firm to share a secure website (aka Suralink) used by LGT accounting firm.

Will Chapters be using their own accountant(s) to file taxes for the extended 18-month term? MPI will allow Chapters to use MPI's accounting firm to file a Short Year Tax Return for the period of July 1 to December 31, 2023.

What documentation will be needed for the Short Return information?

Contact information for Suralink by September 1

- Each Chapter has provided the point of contact using an online form provided by the Chapter Operations Manager (chapter name / first name / last name / chapter title / email address)
- Below is an image of the email the point of contact received during the week of September 11 and again on September 27, 2023. Please check your junk/trash folder if the chapter point of contact did not receive the email. **Here is the email address the original email is coming from notifications@suralink.com. All future**

communication reminders will also come from this email address unless an accountant from LGT needs to contact your chapter.

- If a deadline is approaching or has passed and the necessary documents have not been provided, a reminder email will be sent from notifications@suralink.com



Professional Document Exchange. Request. Receive. Track. Manage.

Hello [Redacted],



LANE GORMAN TRUBITT, LLC
Accountants & Advisors

Ben Rogers with LGT has invited you to join a Professional Document Exchange

Join the MPI - Gulf States Chapter team and start engaging today!

Please click on the link below to set-up your Suralink Account.

[Create Account →](#)

Documents to be uploaded when the Suralink account is created by chapter representative: before October 31, 2023

- By-Laws / Articles of Incorporation
- IRS determination letter or the corresponding document(s) for non-US chapters, if applicable
- Tax returns for: 6/30/22, 6/30/21, 6/30/20, and 6/30/19
 - If 990N (postcard), just need to confirm that was filed (US chapters only)

Upload to Suralink: before November 30, 2023

- Current year tax return once completed for 6/30/23 fiscal year
- The name of the person who will be signing the return and their position
- The name of the person who keeps the books and records for the organization and their address, if different from the chapter's address

Short Year Return Documents: before February 15, 2024

- Financials, including balance sheet, income statement, and general ledger, from 7/1/23-12/31/23
- List of Board of Directors as of 12/31/23, with their title and estimated weekly time devoted to the organization
- List of donors names, addresses, and amount donated for anyone who gave \$5,000 or more during the 7/1/23-12/31/23 timeframe, if applicable. This includes government grants, sponsorships, and both corporate and individual donations.
- Additional questions as needed will be tailored to each chapter based on the information presented in their financials.

What will the process be to submit the Chapters financial documents? The Chapter Operations Team has provided each chapter with an online form to collect the contact information of the person providing the documents noted above. **This process of collecting the point of contact at the chapter has been completed.**

Will the Fiscal Year Alignment impact when Chapters hold their main social events (i.e., annual and/or holiday and/or awards gala)? While all Chapters should use this realignment as an opportunity to evaluate the calendar of events, this will vary by chapter.

Education/Events

How will the Fiscal Year Alignment affect the Chapters' existing event and marketing/communication calendars? All chapters should be operating on an 18-month rolling calendar so there should be no adjustments needed.

What obstacles does MPI anticipate with the Fiscal Year Alignment and how it plans to overcome them? MPI anticipates that alignment will proceed smoothly given the organizational and Chapter record-keeping and processes that have been put into place for decades. And now updated processes are being put into place that will ensure ease of transition. That said, it's contingent upon everyone involved to follow these processes and meet deadlines. If there is any misunderstanding or question, it's imperative that available resources are used. Whether it's the COMs team, CMAC Connects or accessing the CLRP, information is power, and these are the channels to access it.

When will the Chapter Leadership Summit (CLS) be held? CLS will be held in September 2024 to prepare the 2025 Volunteer Chapter Leaders to start their term which will be from January 1 to December 31, 2025.