



ANNUAL REPORT December 2019

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Overview and summary of milestones for the year

The main activities and achievements in the past year

- Preparation for the US Education Department (USED) submission
 - Fulfilling the multiple requirements for a successful submission
- Strategic plan implementation
 - Organizational change to better align ACHENA’s activities with the goals and objectives of the Strategic Plan
- Capacity building
 - Training and skills development around educational accreditation
- Increasing the number and diversity of Commissioners
- Building financial stability and consolidation
 - Review of Fees and dues
- Investigating the expansion of pathways to accreditation

Executive Committee

The focus of the Executive Committee in the last year has been on building up organizational structures and functions in order to successfully attain recognition by the USED. Significant early work has been completed laying the foundation for ACHENA's submission.

This year has also seen the implementation and enhancement of capacity-building. The Executive Administrator attended a number of conferences in order to network with other providers and gather skills and knowledge. Training has also taken place to further skills in all aspects of the educational quality assurance process.

Nominations and Outreach

A strong and active Nominations and Outreach Committee was launched over this past year. A list of leads for potential Commission members and Peer Reviewers along with a recruitment strategy was developed.

Rick Cotroneo, past-President of ACHENA, agreed to serve as an Advisor and also indicated willingness to chair the future Advisory Council/Board, which will be comprised of multiple stakeholders such as members of the public, students, educators and administrators both within and outside of our profession.

The urgent need for outward facing communication was identified as a significant and ongoing challenge for ACHENA. This involves articulating the importance of excellence in educational standards, transparency and clarification of conflict of interest processes and the education of the wider community on the nature and significance of accreditation as a key feature of the growth of the profession.

Finance

Consolidation and expansion were identified as the primary means for achieving financial stability. In the past year, ACHENA overspent its income (see accompanying *Appendix*), however, this was invested primarily in the acquisition of skills and knowledge associated with educational accreditation, the fruits of which will be realized in the coming years.

In early November, a task force was established for the purpose of reviewing the fee schedule. Even though the proposed changes will help increase revenue for ACHENA, they will not completely close the financial gap. The Finance Committee approved changes to the School Accreditation Fee Schedule, including the Initial Fee, Eligibility Fee, Site visit fee and Annual Dues.

Over this past year, it became apparent that the day-to-day work of the Finance Committee and fundraising are separate functions, and that additional income streams ought to be investigated by a different group within ACHENA.

Standards

The Standards Committee delved into two vital areas to shore up best practices in educational provision during fast-changing times, such as inclusion of offshore institutions and the use of distance learning technologies. Enhancement of the delivery of clinical training was explored, along with processes for alternate pathways for admission to accredited schools.

The Standards Committee also began investigating the feasibility of implementing quality assurance reviews that could focus on specific areas of concern.

Continuing Professional Development Program

The Continuing Professional Development (CPD) Committee worked tirelessly over the past year to approve and process numerous applications, contributing to upgrading the knowledge and skills of professional homeopaths in the US and Canada, and also providing an additional income stream.

Looking forward

ACHENA's short and medium-term projects and activity include:

1. Improved procedures for schools granting advanced placement to students with prior learning
2. Updated resources for member schools
3. Implementation of the updated fee schedule
4. Expanding the pool of qualified peer reviewers
5. Continuous capacity building and succession planning
6. Meaningful and successful fundraising activities

Appendix – Financial Report 2019

ACHENA Profit & Loss January through December 2019

	<u>Jan - Dec 19</u>	<u>Jan - Dec 18</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
43400 · Direct Public Support			
43450 · Individ, Business Contributions	7,500.00	25.00	7,475.00
Total 43400 · Direct Public Support	<u>7,500.00</u>	<u>25.00</u>	<u>7,475.00</u>
47000 · Program Income			
47100 · CPD Fee	9,685.50	17,030.00	-7,344.50
47200 · Accreditation Fee			
47300 · Site Visit Fee	0.00	3,000.00	-3,000.00
47400 · Self-Study Review Fee	600.00	1,800.00	-1,200.00
47500 · Eligibility Packet Review Fee	100.00	400.00	-300.00
47600 · Application Fees	0.00	600.00	-600.00
47700 · Eligibility Workshop Fee	0.00	100.00	-100.00
47800 · Annual Accreditation Fees	4,572.59	3,388.00	1,184.59
Total 47200 · Accreditation Fee	<u>5,272.59</u>	<u>9,288.00</u>	<u>-4,015.41</u>
Total 47000 · Program Income	<u>14,958.09</u>	<u>26,318.00</u>	<u>-11,359.91</u>
Total Income	<u>22,458.09</u>	<u>26,343.00</u>	<u>-3,884.91</u>
Expense			
Expense			
48000 · Bank Charges	25.00	-7.00	32.00
48100 · Paypal Fees	449.47	476.12	-26.65
48200 · Dues	8,348.00	5,873.00	2,475.00
48300 · Internet	156.86	370.90	-214.04
60900 · Business Expenses	84.00	84.00	0.00
62100 · Contract Services	9,500.00	9,770.25	-270.25
65000 · Operations	1,023.88	385.74	638.14
65100 · Other Types of Expenses	1,955.00	1,367.41	587.59
68300 · Travel and Meetings	4,345.50	1,229.98	3,115.52
Total Expense	<u>25,887.71</u>	<u>19,550.40</u>	<u>6,337.31</u>
Net Ordinary Income	<u>-3,429.62</u>	<u>6,792.60</u>	<u>-10,222.22</u>
Net Income	<u><u>-3,429.62</u></u>	<u><u>6,792.60</u></u>	<u><u>-10,222.22</u></u>

