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Form **990**Department of the Treasury  
Internal Revenue Service

EXTENDED TO AUGUST 15, 2016

**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No 1545-0047

**2014**  
Open to Public  
Inspection

► Do not enter social security numbers on this form as it may be made public.

► Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**A For the 2014 calendar year, or tax year beginning OCT 1, 2014 and ending SEP 30, 2015**

<b>B</b> Check if applicable	<b>C</b> Name of organization <b>AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS</b>		<b>D</b> Employer identification number <b>36-2637617</b>
<b>X</b> Address change	Doing business as		
Name change	Number and street (or P O box if mail is not delivered to street address)	Room/suite	
Initial return	<b>1101 CONNECTICUT AVENUE NW</b>	<b>450</b>	
Final return/terminated	City or town, state or province, country, and ZIP or foreign postal code		
Amended return	<b>WASHINGTON, DC 20036</b>		
Application pending	<b>F</b> Name and address of principal officer <b>CECILIA SEPP</b> <b>SAME AS C ABOVE</b>		
<b>I</b> Tax-exempt status <b>X</b> 501(c)(3) 501(c) ( ) (insert no.) 4947(a)(1) or 527		<b>E</b> Telephone number <b>202-536-5120</b>	
<b>J</b> Website: ► <b>WWW.ACHCA.ORG</b>			
<b>K</b> Form of organization: <b>X</b> Corporation Trust Association Other ►		<b>L</b> Year of formation: <b>1962</b> <b>M</b> State of legal domicile: <b>DC</b>	

<b>Part I</b> <b>Summary</b>			
<b>Activities &amp; Governance</b>	1 Briefly describe the organization's mission or most significant activities <b>THE AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS IS AN ASSOCIATION FOR POST ACUTE AND LONG-TERM</b>		
	2 Check this box ► if the organization discontinued its operations or disposed of more than 25% of its net assets		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
	5 Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5	9
	6 Total number of volunteers (estimate if necessary)	6	175
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	5,401.
b Net unrelated business taxable income from Form 990-T, line 34	7b	0.	
<b>Revenue</b>	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	485,027.	27,814.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	637,102.	1,012,857.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	24.	262.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	7,810.	5,401.
		1,129,963.	1,046,334.
		2,824.	6,011.
<b>Expenses</b>	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	426,162.	448,986.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ► 0.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	674,340.	561,883.
	18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	1,103,326.	1,016,880.
19 Revenue less expenses Subtract line 18 from line 12	26,637.	29,454.	
<b>Net Assets or Fund Balances</b>	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	499,324.	562,490.
	22 Net assets or fund balances Subtract line 21 from line 20	33,943.	67,655.
		465,381.	494,835.

**Part II** **Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	<b>Signature of officer</b> <i>CECILIA B. SEPP</i>	<b>Date</b> <i>August 8, 2016</i>
	<b>CECILIA SEPP, PRESIDENT &amp; CEO</b>	
	Type or print name and title	

<b>Paid</b>	Print/Type preparer's name <b>CLAY ROSE, CPA</b>	Preparer's signature <b>CLAY ROSE, CPA</b>	Date <b>8/9/16</b>	Check if self employed	PTIN <b>P00008185</b>
<b>Preparer</b>	Firm's name ► <b>REA &amp; ASSOCIATES, INC.</b>		Firm's EIN ►	<b>34-1310124</b>	
<b>Use Only</b>	Firm's address ► <b>941 STEUBENVILLE AVE., P.O. BOX 820 CAMBRIDGE, OH 43725-0820</b>		Phone no	<b>(740)-432-5658</b>	

May the IRS discuss this return with the preparer shown above? (see instructions) **X Yes No**

432001 11-07-14 LHA For Paperwork Reduction Act Notice, see the separate instructions.

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SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

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**Part III Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

**THE AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS PROMOTES EXCELLENCE IN POST ACUTE AND LONG-TERM CARE SERVICES THROUGH PROVISION OF EDUCATION AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR POST ACUTE AND LONG-TERM CARE.**

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?  Yes  No

If "Yes," describe these new services on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?  Yes  No

If "Yes," describe these changes on Schedule O

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

4a (Code                   ) (Expenses \$ 347,606. including grants of \$ 0. ) (Revenue \$ 494,327. )

**EDUCATION OPERATIONS: EDUCATION OPERATIONS TO ASSIST IN DEVELOPING CURRICULA FOR EDUCATIONAL PROGRAMS IN LONG TERM HEALTH CARE ADMINISTRATION AT UNIVERSITIES AND OTHER EDUCATIONAL INSTITUTIONS.**

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4b (Code                   ) (Expenses \$ 206,516. including grants of \$ 0. ) (Revenue \$ 510,456. )

**SEMINARS AND ANNUAL MEETING: SEMINARS AND AN ANNUAL MEETING TO IMPROVE THE EFFICIENCY OF POST ACUTE AND LONG-TERM CARE ADMINISTRATION AND ESTABLISH CRITERIA OF COMPETENCY FOR POST ACUTE AND LONG-TERM CARE PROFESSIONALS.**

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4c (Code                   ) (Expenses \$ 23,244. including grants of \$ 6,011. ) (Revenue \$ 8,074. )

**OTHER PROGRAMS: THE ORGANIZATION FACILITATES A VARIETY OF OTHER PROGRAMS, INCLUDING OFFERING PUBLICATIONS, TO PROMOTE THE MISSION OF THE ORGANIZATION. THE ORGANIZATION PROVIDES PUBLICATIONS IN SUPPORT OF EDUCATION IN LONG-TERM HEALTH CARE ADMINISTRATION.**

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4d Other program services (Describe in Schedule O)

(Expenses \$                    including grants of \$                    ) (Revenue \$                    )

4e Total program service expenses ► 577,366.

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**Part IV Checklist of Required Schedules**

- 1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)?  
*If "Yes," complete Schedule A*
- 2 Is the organization required to complete *Schedule B, Schedule of Contributors*?
- 3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*
- 4 **Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*
- 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*
- 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*
- 7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*
- 8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*
- 9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*
- 10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If "Yes," complete Schedule D, Part V*
- 11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable
  - a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*
  - b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*
  - c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*
  - d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*
  - e Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*
  - f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*
- 12a Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*
  - b Was the organization included in consolidated, independent audited financial statements for the tax year?  
*If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*
- 13 Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*
- 14a Did the organization maintain an office, employees, or agents outside of the United States?
  - b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*
  - 15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*
  - 16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*
  - 17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I*
  - 18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*
  - 19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*
  - 20a Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*
    - b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?

