

February 8, 2021

Board of Directors and Finance Committee

FR: Amanda Weidner, Executive Director  
Folashade Omole, MD, Treasurer  
Dana J. Greco, CAE, Chief Financial Officer

RE: December 2020 4th Quarter-end Financial Statements

Our year-end statement reflects a successful year even though we've all experienced a challenging year. We were fortunate to be able to hold the annual conference before Covid-19 took us by storm. We had a strong year in 2020 with our membership and conference remaining strong.

Here's a snapshot of where we ended 12-31-20:

### INCOME

- Membership Dues Revenue - At year-end 12-31-20, we had \$291,952 in dues income which is \$13,342 over budgeted and \$28,197 higher than 12-31-19.  
We have 98 Chair plus Administrators, 61 Chairs only, 1 Administrator only, 10 Associate Administrators, 1 Emeritus, 36 Associates and 11 Lifetime Associate in our active membership (218 members). This compares to 12-31-19 where we had \$263,755 in dues income and total membership of 193.
- Investment Interest, Dividends, & Gains – Earnings of \$14,499 are \$2,066 lower than the same time last year.
- Investment Market Value – The market value investment changes which currently show a gain of \$27,003. Remember that market value changes are paper changes only. These amounts are backed out at the bottom of the income statement in order to reflect net income from operations.
- ADFM Annual Conference Income – Income of \$205,393 came in over budget by \$17,368 and above last year by \$18,073.

(NOTE: The conference *net income*: Financially the Annual Conference was a huge success! Budgeted *net income* for the conference was \$71,450 and actual net income at 12/31/20 is \$98,508. Actual net income from the conference beat budgeted net income by \$27,058.)

- CAFM support – CAFM administration is now being supported by AFMRD. ADFM will no longer receive support dollars to pay for CAFM expenses and ADFM will not incur the full expenses any longer.
- The ADFM Fellowship has income of \$21,560 which is higher than budgeted by \$5,110. We had a total of 11 fellows in the 2020-2021 cohort.
- BRC is budgeted at \$10,390 for 2020; University of Toledo \$2,500 received as of 12-31-20. We do not expect much additional revenue from BRC this year given departmental budget constraints.

- Note: Special Projects (no longer noted as an income statement line) – In 2019, \$15,000 was received by FMAHealth to support the Department Chair Playbook creation (aka Best Practices Guide Project). This program has not begun yet and the \$15k was moved to the balance sheet in 2019 and will be held until the project work is completed.

## EXPENSES

- The staff salaries/management agreement line represents the ADFM agreement with STFM to provide staffing services. The agreement amount is representative of ADFM staff salaries (except for the project manager and program coordinator) plus a 20% service fee to STFM for providing all other services.
- Ardis Davis – Ardis has stayed on in 2020 as a consultant to assist with a smooth transition for ADFM leadership and occasional special projects.
- Project/Data Manager – The manager expenses are paid to OHSU for Samantha Elwood. Sam’s contract officially started in May 2020, but had done some work in February through April. This 12-31-20 line reflects February through August invoices.
- Program Coordinator – the coordinator, Susan Latta’s salary is paid to the University of Washington.
- Publication expenses are in line with the Annals of Family Medicine budget.
- Operating expenses are \$4,912 below the same time last year mainly because Fonteva charges have gone down a bit due to fewer credit card charges (still at 3.5%) and business relations expenses.
- Board expenses are \$8,740 lower than at the same time last year due to holds on travel.
- Liaison expenses + liaison dues are lower by \$10,541 as compared to the same time last year due to holds on travel.
- Special Projects & Fellowships – The Public Member Pilot expenses support a pilot case study of outside public member perspectives. To date \$1,638 has been used from the \$3,600 expense budget, the ADFM Fellowship \$1,894 and the collaboration between ADFM and NAPCRG for the Building Research Capacity (BRC) program are lower than expected at \$634. As of June 2020, ADFM and NAPCRG had decided to put a hold on BRC staffing for this year, so this budget line will remain well below budgeted this year.
- Annual Conference expenses, \$106,885, were \$9,690 lower than budgeted.
- The University of Missouri New Chair Workshop will be deferred to 2021.
- The Center for History of Family Medicine in on budget.

We ended the 2020 year with operating net income of \$111,904 which is \$57,677 higher than the 2019 year-end of \$54,227. Our 2021 year may be trickier depending on dues and the success of our virtual conference but we will continue to work hard to keep ADFM in a successful position. Thank you for your continued hard work and contributions to ADFM!

