

Form **990-EZ****Short Form****Return of Organization Exempt From Income Tax**

OMB No. 1545-1150

2018**Open to Public Inspection**Department of the Treasury
Internal Revenue Service

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

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

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.**A** For the 2018 calendar year, or tax year beginning , 2018, and ending , 20

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization ☒ SYRACUSE ASSOCIATION OF ADMINISTRATORS AND SUPERVISORS		D Employer identification number ☒ 27-123011 ☐
	Number and street (or P.O. box, if mail is not delivered to street address) ☒ 1025 ERIE BLVD WEST		E Telephone number 3157274974
	City or town, state or province, country, and ZIP or foreign postal code SYRACUSE, NEW YORK 13204		F Group Exemption Number ▶ ☒
	G Accounting Method: ☒ Cash ☐ Accrual Other (specify) ▶		

I Website: ▶**J** Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c)(6) (insert no.) ☐ 4947(a)(1) or ☐ 527**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I) ☒Check if the organization used Schedule O to respond to any question in this Part I ☐

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	2530
	2 Program service revenue including government fees and contracts	2	0
	3 Membership dues and assessments	3	118,776
	4 Investment income	4	15
	5a Gross amount from sale of assets other than inventory	5a	0
	b Less: cost or other basis and sales expenses	5b	0
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	0
	b Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	0
c Less: direct expenses from gaming and fundraising events	6c	0	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	0	
7a Gross sales of inventory, less returns and allowances	7a	0	
b Less: cost of goods sold	7b	0	
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0	
8 Other revenue (describe in Schedule O)	8	0	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	121,321	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	77,886
	11 Benefits paid to or for members	11	0
	12 Salaries, other compensation, and employee benefits	12	0
	13 Professional fees and other payments to independent contractors	13	0
	14 Occupancy, rent, utilities, and maintenance	14	0
	15 Printing, publications, postage, and shipping	15	2,620
	16 Other expenses (describe in Schedule O)	16	34,964
	17 Total expenses. Add lines 10 through 16	17	115,480
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	5,851
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	136,080
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	0
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	134,764

RECEIVED

APR 25 2019

OGDEN, UT

IRS-OSC

SCANNED JUL 30 2019

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form **990-EZ** (2018)

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II ☐

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments	132,134	22 132,790
23	Land and buildings	0	23 0
24	Other assets (describe in Schedule O)	3946	24 1974
25	Total assets	136,080	25 134,764
26	Total liabilities (describe in Schedule O)	0	26 0
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)	136,080	27 134,764

Part III	Statement of Program Service Accomplishments (see the instructions for Part III)
-----------------	---

Check if the organization used Schedule O to respond to any question in this Part III . . . ☒

What is the organization's primary exempt purpose? PROFESSIONAL DEVELOPMENT

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations, optional for others.)

28 _____

☐ (Grants \$) If this amount includes foreign grants, check here ☐

28a

29 _____

(Grants \$) If this amount includes foreign grants, check here ☐

29a	0
-----	---

30 _____

(Grants \$ _____) If this amount includes foreign grants, check here ☐

30a	0
-----	---

31 Other program services (describe in Schedule O)
(Grants \$) If this amount includes foreign grants, check here ☐

31a	0
-----	---

32 Total program service expenses (add lines 28a through 31a) ►

32	0
----	---

Part IV **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV ☐

[illegible]

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	☐	☒
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions	☐	☒
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	☐	☒
b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	☐	☒
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	☐	☒
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	☐	☒
37a Enter amount of political expenditures, direct or indirect, as described in the instructions 37a		
b Did the organization file Form 1120-POL for this year?	☐	☒
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	☐	☒
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 40a ; section 4912 40a ; section 4955 40a		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	☐	☒
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 40c		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization 40d		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T 40e	☐	☒
41 List the states with which a copy of this return is filed 41		
42a The organization's books are in care of ROBERT ALLEN Telephone no. 3157274974 Located at 1025 ERIE BLVD WEST, SYRACUSE, NY ZIP + 4 13204		
b 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)? If "Yes," enter the name of the foreign country 42b See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).	☐	☒
c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country 42c	☐	☒
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here and enter the amount of tax-exempt interest received or accrued during the tax year 43	☐	☐
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ 44a	☐	☒
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ 44b	☐	☒
c Did the organization receive any payments for indoor tanning services during the year? 44c	☐	☒
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O 44d	☐	☒
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)? 45a	☐	☒
b 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," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions 45b	☐	☒

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		☒

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

47 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

	Yes	No
47		

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48		
-----------	--	--

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		
------------	--	--

b If "Yes," was the related organization a section 527 organization?