	Yes	No
1	<b>X</b>	
2	<b>X</b>	
3	<b>X</b>	
4	<b>X</b>	
5	<b>X</b>	
6	<b>X</b>	
7	<b>X</b>	
8	<b>X</b>	
9	<b>X</b>	
10	<b>X</b>	
11a	<b>X</b>	
11b	<b>X</b>	
11c	<b>X</b>	
11d	<b>X</b>	
11e	<b>X</b>	
11f	<b>X</b>	
12a	<b>X</b>	
12b	<b>X</b>	
13	<b>X</b>	
14a	<b>X</b>	
14b	<b>X</b>	
15	<b>X</b>	
16	<b>X</b>	
17	<b>X</b>	
18	<b>X</b>	
19	<b>X</b>	
20a	<b>X</b>	
20b	<b>X</b>	

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**Part IV Checklist of Required Schedules (continued)**

	<b>Yes</b>	<b>No</b>
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21 X	
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and II	22 X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	23 X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K If "No", go to line 25a	24a X	
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a X	
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	25b X	
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II	26 X	
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III	27 X	
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28a X	
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28b X	
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV	28c X	
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29 X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M	30 X	
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31 X	
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II	32 X	
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301 7701-2 and 301 7701-3? If "Yes," complete Schedule R, Part I	33 X	
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1	34 X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)? b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35a X	
36 <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	35b	
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	36 X	
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	37 X	
<b>Note.</b> All Form 990 filers are required to complete Schedule O	38 X	

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**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V

	Yes	No
1a Enter the number reported in Box 3 of Form 1096 Enter -0- if not applicable	1a	4
b Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	9
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)</i>		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?		
b If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		
b If "Yes," enter the name of the foreign country: ► See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		
c If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		
b If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
a Did the sponsoring organization make any taxable distributions under section 4966?		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10 Section 501(c)(7) organizations.</b> Enter.		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
<b>11 Section 501(c)(12) organizations.</b> Enter		
a Gross income from members or shareholders	11a	
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them )	11b	
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a Is the organization licensed to issue qualified health plans in more than one state?		
<i>Note. See the instructions for additional information the organization must report on Schedule O</i>		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
c Enter the amount of reserves on hand	13b	
	13c	
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	

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**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions

Check if Schedule O contains a response or note to any line in this Part VI

**Section A. Governing Body and Management**

1a Enter the number of voting members of the governing body at the end of the tax year **1a** **17**

If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.

1b Enter the number of voting members included in line 1a, above, who are independent **1b** **17**

2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? **2** **X**

3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? **3** **X**

4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? **4** **X**

5 Did the organization become aware during the year of a significant diversion of the organization's assets? **5** **X**

6 Did the organization have members or stockholders? **6** **X**

7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? **7a** **X**

b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? **7b** **X**

8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:

a The governing body? **8a** **X**

b Each committee with authority to act on behalf of the governing body? **8b** **X**

9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O **9** **X**

	Yes	No
1a	17	
1b	17	
2		X
3		X
4		X
5		X
6	X	
7a	X	
7b	X	
8a	X	
8b	X	
9		X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

10a Did the organization have local chapters, branches, or affiliates? **10a** **X**

b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? **10b** **X**

11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? **11a** **X**

b Describe in Schedule O the process, if any, used by the organization to review this Form 990 **12a** **X**

12a Did the organization have a written conflict of interest policy? If "No," go to line 13 **12b** **X**

b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? **12c** **X**

c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done **13** **X**

13 Did the organization have a written whistleblower policy? **14** **X**

14 Did the organization have a written document retention and destruction policy? **15** **X**

15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? **15a** **X**

a The organization's CEO, Executive Director, or top management official **15b** **X**

b Other officers or key employees of the organization **16a** **X**

If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions) **16b** **X**

16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? **16a** **X**

b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? **16b** **X**

	Yes	No
10a	X	
10b	X	
11a	X	
12a	X	
12b	X	
12c	X	
13	X	
14	X	
15a	X	
15b		X
16a		X
16b		X

**Section C. Disclosure**

17 List the states with which a copy of this Form 990 is required to be filed ► **NONE**

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply

Own website  Another's website  Upon request  Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►

**REA & ASSOCIATES INC - 614-889-8725**

**5775 PERIMETER DRIVE, SUITE 200, DUBLIN, OH 43017**

**AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS**

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**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation
- Enter 0-0 in columns (D), (E), and (F) if no compensation was paid
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee"
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations

List persons in the following order individual trustees or directors, institutional trustees, officers, key employees, highest compensated employees, and former such persons

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(1) MICHAEL HOTZ, CNHA, FACHCA CHAIR	1.00 0.00	X	*	X			0.	0.	0.
(2) STEFAN (STEVE) FROMM, CNHA, FAC CHAIR ELECT	1.00 0.00	X		X			0.	0.	0.
(3) ROXANNE GALLOWAY, CNHA, CALA, C IMMEDIATE PAST CHAIR	1.00 0.00	X		X			0.	0.	0.
(4) MOLLY SAVARD, CNHA, FACHCA SECRETARY/TREASURER	1.00 0.00	X		X			0.	0.	0.
(5) THERESA SANDERSON, CNHA, FACHCA DISTRICT DIRECTOR	1.00 0.00	X					0.	0.	0.
(6) ROBERT LANE, CNHA, FACHCA DISTRICT DIRECTOR	1.00 0.00	X					0.	0.	0.
(7) KATHRYN RICHARDSON, FACHCA DISTRICT DIRECTOR	1.00 0.00	X					0.	0.	0.
(8) DOYLE LOVE, CNHA, FACHCA DISTRICT DIRECTOR	1.00 0.00	X					0.	0.	0.
(9) CYDNEY BARE, CNHA, FACHCA DISTRICT DIRECTOR	1.00 0.00	X					0.	0.	0.
(10) ERIC HADLEY, CNHA, CALA, FACHCA DISTRICT DIRECTOR	1.00 0.00	X					0.	0.	0.
(11) SHARON COLLING, CNHA, CALA, FAC INTERIM CEO & DIRECTOR AT-LARGE	1.00 0.00	X		X			30,210.	0.	0.
(12) MITCH TELLER, FACHCA DIRECTOR AT-LARGE	1.00 0.00	X					0.	0.	0.
(13) TERRI GOLEC, FACHCA DIRECTOR AT-LARGE	1.00 0.00	X					0.	0.	0.
(14) PHILIP JEAN, CNHA, FACHCA DIRECTOR AT-LARGE	1.00 0.00	X					0.	0.	0.
(15) RUDOLPH (RUDY)L. MICHALEK, FACH DIRECTOR AT-LARGE	1.00 0.00	X					0.	0.	0.
(16) KEN REYNOLDS, CNHA, FACHCA DIRECTOR AT-LARGE	1.00 0.00	X					0.	0.	0.
(17) DOUGLAS OLSON, PHD, FACHCA ACADEMIC DIRECTOR	1.00 0.00	X					3,750.	0.	0.