**ADFM**  
**Balance Sheet**  
**As of 12/31/20**

**ASSETS**

	<u>12/31/20</u>	<u>12/31/19</u>
Cash	452,644.21	409,052.13
UMB Investments	383,029.43	343,384.22
Accounts Receivable	2,220.00	7,737.63
Prepaid - Winter Meeting	11,886.09	20,324.72
Prepaid - Other	35.00	982.96
Insurance D & O	836.48	1,236.74
Insurance General Liability	301.36	301.32
Total Current Assets	850,952.57	783,019.72
<b>TOTAL ASSETS</b>	<u><u>850,952.57</u></u>	<u><u>783,019.72</u></u>

**LIABILITIES & NET ASSETS**

	<u>12/31/20</u>	<u>12/31/19</u>
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
General	340.93	3,831.88
STFM	21,053.62	18,123.94
FM Leadership Consortium 2023	16,485.92	14,102.96
	37,880.47	36,058.78
<b>Deferred Income</b>		
Deferred Dues	179,712.00	206,348.00
Deferred Meeting Income	92,360.00	139,320.00
Deferred Special Projects	20,100.00	15,000.00
Deffered Heritage Fund	20,599.31	24,900.00
	312,771.31	385,568.00
<b>Total Liabilities/Deferred Income</b>	<u>350,651.78</u>	<u>421,626.78</u>
Net Assets		
Equity Balance-Prior Yr	361,392.94	273,234.73
Equity Balance-Current	138,907.85	88,158.21
<b>Total Net Assets</b>	<u>500,300.79</u>	<u>361,392.94</u>
<b>TOTAL NET ASSETS &amp; LIABILITIES</b>	<u><u>850,952.57</u></u>	<u><u>783,019.72</u></u>

**ADFM**  
**Income Statement**  
**For the Year Ending 12/31/20**

	Year-To-Date 12/31/20	Annual Budget 2020	Year-To-Date 12/31/19	Annual Budget 2019
<b><u>INCOME</u></b>				
Membership Dues	291,952.00	278,610.00	263,755.00	256,685.00
UMB Investment Interest, Divs, LT/ST	14,498.63	6,000.00	16,564.43	6,000.00
UMB Investment Market Value	27,003.45	0.00	36,118.17	0.00
Annual Winter Meeting	205,392.93	188,025.00	187,320.39	182,500.00
CAFM Support	0.00	0.00	3,000.00	3,000.00
ADFM Fellowship	21,560.00	16,450.00	24,100.00	10,960.00
Building Research Capacity	2,500.00	10,390.00	8,590.00	2,890.00
<b>Total Income</b>	<b>562,907.01</b>	<b>499,475.00</b>	<b>539,447.99</b>	<b>462,035.00</b>
<b><u>EXPENSES</u></b>				
<b>Personnel</b>				
Staff Salaries/Management Agreement	114,653.00	114,655.00	97,500.00	97,535.00
Ardis Davis Consultant	5,950.00	0.00	0.00	0.00
Data/Special Project Manager	32,473.15	48,855.00	47,787.85	48,380.00
Program Coordinator	32,989.80	37,305.00	37,516.19	36,880.00
<b>Total Personnel</b>	<b>186,065.95</b>	<b>200,815.00</b>	<b>182,804.04</b>	<b>182,795.00</b>
<b>Publications</b>				
Annals of Family Medicine	36,004.00	35,995.00	35,298.00	35,290.00
<b>Total Publications</b>	<b>36,004.00</b>	<b>35,995.00</b>	<b>35,298.00</b>	<b>35,290.00</b>
<b>Operating Expenses</b>				
Supplies/Postage/Phone	21.63	250.00	214.52	250.00
Legal	80.00	250.00	0.00	200.00
Insurance D & O-Liability	2,525.22	2,060.00	2,013.50	2,000.00
Bank Services Charges	0.00	100.00	0.00	100.00
Investment Service Charges	1,856.87	1,600.00	1,727.87	1,500.00
Fonteva AMS	3,260.00	1,360.00	2,702.50	1,320.00
Professional Development	249.00	500.00	0.00	0.00
Business Relations	716.31	700.00	1,682.36	800.00
Credit Card Processing Fee	11,030.96	12,300.00	16,311.02	10,000.00
<b>Total Operating Expenses</b>	<b>19,739.99</b>	<b>19,120.00</b>	<b>24,651.77</b>	<b>16,170.00</b>
<b>Board Expenses</b>				
Board Development	2,200.80	2,500.00	2,114.20	2,500.00
Feb Board Meeting	4,658.62	5,000.00	4,502.44	4,000.00
Nov Board Meeting	0.00	3,000.00	3,219.19	3,000.00
Executive Cmt Meeting	0.00	500.00	0.00	500.00
Staff AAMC Travel	0.00	1,900.00	2,186.42	2,000.00
Administrator Rep Support to Board meetings	0.00	1,000.00	375.55	1,000.00
Other Presidential Travel/Officer Travel	0.00	5,000.00	3,201.61	2,500.00
<b>Total Board Expenses</b>	<b>6,859.42</b>	<b>18,900.00</b>	<b>15,599.41</b>	<b>15,500.00</b>
<b>Liaison Expenses</b>				
FM Leadership Consortium	2,971.08	7,000.00	6,033.38	6,200.00
CAFM Staffing	0.00	1,875.00	0.00	0.00
FM Leadership Consortium - Hosting	2,382.96	2,380.00	2,382.96	2,383.00