ACHENA
Balance Sheet
As of December 31, 2019

	<u>Dec 31, 19</u>	<u>Dec 31, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
10000 · Wells Fargo Ckg 4082	8,440.86	25.00	8,415.86
11000 · PayPal A/C	459.45	146.10	313.35
12000 · Key Bank Ckg 0432	0.00	12,158.83	-12,158.83
Total Checking/Savings	<u>8,900.31</u>	<u>12,329.93</u>	<u>-3,429.62</u>
Total Current Assets	<u>8,900.31</u>	<u>12,329.93</u>	<u>-3,429.62</u>
TOTAL ASSETS	<u><u>8,900.31</u></u>	<u><u>12,329.93</u></u>	<u><u>-3,429.62</u></u>
LIABILITIES & EQUITY			
Equity			
32000 · Unrestricted Net Assets	12,329.93	5,537.33	6,792.60
Net Income	<u>-3,429.62</u>	<u>6,792.60</u>	<u>-10,222.22</u>
Total Equity	<u>8,900.31</u>	<u>12,329.93</u>	<u>-3,429.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,900.31</u></u>	<u><u>12,329.93</u></u>	<u><u>-3,429.62</u></u>

ACHENA
Profit & Loss
January through December

	After fees revision		Budget/projections		Budget/projections for 2020 and 2021 w/ actual 2018 & 19	
					Actual	
	2021	2020	2021	2020	Jan - Dec 19	Jan - Dec 18
Ordinary Income/Expense						
Income						
43400 - Direct Public Support	0.00	0.00	0.00	0.00	7,500.00	25.00
43450 - Individ, Business Contributions					7,500.00	25.00
Total 43400 - Direct Public Support	0.00	0.00	0.00	0.00		
47000 - Program Income						
47100 - CPD Fee	19,665.50	14,685.50	14,685.50	14,685.50	9,685.50	17,030.00
47200 - Accreditation Fee						
47300 - Site Visit Fee	2,500.00	2,000.00	1,000.00	2,000.00	0.00	3,000.00
47400 - Self-Study Review Fee	600.00	600.00	600.00	600.00	600.00	1,800.00
47500 - Eligibility Packet Review Fee	0.00	0.00	0.00	0.00	100.00	400.00
47600 - Application Fees	0.00	0.00	0.00	0.00	0.00	600.00
47700 - Eligibility Workshop Fee	0.00	0.00	0.00	0.00	0.00	100.00
47800 - Annual Accreditation Fees	10,000.00	5,000.00	5,500.00	5,000.00	4,572.59	3,386.00
Total 47200 - Accreditation Fee	13,100.00	7,600.00	7,600.00	7,600.00	5,272.59	9,288.00
Total 47000 - Program Income	32,765.50	22,285.50	21,785.50	22,285.50	14,958.09	26,318.00
Total Income	32,765.50	22,285.50	21,785.50	22,285.50	22,458.09	26,343.00
Expense						
48000 - Bank Charges	0.00	0.00	0.00	0.00	25.00	-7.00
48100 - Paypal Fees	600.00	600.00	600.00	600.00	449.47	476.12
48200 - Dues	5,500.00	5,500.00	5,500.00	5,500.00	8,348.00	5,873.00
48300 - Internet	250.00	250.00	250.00	250.00	156.86	370.90
60900 - Business Expenses	100.00	100.00	100.00	100.00	84.00	84.00
62100 - Contract Services	20,800.00	15,600.00	20,800.00	15,600.00	9,500.00	9,770.25
Development officer/prof. fundraiser	5,000.00	5,000.00	5,000.00	5,000.00		
Consultant - USED	6,000.00	6,000.00	6,000.00	6,000.00		
Travel - USED	3,000.00	3,000.00	3,000.00	3,000.00		
Audit - USED	7,500.00	7,500.00	7,500.00	7,500.00		
65600 - Operations/printing /supplies etc.	1,500.00	1,000.00	1,500.00	1,000.00	1,023.85	385.74
65100 - Insurance, advertising etc.	2,000.00	2,000.00	2,000.00	2,000.00	1,955.00	1,367.41
68300 - Conference, Travel and Meetings	6,000.00	6,000.00	6,000.00	6,000.00	4,345.50	1,229.98
Total Expense	58,250.00	52,550.00	58,250.00	52,550.00	25,867.71	19,550.40
Net Ordinary Income	-25,484.50	-30,264.50	-36,464.50	-30,264.50	-3,429.62	6,792.60
Net Income	-25,484.50	-30,264.50	-36,464.50	-30,264.50	-3,429.62	6,792.60

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