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## Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)**

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ►

1

3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

## **Section B. Independent Contractors**

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

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**AMERICAN COLLEGE OF HEALTH CARE  
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**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1 a Federated campaigns	1a				
	b Membership dues	1b	18,438.			
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	9,376.			
	g Noncash contributions included in lines 1a-1f \$					
<b>h Total. Add lines 1a-1f</b>		► 27,814.				
<b>Program Service Revenue</b>	2 a MEETINGS & SEMINARS	Business Code				
	b MEMBERSHIP DUES	611430	510,456.	510,456.		
	c PROF. ADVANCEMENT PROG	611430	455,574.	455,574.		
	d ACADEMY REVENUE	611430	26,361.	26,361.		
	e ALL OTHER PROGRAM RELA	611430	12,392.	12,392.		
	f All other program service revenue	611430	8,074.	8,074.		
	<b>g Total. Add lines 2a-2f</b>		► 1,012,857.			
<b>Other Revenue</b>	3 Investment income (including dividends, interest, and other similar amounts)		► 262.		262.	
	4 Income from investment of tax-exempt bond proceeds		►			
	5 Royalties		►			
	6 a Gross rents	(i) Real	(ii) Personal			
	b Less rental expenses					
	c Rental income or (loss)					
	d Net rental income or (loss)					
7 a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
b Less cost or other basis and sales expenses						
c Gain or (loss)						
d Net gain or (loss)						
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c) See Part IV, line 18						
b Less direct expenses	a					
c Net income or (loss) from fundraising events	b					
9 a Gross income from gaming activities See Part IV, line 19						
b Less direct expenses	a					
c Net income or (loss) from gaming activities	b					
10 a Gross sales of inventory, less returns and allowances						
b Less cost of goods sold	a					
c Net income or (loss) from sales of inventory	b					
<b>Miscellaneous Revenue</b>	Business Code					
11 a ADVERTISING UBI	541800	4,000.		4,000.		
b UBI PORTION OF AFFINIT	611430	1,401.		1,401.		
c _____						
d All other revenue						
e Total. Add lines 11a-11d		► 5,401.				
<b>12 Total revenue. See instructions.</b>		► 1,046,334.	1,012,857.	5,401.	262.	

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**Part IX Statement of Functional Expenses**

*Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).*

Check if Schedule O contains a response or note to any line in this Part IX

<i>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII</i>	<b>(A) Total expenses</b>	<b>(B) Program service expenses</b>	<b>(C) Management and general expenses</b>	<b>(D) Fundraising expenses</b>
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	6,011.	6,011.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	243,692.	137,738.	105,954.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	173,024.	97,795.	75,229.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	2,392.	1,352.	1,040.	
10 Payroll taxes	29,878.	16,887.	12,991.	
11 Fees for services (non-employees)				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	171,521.	96,946.	74,575.	
12 Advertising and promotion	45,448.	25,688.	19,760.	
13 Office expenses	20,094.	11,357.	8,737.	
14 Information technology	3,600.	2,035.	1,565.	
15 Royalties				
16 Occupancy	3,024.	1,709.	1,315.	
17 Travel	16,927.	9,567.	7,360.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	177,900.	100,551.	77,349.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)	15,318.	8,658.	6,660.	
a <b>BANK &amp; MERCHANT FEES</b>	24,795.	14,014.	10,781.	
b <b>LICENSES &amp; FEES</b>	18,140.	10,253.	7,887.	
c <b>MISCELLANEOUS</b>	13,713.	7,751.	5,962.	
d				
e All other expenses				
<b>25 Total functional expenses</b> Add lines 1 through 24e	1,016,880.	577,366.	439,514.	0.
<b>26 Joint costs</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

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**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	271,471.	1	320,299.
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	3,075.	4	1,340.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L			
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr) Complete Part II of Sch L			
	7 Notes and loans receivable, net		6	
	8 Inventories for sale or use		7	
	9 Prepaid expenses and deferred charges	5,000.	9	25,690.
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	12,458.		
	b Less accumulated depreciation	10b	0.	10c
	11 Investments - publicly traded securities		11	
	12 Investments - other securities See Part IV, line 11	219,778.	12	215,161.
	13 Investments - program-related See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets See Part IV, line 11		15	
	<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 34)	<b>499,324.</b>	<b>16</b>	<b>562,490.</b>
Liabilities	17 Accounts payable and accrued expenses	33,943.	17	26,679.
	18 Grants payable		18	
	19 Deferred revenue	0.	19	40,976.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24) Complete Part X of Schedule D		25	
	<b>26 Total liabilities.</b> Add lines 17 through 25	<b>33,943.</b>	<b>26</b>	<b>67,655.</b>
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here ► <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	245,603.	27	279,674.
	28 Temporarily restricted net assets	114,533.	28	109,916.
	29 Permanently restricted net assets	105,245.	29	105,245.
	Organizations that do not follow SFAS 117 (ASC 958), check here ► <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	<b>33 Total net assets or fund balances</b>	<b>465,381.</b>	<b>33</b>	<b>494,835.</b>
	<b>34 Total liabilities and net assets/fund balances</b>	<b>499,324.</b>	<b>34</b>	<b>562,490.</b>

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**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1 Total revenue (must equal Part VIII, column (A), line 12)	1 1,046,334.
2 Total expenses (must equal Part IX, column (A), line 25)	2 1,016,880.
3 Revenue less expenses Subtract line 2 from line 1	3 29,454.
4 Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4 465,381.
5 Net unrealized gains (losses) on investments	5
6 Donated services and use of facilities	6
7 Investment expenses	7
8 Prior period adjustments	8
9 Other changes in net assets or fund balances (explain in Schedule O)	9 0.
10 Net assets or fund balances at end of year Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10 494,835.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990 <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?	2a <input checked="" type="checkbox"/>	
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both		
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
b Were the organization's financial statements audited by an independent accountant?	2b <input checked="" type="checkbox"/>	
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both		
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c <input checked="" type="checkbox"/>	
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a <input checked="" type="checkbox"/>	
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	3b <input checked="" type="checkbox"/>	