**ADFM**  
**Income Statement**  
**For the Year Ending 12/31/20**

	Year-To-Date 12/31/20	Annual Budget 2020	Year-To-Date 12/31/19	Annual Budget 2019
Washington Legislative Support	50,815.00	50,800.00	49,336.00	49,337.00
Washington Support Travel	1,024.42	1,500.00	1,411.10	1,600.00
CAFM	1,451.53	1,685.00	753.43	1,200.00
CERA Support	4,000.00	4,000.00	2,500.00	2,500.00
AFMAC	0.00	2,000.00	528.66	2,000.00
ADFM & STFM Exec Cmt Meeting	0.00	200.00	0.00	200.00
AAFP COE	0.00	1,000.00	85.50	1,000.00
AAMC CFAS	0.00	1,900.00	2,201.76	1,900.00
ABFM Fellowship	0.00	0.00	7,921.47	0.00
ADFM & AAFP Exec Cmt Meeting	0.00	0.00	162.66	300.00
AAAS Subscription	500.00	500.00	500.00	0.00
Exec Director Travel to KC	0.00	750.00	0.00	750.00
ORR Reps	0.00	100.00	0.00	100.00
Ctr for History of Family Med	0.00	1,000.00	368.88	1,000.00
<b>Total Liaison Expenses</b>	<b>63,144.99</b>	<b>76,690.00</b>	<b>74,185.80</b>	<b>70,470.00</b>
<b>Liaison Dues</b>				
CFAS Dues	0.00	580.00	570.00	580.00
Wonca	133.87	200.00	180.25	200.00
<b>Total Liaison Dues</b>	<b>133.87</b>	<b>780.00</b>	<b>750.25</b>	<b>780.00</b>
<b>Special Projects &amp; Fellowships</b>				
Public Member Pilot	1,637.57	3,600.00	1,985.30	3,600.00
Fellowship Expense	1,893.72	1,500.00	1,472.39	100.00
Building Research Capacity	634.33	8,450.00	2,713.71	13,000.00
<b>Total Special Projects</b>	<b>4,165.62</b>	<b>13,550.00</b>	<b>6,171.40</b>	<b>16,700.00</b>
<b>Annual Conference Expenses</b>				
Conference Expenses	106,885.32	116,575.00	106,264.72	114,920.00
<b>Total Annual Conference expenses</b>	<b>106,885.32</b>	<b>116,575.00</b>	<b>106,264.72</b>	<b>114,920.00</b>
<b>Other Meetings</b>				
Univ of MO New Chair Workshop	0.00	2,000.00	2,377.48	2,000.00
<b>Total Other Meetings</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,377.48</b>	<b>2,000.00</b>
<b>Other Activities</b>				
Center for History of Family Medicine	1,000.00	1,000.00	1,000.00	1,000.00
<b>Total Other Activities</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>
<b>Reserve Expenses</b>				
Fam Med for America's Health	0.00	0.00	2,186.91	0.00
<b>Total Reserve Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>2,186.91</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>423,999.16</b>	<b>485,425.00</b>	<b>451,289.78</b>	<b>455,625.00</b>
<b>Net Income</b>	<b>138,907.85</b>	<b>14,050.00</b>	<b>88,158.21</b>	<b>6,410.00</b>
Reverse effects of investment market value	(27,003.45)	0.00	(36,118.17)	0.00
Add back FMAHealth Reserve expenses	0.00	0.00	2,186.91	0.00
<b>Net Income from Operations</b>	<b>111,904.40</b>	<b>14,050.00</b>	<b>54,226.95</b>	<b>6,410.00</b>