49b		
------------	--	--

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation

f Total number of other employees paid over \$100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation

d Total number of other independent contractors each receiving over \$100,000 ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ☐ Yes ☒ No

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

Sign Here ☒	Signature of officer <i>Robert C Allen Jr.</i>	Date <i>April 22, 2019</i>
	Type or print name and title <i>Robert C Allen Jr. Treasurer</i>	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no ▶			

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☒ No

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

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.
► Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

**Open to Public
Inspection**

Name of the organization

SYRACUSE ASSOCIATION OF ADMINISTRATORS AND SUPERVISORS

Employer identification number

27-1230110

PART I, LINE 10

MEMBERSHIP DUES ARE PAID FOR REGULAR SERVICES, PUBLICATIONS, PROFESSIONAL DEVELOPMENT, ETC. TO THE SCHOOL

ADMINISTRATORS ASSOCIATION OF NEW YORK STATE (SAANYS), 8 AIRPORT PARK BLVD, LATHAM, NEW YORK, 12110, KEVIN

CASEY, EXECUTIVE DIRECTOR, kcasey@saanys.org, 518786-9237 \$73,096

CONTRIBUTION TO CHARITIES 1,290

SCHOLARSHIPS TO HIGH SCHOOL SENIORS 3,500

TOTAL, LINE 10

PART I, LINE 16

PROFESSIONAL AND STAFF DEVELOPMENT CONFERENCES \$11,538

LOCAL MEETINGS AND STAFF DEVELOPMENT OPPORTUNITIES 12,709

OFFICE SUPPLIES AND EQUIPMENT 711

FLOWER AND GIFT FUND 617

CELL PHONE REIMBURSEMENTS 3,175

PROFESSIONAL DUES REIMBURSEMENTS 528

CLAMBAKE FOR ACTIVE AND RETIRED MEMBERS 5,686

TOTAL LINE 16 \$34,964

Name of the organization

SYRACUSE ASSOCIATION OF ADMINISTRATORS AND SUPERVISORS

Employer identification number

27-1230110

PART 2, LINE 24

IPAD (1) 776

MAC LAPTOP 189

IPAD AIR (2) 240

HP LAPTOP 411

LENOVO LAPTOP 358

TOTAL LINE 24 \$1,974

PART III STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS

PRIMARY EXEMPT PURPOSE

THE ORGANIZATION'S PRIMARY PURPOSE IS TO PROVIDE SUPPORT AND SPONSOR HIGH LEVEL QUALITY PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR ALL 134 DUES PAYING MEMBERS. BY DIFFERENTIATING MEMBERSHIP NEEDS AND PROVIDING TARGETED GROWTH OPPORTUNITIES, THE ORGANIZATION'S FOCUS IS TO ADVANCE LEADERSHIP PRACTICES, FINANCE PROFESSIONAL DEVELOPMENT GROWTH AND DEVELOP EXTRAORDINARY EDUCATIONAL LEADERS. THE ORGANIZATION IS COMMITTED TO THE PREPARATION AND SUPPORT OF CURRENT AND FUTURE ADMINISTRATORS.

ACHIEVEMENTS

THE ORGANIZATION SPENDS OVER 75% OF ITS BUDGET SUPPORTING PROFESSIONAL DEVELOPMENT OPPORTUNITIES. ALL MEMBERS BELONG TO THE SCHOOL ADMINISTRATOR'S ASSOCIATION OF NEW YORK STATE (SAANYS) WHICH PROVIDES ONLINE COURSES, LEADERSHIP ACADEMIES, TRAINED MENTORS, AND STATEWIDE PROFESSIONAL DEVELOPMENT CONFERENCES AND WORKSHOPS. THE ORGANIZATION'S PROFESSIONAL DEVELOPMENT COMMITTEE OFFERS LOCAL WORKSHOPS ON RELEVANT TOPICS FOR GROUPS AND INDIVIDUALS. THE ORGANIZATION ALSO ALLOCATES FUNDS FOR MEMBERS WHO APPLY AND ATTEND A VARIETY OF LOCAL, STATE AND NATIONAL PROFESSIONAL DEVELOPMENT CONFERENCES.