Form 990 (2014)



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 <b>Total.</b> Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
<b>6 Public support.</b> Subtract line 5 from line 4						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI)						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12 Gross receipts from related activities, etc. (see instructions)</b>					12	
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b>						► <input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2014 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2013 Schedule A, Part II, line 14	15	%
<b>16a 33 1/3% support test - 2014.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here</b> . The organization qualifies as a publicly supported organization	► <input type="checkbox"/>	
<b>b 33 1/3% support test - 2013.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here</b> . The organization qualifies as a publicly supported organization	► <input type="checkbox"/>	
<b>17a 10% -facts-and-circumstances test - 2014.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here</b> . Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	► <input type="checkbox"/>	
<b>b 10% -facts-and-circumstances test - 2013.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here</b> . Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	► <input type="checkbox"/>	
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	► <input type="checkbox"/>	

Schedule A (Form 990 or 990-EZ) 2014

## AMERICAN COLLEGE OF HEALTH CARE

Schedule A (Form 990 or 990-EZ) 2014 ADMINISTRATORS

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**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")	504,286.	575,849.	530,369.	485,027.	27,814.	2123345.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	663,468.	651,783.	607,823.	637,102.	1012857.	3573033.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 <b>Total.</b> Add lines 1 through 5	1167754.	1227632.	1138192.	1122129.	1040671.	5696378.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b						0.
8 <b>Public support.</b> (Subtract line 7c from line 6)						5696378.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
9 Amounts from line 6	1167754.	1227632.	1138192.	1122129.	1040671.	5696378.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	37,873.	22.	24.	24.	262.	38,205.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	37,873.	22.	24.	24.	262.	38,205.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI)						
13 <b>Total support.</b> (Add lines 9, 10c, 11, and 12)	1205627.	1227654.	1138216.	1122153.	1040933.	5734583.
14 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ► <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2014 (line 8, column (f) divided by line 13, column (f))	15	99.33	%
16 Public support percentage from 2013 Schedule A, Part III, line 15	16	99.01	%

**Section D. Computation of Investment Income Percentage**

17 Investment income percentage for 2014 (line 10c, column (f) divided by line 13, column (f))	17	.67	%
18 Investment income percentage from 2013 Schedule A, Part III, line 17	18	.84	%

19a **33 1/3% support tests - 2014.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ►

b **33 1/3% support tests - 2013.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization ►

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ►

## AMERICAN COLLEGE OF HEALTH CARE

Schedule A (Form 990 or 990-EZ) 2014 ADMINISTRATORS

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**Part IV Supporting Organizations**

(Complete only if you checked a box on line 11 of Part I. If you checked 11a of Part I, complete Sections A and B. If you checked 11b of Part I, complete Sections A and C. If you checked 11c of Part I, complete Sections A, D, and E. If you checked 11d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

- 1 Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No" describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain*

	Yes
	No
- 2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2)*

1	
- 3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below*

3a	
- b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in Part VI when and how the organization made the determination*

3b	
- c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in Part VI what controls the organization put in place to ensure such use*

3c	
- 4a Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes" and if you checked 11a or 11b in Part I, answer (b) and (c) below*

4a	
- b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations*

4b	
- c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes*

4c	
- 5a Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document)*

5a	
- b **Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
 

5b	
- c **Substitutions only.** Was the substitution the result of an event beyond the organization's control?
 

5c	
- 6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (a) its supported organizations, (b) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (c) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in Part VI*

6	
- 7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in IRC 4958(c)(3)(C)), a family member of a substantial contributor, or a 35-percent controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990)*

7	
- 8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990)*

8	
- 9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in Part VI.*

9a	
- b Did one or more disqualified persons (as defined in line 9(a)) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in Part VI*

9b	
- c Did a disqualified person (as defined in line 9(a)) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in Part VI*

9c	
- 10a Was the organization subject to the excess business holdings rules of IRC 4943 because of IRC 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer (b) below.*

10a	
- b Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*

10b	

**AMERICAN COLLEGE OF HEALTH CARE**  
**Schedule A (Form 990 or 990-EZ) 2014 ADMINISTRATORS**

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**Part IV Supporting Organizations (continued)**

11 Has the organization accepted a gift or contribution from any of the following persons?

- A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?
- A family member of a person described in (a) above?
- A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.

Yes	No
11a	
11b	
11c	

**Section B. Type I Supporting Organizations**

1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year

2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

Yes	No
1	
2	

**Section C. Type II Supporting Organizations**

1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

Yes	No
1	

**Section D. Type III Supporting Organizations**

1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (1) a written notice describing the type and amount of support provided during the prior tax year, (2) a copy of the Form 990 that was most recently filed as of the date of notification, and (3) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?

2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s)

3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.

Yes	No
1	
2	
3	

**Section E. Type III Functionally-Integrated Supporting Organizations**

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions)

- The organization satisfied the Activities Test Complete line 2 below
- The organization is the parent of each of its supported organizations Complete line 3 below
- The organization supported a governmental entity Describe in Part VI how you supported a government entity (see instructions)

2 Activities Test Answer (a) and (b) below

- Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
- Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement

Yes	No
2a	
2b	

3 Parent of Supported Organizations Answer (a) and (b) below.

- Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI
- Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.

Yes	No
3a	
3b	

**AMERICAN COLLEGE OF HEALTH CARE**  
**Schedule A (Form 990 or 990-EZ) 2014 ADMINISTRATORS**

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**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov 20, 1970 See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
<b>8 Adjusted Net Income</b> (subtract lines 5, 6 and 7 from line 4)	<b>8</b>		
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year)			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
<b>d Total</b> (add lines 1a, 1b, and 1c)	<b>1d</b>		
e Discount claimed for blockage or other factors (explain in detail in Part VI)			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d	3		
4 Cash deemed held for exempt use Enter 1-1/2% of line 3 (for greater amount, see instructions)	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by .035	6		
7 Recoveries of prior-year distributions	7		
<b>8 Minimum Asset Amount</b> (add line 7 to line 6)	<b>8</b>		
Section C - Distributable Amount		Current Year	
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1		
2 Enter 85% of line 1	2		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3		
4 Enter greater of line 2 or line 3	4		
5 Income tax imposed in prior year	5		
<b>6 Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6		
7 <input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions)			

Schedule A (Form 990 or 990-EZ) 2014

## AMERICAN COLLEGE OF HEALTH CARE

Schedule A (Form 990 or 990-EZ) 2014 ADMINISTRATORS

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**Part V. Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

<b>Section D - Distributions</b>		<b>Current Year</b>
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI) See instructions	
7	<b>Total annual distributions.</b> Add lines 1 through 6	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI) See instructions	
9	Distributable amount for 2014 from Section C, line 6	
10	Line 8 amount divided by Line 9 amount	

<b>Section E - Distribution Allocations (see instructions)</b>		<b>(i) Excess Distributions</b>	<b>(ii) Underdistributions Pre-2014</b>	<b>(iii) Distributable Amount for 2014</b>
1	Distributable amount for 2014 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2014 (reasonable cause required-see instructions)			
3	Excess distributions carryover, if any, to 2014			
a				
b				
c				
d				
e	From 2013			
f	<b>Total of lines 3a through e</b>			
g	Applied to underdistributions of prior years			
h	Applied to 2014 distributable amount			
i	Carryover from 2009 not applied (see instructions)			
j	Remainder Subtract lines 3g, 3h, and 3i from 3f			
4	Distributions for 2014 from Section D, line 7 \$			
a	Applied to underdistributions of prior years			
b	Applied to 2014 distributable amount			
c	Remainder Subtract lines 4a and 4b from 4			
5	Remaining underdistributions for years prior to 2014, if any Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions)			
6	Remaining underdistributions for 2014 Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions)			
7	<b>Excess distributions carryover to 2015.</b> Add lines 3j and 4c.			
8	Breakdown of line 7:			
a				
b				
c				
d	Excess from 2013			
e	Excess from 2014			

Schedule A (Form 990 or 990-EZ) 2014

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## AMERICAN COLLEGE OF HEALTH CARE

Schedule A (Form 990 or 990-EZ) 2014 **ADMINISTRATORS**

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## Part VI

**Supplemental Information.** Provide the explanations required by Part II, line 10, Part II, line 17a or 17b, and Part III, line 12

Also complete this part for any additional information (See instructions)

**SCHEDULE D**  
(Form 990)

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

► Complete if the organization answered "Yes" to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

► Attach to Form 990.

OMB No. 1545-0047

**2014**

Open to Public  
Inspection

Name of the organization **AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS** Employer identification number **36-2637617**

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" to Form 990, Part IV, line 6

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Part II Conservation Easements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 7

	Held at the End of the Tax Year
2a	
2b	
2c	
2d	

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (e.g., recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

a Total number of conservation easements  
b Total acreage restricted by conservation easements  
c Number of conservation easements on a certified historic structure included in (a)  
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ► \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?  Yes  No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ► \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ► \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?  Yes  No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**  
Complete if the organization answered "Yes" to Form 990, Part IV, line 8

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

1b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenue included in Form 990, Part VIII, line 1 ► \$ \_\_\_\_\_  
(ii) Assets included in Form 990, Part X ► \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items

a Revenue included in Form 990, Part VIII, line 1 ► \$ \_\_\_\_\_  
b Assets included in Form 990, Part X ► \$ \_\_\_\_\_

**AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS**

Schedule D (Form 990) 2014

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**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)**

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)

a  Public exhibition  
b  Scholarly research  
c  Preservation for future generations

d  Loan or exchange programs  
e  Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection?

Yes

No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

Yes

No

b If "Yes," explain the arrangement in Part XIII and complete the following table

c Beginning balance  
d Additions during the year  
e Distributions during the year  
f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?

Yes

No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" to Form 990, Part IV, line 10

1a Beginning of year balance  
b Contributions  
c Net investment earnings, gains, and losses  
d Grants or scholarships  
e Other expenditures for facilities and programs  
f Administrative expenses  
g End of year balance

(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
219,778.	211,481.	223,830.	259,243.	214,558.
17,178.	58,978.	58,635.	326.	
262.	24.	24.	23.	
22,057.	50,705.	71,008.	35,762.	44,685.
215,161.	219,778.	211,481.	223,830.	259,243.

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as

a Board designated or quasi-endowment ► .00 %  
b Permanent endowment ► 48.91 %  
c Temporarily restricted endowment ► 51.09 %

The percentages in lines 2a, 2b, and 2c should equal 100%

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by

(i) unrelated organizations  
(ii) related organizations

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Yes	No
3a(i)	X
3a(ii)	X

3b

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11a. See Form 990, Part X, line 10

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment	12,458.	12,458.	0.	
e Other				

Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10c.) ►

0.

Schedule D (Form 990) 2014

**AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS**

Schedule D (Form 990) 2014

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**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11b See Form 990, Part X, line 12

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A) INVESTMENTS-OTH		
(B) SECS (DETAIL) - 990	215,161.	END-OF-YEAR MARKET VALUE
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ►	<b>215,161.</b>	

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11c See Form 990, Part X, line 13

(a) Description of investment	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ►		

**Part IX Other Assets.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11d See Form 990, Part X, line 15

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ►	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11e or 11f See Form 990, Part X, line 25

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ►		

2. Liability for uncertain tax positions In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740) Check here if the text of the footnote has been provided in Part XIII

Schedule D (Form 990) 2014

**AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS**

Schedule D (Form 990) 2014

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**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a

1 Total revenue, gains, and other support per audited financial statements	1
2 Amounts included on line 1 but not on Form 990, Part VIII, line 12	
a Net unrealized gains (losses) on investments	2a
b Donated services and use of facilities	2b
c Recoveries of prior year grants	2c
d Other (Describe in Part XIII )	2d
e Add lines 2a through 2d	2e
3 Subtract line 2e from line 1	3
4 Amounts included on Form 990, Part VIII, line 12, but not on line 1	
a Investment expenses not included on Form 990, Part VIII, line 7b	4a
b Other (Describe in Part XIII )	4b
c Add lines 4a and 4b	4c
5 Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a

1 Total expenses and losses per audited financial statements	1
2 Amounts included on line 1 but not on Form 990, Part IX, line 25	
a Donated services and use of facilities	2a
b Prior year adjustments	2b
c Other losses	2c
d Other (Describe in Part XIII )	2d
e Add lines 2a through 2d	2e
3 Subtract line 2e from line 1	3
4 Amounts included on Form 990, Part IX, line 25, but not on line 1	
a Investment expenses not included on Form 990, Part VIII, line 7b	4a
b Other (Describe in Part XIII )	4b
c Add lines 4a and 4b	4c
5 Total expenses Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, lines 2d and 4b, and Part XII, lines 2d and 4b. Also complete this part to provide any additional information

**PART V, LINE 4:**

**THE ORGANIZATION MAINTAINS A VARIETY OF BOTH TEMPORARILY RESTRICTED AND  
PERMANENTLY RESTRICTED NET ASSET FUNDS, WHICH INCLUDE THE FOLLOWING:**

**THORPE FELLOWSHIP TEMPORARILY RESTRICTED FUND, PHIL MCCONNELL TEMPORARILY  
RESTRICTED FUND, SISTER JOAN CASSIDY AND MICHAEL CUSEO DIVERSITY  
TEMPORARILY RESTRICTED FUND, GEORGIA CHAPTER TEMPORARILY RESTRICTED FUND,  
THORPE FELLOWSHIP PERMANENTLY RESTRICTED FUND, AND SISTER JOAN CASSIDY AND  
MICHAEL CUSEO DIVERSITY PERMANENTLY RESTRICTED FUND.**

**THE PURPOSE OF ALL TEMPORARILY AND PERMANENTLY RESTRICTED FUNDS IS TO  
PROVIDE FUNDING FOR THE ORGANIZATION TO PROVIDE EDUCATIONAL OPPORTUNITIES  
FOR HEALTH CARE ADMINISTRATORS AND TO PROMOTE CONTINUING EDUCATION FOR ALL**

AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS

Schedule D (Form 990) 2014

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**Part XIII** Supplemental Information (continued)

LONG-TERM HEALTH CARE ADMINISTRATORS.

PART X, LINE 2:

"THE COLLEGE IS EXEMPT FROM FEDERAL INCOME TAXES UNDER SECTION 501(C)(3)

OF THE INTERNAL REVENUE CODE. IN ADDITION, THE COLLEGE HAS BEEN

DETERMINED NOT TO BE A PRIVATE FOUNDATION BY THE INTERNAL REVENUE SERVICE

WITHIN THE MEANING OF SECTION 509(A) OF THE INTERNAL REVENUE CODE."



AMERICAN COLLEGE OF REAL  
ADMINISTRATORS

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**Grants and Other Assistance to Domestic Individuals**  
Part III can be duplicated if additional space is needed

**Part IV** **Supplemental Information** Provide the information required in Part I line 2 Part III column (h) and any other additional information

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THE ORGANIZATION RECEIVES REQUESTS FOR SPONSORSHIPS AND OTHER FORMS OF GRANTS AND ASSISTANCE. THE FINANCE COMMITTEE FIRST REVIEWS THE REQUESTS AND DETERMINES IF FUNDS SHOULD BE EXPENDED AND ALSO HOW MUCH CAN BE EXPENDED TOWARD EACH REQUEST. THE BOARD THEN REVIEWS THE DOCUMENTED REQUEST AND THE FINANCE COMMITTEE'S RECOMMENDATION. THE BOARD MUST APPROVE BEFORE ANY FUNDS ARE EXPENDED.

**SCHEDULE J**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Compensation Information**

OMB No. 1545-0047

**2014**

Open to Public  
Inspection

Name of the organization

AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS

Employer identification number  
36-2637617

**Part I Questions Regarding Compensation**

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed in Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items

<input type="checkbox"/> First-class or charter travel	<input type="checkbox"/> Housing allowance or residence for personal use
<input type="checkbox"/> Travel for companions	<input type="checkbox"/> Payments for business use of personal residence
<input type="checkbox"/> Tax indemnification and gross-up payments	<input type="checkbox"/> Health or social club dues or initiation fees
<input type="checkbox"/> Discretionary spending account	<input type="checkbox"/> Personal services (e.g., maid, chauffeur, chef)

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked in line 1a?

3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III

<input checked="" type="checkbox"/> Compensation committee	<input type="checkbox"/> Written employment contract
<input type="checkbox"/> Independent compensation consultant	<input type="checkbox"/> Compensation survey or study
<input checked="" type="checkbox"/> Form 990 of other organizations	<input checked="" type="checkbox"/> Approval by the board or compensation committee

4 During the year, did any person listed in Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization.

a Receive a severance payment or change-of-control payment?  
b Participate in, or receive payment from, a supplemental nonqualified retirement plan?  
c Participate in, or receive payment from, an equity-based compensation arrangement?  
If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

5 For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of

a The organization?  
b Any related organization?

If "Yes" to line 5a or 5b, describe in Part III

6 For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of

a The organization?  
b Any related organization?

If "Yes" to line 6a or 6b, describe in Part III

7 For persons listed in Form 990, Part VII, Section A, line 1a, did the organization provide any non-fixed payments not described in lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported in Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" to line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

	Yes	No
1b		
2		
4a	X	
4b	X	
4c	X	
5a	X	
5b	X	
6a	X	
6b	X	
7	X	
8	X	
9		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2014

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.  
 For each individual whose compensation must be reported in Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii).  
 Do not list any individuals that are not listed on Form 990, Part VII

**Note.** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual

(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation			(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred in prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation			
(1) MARIANNA KERN GRACHEK, MSN, CNHA EX-OFFICIO DIR. TILL 7/26/15	204,017. 0.	0. 0.	0. 0.	0. 0.	11,097. 0.	215,114. 0.
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AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.



AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS

Schedule L (Form 990 or 990-EZ) 2014

36-2637617 Page 2

## Part IV Business Transactions Involving Interested Persons.

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

**Part V Supplemental Information**

Provide additional information for responses to questions on Schedule L (see instructions).

SCH L, PART IV, BUSINESS TRANSACTIONS INVOLVING INTERESTED PERSONS:

(A) NAME OF PERSON: GRACHEK INCORPORATED

(B) RELATIONSHIP BETWEEN INTERESTED PERSON AND ORGANIZATION:

OWNER IS SON OF CEO

(C) AMOUNT OF TRANSACTION \$ 56,780.

(D) DESCRIPTION OF TRANSACTION: IT & OPERATIONAL CONSULTING

(E) SHARING OF ORGANIZATION REVENUES? = NO

## Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**2014**

Open to Public  
Inspection

Name of the organization

AMERICAN COLLEGE OF HEALTH CARE  
ADMINISTRATORS

Employer identification number  
36-2637617

### FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

CARE PROFESSIONALS. THE COLLEGE REPRESENTS THE COMMON NEEDS AND  
INTEREST OF LONG-TERM CARE ADMINISTRATORS THROUGH THE DEVELOPMENT AND  
MAINTENANCE OF EDUCATIONAL PROGRAMS, ASSISTANCE IN DEVELOPING CURRICULA  
FOR EDUCATIONAL PROGRAMS AT UNIVERSITIES AND OTHER EDUCATIONAL  
INSTITUTIONS, AND COLLECTION AND DISSEMINATION OF INFORMATION ABOUT  
LONG-TERM HEALTH CARE ADMINISTRATION, AND SERVES THE PUBLIC BY  
ADVANCING THE QUALITY OF PATIENT CARE TO THE HIGHEST POSSIBLE LEVEL.

### FORM 990, PART VI, SECTION A, LINE 6:

#### CLASSES OF MEMBERSHIP INCLUDE:

1) VOTING

2) NON-VOTING

EACH CLASSIFICATION SHALL BE UNDER SUCH TERMS, BENEFITS, CONDITIONS OF  
ELIGIBILITY, AND CATEGORIES OF MEMBERSHIP AS ESTABLISHED BY THE BYLAWS OR  
OTHERWISE DIRECTED BY THE ACHCA BOARD OF DIRECTORS. ALL MEMBERS OF ACHCA  
MUST BE A MEMBER OF A CHAPTER(S). THE MEMBERSHIP YEAR SHALL BE DETERMINED  
BY THE BOARD OF DIRECTORS. MEMBERS MAY SELECT A CHANGE IN MEMBERSHIP  
CATEGORY AT ANY TIME IF THEY MEET THE CATEGORY REQUIREMENTS.

VOTING MEMBERS SHALL BE THOSE PERSONS WHO ARE PROFESSIONALLY QUALIFIED BY  
LICENSURE, CERTIFICATION, EDUCATION, AND /OR EXPERIENCE, TO SERVE AS  
EXECUTIVES OR ACADEMICS IN LONG TERM CARE ADMINISTRATION, AND WHO ARE  
ACCOUNTABLE FOR ENSURING THAT QUALITY OF CARE IS PROVIDED IN LONG TERM  
ACUTE, RESIDENTIAL CARE, AND/OR POST ACUTE CARE SETTINGS.

Name of the organization	AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS
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Employer identification number 36-2637617
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VOTING MEMBERS SHALL HAVE FULL MEMBERSHIP IN ACHCA. FULL MEMBERSHIP BENEFITS INCLUDE ELIGIBILITY TO VOTE FOR DIRECTORS AND ON ALL MATTERS SUBMITTED TO A VOTE OF THE MEMBERSHIP, TO BE ELIGIBLE FOR ELECTION OR APPOINTMENT TO THE ACHCA BOARD OF DIRECTORS, OR THE BOARDS OF DIRECTORS OF THE CHAPTERS, AND TO SERVE ON ACHCA AND CHAPTER COMMITTEES/TASK GROUPS.  
ONLY VOTING MEMBERS MAY ADVANCE TO FELLOW OF ACHCA.

NON-VOTING MEMBERS SHALL BE THOSE INDIVIDUALS OR PROVIDERS OF HEALTH CARE RELATED PRODUCTS OR SERVICES OR WHO HAVE AN INTEREST IN LONG-TERM HEALTH CARE QUALITY AND ADMINISTRATION BUT DO NOT MEET THE QUALIFICATIONS ESTABLISHED FOR VOTING MEMBERS. NON-VOTING MEMBERS ARE INELIGIBLE TO VOTE FOR DIRECTORS OR VOTE ON ANY MATTER SUBMITTED FOR A VOTE OF THE MEMBERSHIP, TO HOLD OFFICE IN ACHCA OR IN AN ACHCA CHAPTER, OR SERVE ON THE ACHCA BOARD, BUT, IF APPOINTED, MAY SERVE ON CHAPTER BOARDS OF DIRECTORS, AND ON CHAPTER/NATIONAL COMMITTEES/TASK GROUPS. NON-VOTING MEMBERS ARE INELIGIBLE TO ADVANCE TO FELLOW OF ACHCA. THE BOARD MAY PROVIDE FOR FURTHER CATEGORIZATION OF NON-VOTING MEMBERS.

SENIOR RETIRED MEMBERSHIP IS AVAILABLE TO FULL MEMBERS OR FELLOWS WHO HAVE BEEN VOTING MEMBERS FOR FIVE OR MORE YEARS, HAVE RETIRED FROM HEALTHCARE ADMINISTRATION, AND ARE AT LEAST 55 YEARS OF AGE. A SENIOR RETIRED MEMBER SHALL HAVE ALL RIGHTS AND PRIVILEGES OF FULL MEMBERS.

#### PROFESSIONAL ADVANCEMENT

FELLOW IS THE HIGHEST STATUS THAT VOTING MEMBERS CAN ATTAIN. AN ACHCA FELLOW IS DISTINGUISHED BY PROFESSIONAL ACHIEVEMENTS AND SERVICE STANDARDS WELL ABOVE THE ORDINARY DEMANDS OF HIS OR HER POSITION. FURTHER

Name of the organization	AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS
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Employer identification number	36-2637617
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QUALIFICATIONS OF THE PROCESS FOR RECOGNITION AS FELLOW SHALL BE AS  
ESTABLISHED BY THE BOARD OR PROFESSIONAL ADVANCEMENT COMMITTEE.

FELLOW EMERITUS

FELLOW EMERITUS IS A STATUS THAT IS CONFERRED BY THE BOARD OF DIRECTORS ON  
A VOTING MEMBER WHO HAS RETIRED FROM ACTIVE PARTICIPATION IN THE FIELD OF  
HEALTH CARE, WHO HAS ATTAINED THE STATUS OF FELLOW OF ACHCA, AND WHO HAS  
RENDERED DISTINGUISHED SERVICE TO BOTH THE PROFESSION AND ACHCA.

INDIVIDUALS WHO HAVE BEEN RECOGNIZED AS FELLOW EMERITUS SHALL HOLD LIFETIME  
VOTING MEMBERSHIP CLASSIFICATION IN ACHCA.

HONORARY FELLOWSHIP

HONORARY FELLOWSHIP IS A RECOGNITION CONFERRED BY THE BOARD OF DIRECTORS  
UPON INDIVIDUALS WHO ARE NATIONALLY RECOGNIZED, AND ARE DETERMINED BY THE  
BOARD OF DIRECTORS AND PROFESSIONAL ADVANCEMENT COMMITTEE, AS HAVING  
DEMONSTRATED DISTINGUISHED SERVICE IN HEALTH CARE ADMINISTRATION OR RELATED  
FIELDS.

CERTIFICATION

ACHCA'S PROFESSIONAL CERTIFICATION IS A CREDENTIAL THAT CAN BE EARNED BY  
VOTING MEMBERS OF ACHCA AND NON-MEMBERS WHO HAVE VOLUNTARILY DEMONSTRATED  
EXCEPTIONAL EXPERTISE IN A PARTICULAR SPECIALTY OF HEALTH CARE  
ADMINISTRATION AND MET ESTABLISHED REQUIREMENTS. CERTIFICATION SHALL BE IN  
ACCORDANCE WITH SUCH POLICIES AND PROCEDURES AS ESTABLISHED BY THE BOARD OF  
DIRECTORS AND THE PROFESSIONAL ADVANCEMENT COMMITTEE.

FORM 990, PART VI, SECTION A, LINE 7A:

ALL FULL MEMBERS SHALL BE ENTITLED TO ONE VOTE. ALL VOTING FOR THE

432212  
08-27-14

Schedule O (Form 990 or 990-EZ) (2014)

Name of the organization	AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS
--------------------------	---

Employer identification number
--------------------------------

36-2637617
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ELECTION OF DIRECTORS, ACADEMIC DIRECTOR, THE ACADEMY OF LONG TERM CARE LEADERSHIP AND DEVELOPMENT AND NOMINATING COMMITTEE SHALL BE ACCOMPLISHED BY MAIL BALLOT SENT VIA U.S. MAIL OR BY ANY ELECTRONIC MEANS FROM THE NATIONAL OFFICE NOT LESS THAN SIXTY DAYS IN ADVANCE.

FORM 990, PART VI, SECTION A, LINE 7B:

ALL FULL MEMBERS SHALL BE ENTITLED TO ONE VOTE. ALL VOTING ON ANY PROPOSITION SHALL BE DECIDED BY MAJORITY VOTE UNLESS OTHERWISE SET FORTH IN THESE BY-LAWS. MEMBERS VOTING AT A MEMBERSHIP MEETING MAY ONLY VOTE IF THEY ARE PRESENT IN PERSON.

FORM 990, PART VI, SECTION B, LINE 11:

THE FORM 990 IS PREPARED BY AN OUTSIDE PUBLIC ACCOUNTING FIRM. THE FORM 990 IS THEN REVIEWED BY THE EXECUTIVE DIRECTOR. LAST, IT IS PROVIDED TO THE BOARD OF DIRECTORS FOR REVIEW AND APPROVAL PRIOR TO FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

ALL BOARD MEMBERS AND COMMITTEE MEMBERS OF THE AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS ARE REQUIRED TO ANNUALLY SIGN A CONFLICT OF INTEREST STATEMENT IN WHICH THE BOARD MEMBERS AND COMMITTEE MEMBERS ACKNOWLEDGE RECEIPT OF THE CONFLICT OF INTEREST POLICY, DECLARE UNDERSTANDING OF THE CONFLICT OF INTEREST POLICY, AND LIST ANY POTENTIAL CONFLICTS OF INTEREST THAT MAY ARISE. THE BOARD MEMBERS AND COMMITTEE MEMBERS ARE REQUIRED TO LIST ANY ASSOCIATION, ORGANIZATION AND HEALTH CARE INSTITUTION WITH WHICH THEY HAVE A PROFESSIONAL OR BUSINESS INTEREST THAT COULD POSSIBLY BE CONSIDERED A POTENTIAL CONFLICT.

FORM 990, PART VI, SECTION B, LINE 15A:

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08-27-14

Schedule O (Form 990 or 990-EZ) (2014)

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Name of the organization	AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS
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Employer identification number
36-2637617

THE EXECUTIVE COMMITTEE IS MADE UP OF INDEPENDENT MEMBERS OF THE BOARD OF DIRECTORS AND DETERMINES THE COMPENSATION OF THE PRESIDENT/CEO OF THE ORGANIZATION BASED ON COMPARABILITY DATA FROM SIMILARLY SITUATED HEALTH CARE PROFESSIONAL ASSOCIATIONS.

FORM 990, PART VI, SECTION C, LINE 19:

THE ORGANIZATION MAKES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY, AND FINANCIAL STATEMENTS AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART IX, LINE 11G, OTHER FEES:

EVENT MANAGEMENT:

PROGRAM SERVICE EXPENSES	35,404.
MANAGEMENT AND GENERAL EXPENSES	27,234.
FUNDRAISING EXPENSES	0.
<b>TOTAL EXPENSES</b>	<b>62,638.</b>

REGISTRATION/ CE MANAGEMENT:

PROGRAM SERVICE EXPENSES	8,125.
MANAGEMENT AND GENERAL EXPENSES	6,250.
FUNDRAISING EXPENSES	0.
<b>TOTAL EXPENSES</b>	<b>14,375.</b>

CONSULTING FEES:

PROGRAM SERVICE EXPENSES	2,280.
MANAGEMENT AND GENERAL EXPENSES	1,754.
FUNDRAISING EXPENSES	0.
<b>TOTAL EXPENSES</b>	<b>4,034.</b>

Name of the organization <b>AMERICAN COLLEGE OF HEALTH CARE ADMINISTRATORS</b>	Employer identification number <b>36-2637617</b>
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**CONTINUING EDUCATION FEES:**

<b>PROGRAM SERVICE EXPENSES</b>	<b>3,162.</b>
<b>MANAGEMENT AND GENERAL EXPENSES</b>	<b>2,433.</b>
<b>FUNDRAISING EXPENSES</b>	<b>0.</b>
<b>TOTAL EXPENSES</b>	<b>5,595.</b>

**ALL OTHER CONTRACT SERVICE FEES:**

<b>PROGRAM SERVICE EXPENSES</b>	<b>47,975.</b>
<b>MANAGEMENT AND GENERAL EXPENSES</b>	<b>36,904.</b>
<b>FUNDRAISING EXPENSES</b>	<b>0.</b>
<b>TOTAL EXPENSES</b>	<b>84,879.</b>

<b>TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A</b>	<b>171,521.</b>
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**FORM 990, PART XII, LINE 2C-AUDIT OVERSIGHT AND SELECTION OF ACCOUNTANT**

**THE ORGANIZATION HAS A COMMITTEE THAT IS RESPONSIBLE FOR OVERSEEING THE  
AUDIT AND SELECTING AN INDEPENDENT ACCOUNTANT. THE PROCESS BY WHICH  
THE ORGANIZATION OVERSEES THE AUDIT AND SELECTS AN INDEPENDENT  
ACCOUNTANT HAS NOT CHANGED SINCE THE PREVIOUS YEAR.**