



## GENERAL BOARD COMMITTEE

### Meeting Minutes

**Meeting Date/Time:** Sunday, January 05, 2014 at 2:50 to 4:00PM

**Place:** Temple 3325 West 3800 South, West Valley City, Utah 84119

**Meeting called by:** Ray Hour

**Attendees:**

Ray Hour	Sovann Ok	Laneth Hang	Paul Rou	Vibol Tiem
Bopha Nhem	Vanny Nhem	Saroeun Keo	Vanna Sun	Kimyin Keo
Monk: Sarith So	Monk: Somrith Bay			

Ray Hour invited three guests to the meeting. One was Ian Shepherd, a tax auditor, who has been helping the New Committee (UCCBT) with tax preparation along with providing advice on property protection strategies. Ian was accompanied by John Ducan, who is a bankruptcy attorney. Ian introduced John to the Board of Directors, if they should seek any legal services from him in the future. Ray also invited Rosi Mangelson, a court mediator, to assist the Founding Committee (Rasmey Kay, Sokany Nhem, and Ouleng Chhour) on how to properly dissolve the old organization/file taxes for the years missed. The following topics were discussed at the meeting.

➤ The New Committee going forward:

- Ian Shepherd, who helped set up the UCCBT and provide guidance to UCCBT on how to properly document transactions in order to be compliant with the rules/regulation of the state and IRS, said that it is a legal requirement to follow the non-profit organization rules in order to avoid property from being forfeited and seized by the IRS. The UCCBT must be managed as a business; expenses must be paid by checks and receipts attached, small amount of cash must be document on the Petty Cash Account, and a large amount of cash must be reimbursed by fill out the reimbursement form.
  - **Action Item: Create a Reimbursement Form for cash expenses.**
- Ian Shepherd stated that a cash donation of \$200 or more must be documented, and \$500 or more must be reported to the IRS. Ian recommended investing in a QuickBooks program to keep the records in electronic format. This way, the data base could be easily transferred to the CPA via email and is the most preferred method by the IRS. He also said that a board of directors should review transactions statements monthly.
  - **Action Item: Check with Sovann if he will continues to use Excel Spread Sheet to keep track of records or switch to QuickBooks program.**
- Ian Shepherd provided a status update on the application for Federal tax exemption. Ian stated that it has not been approved by the IRS yet; it will take six to nine months. However, they have received all paperwork, and the temple has been accepted as a Utah non-profit organization. Donations received after 5/9/13 is considered as a tax deductible. He also suggested that the New Committee find a CPA to file taxes for the temple, preferably those who are familiar with non-profit organizations, such as Sue Morrell, whom he recommended.
  - **Action Item: Sovann must contact a CPA to file tax before due date January 31, 2014.**

➤ The Founding Committee:

- Rosi Mangelson has advised the Founding Committee (Rasmey Kay and Sokhany Nhem) to seek their own attorney and CPA to file back taxes and dissolve the old organization. Rosi also informed them (Sokhany and Rasmey) that she knows an attorney who is working directly with a non-profit organization and is willing to help at no charge. Both Sokhany and Rasmey have declined her offer and insisted on handling the issues themselves. Furthermore, they have repeatedly stated that they were capable of solving their own problems and that they did not need any help to solve their issues.
- Sokhany repeatedly requested that all assets/cash that were donated to UCCBT be transferred back to him so that he could use the money to hire an attorney to resolve any issues the Founding Committee may have. However, UCCBT is in no position to grant his request, as Ian had indicated: the previous organization has already lost the non-profit organization status with the IRS due to their failure to file income taxes in past years. In addition, the assets/cash donated to UCCBT were the products of general members' donations and not of Sokhany or of any individual's ownership.

**NOTE:** John Ducan and the UCCBT did not give any legal advice to Sokhany Nhem and Rasmey Kay.

Meeting adjourned at 4:00PM

**NOTE:** On July 25, 2013, Ray Hour has given Sokhany Nhem and Rasmey Kay all receipts showing the donations from the Cambodian Buddhist Temple of Utah, Inc. (old/previous non-profit organization) made to UCCBT, including cash real property. The cash and property belong to UCCBT, non-profit organization. The cash will be used to construct the new temple.

**NOTE:** On Monday, January 6, 2014, at 6:40 PM, Ray Hour gave back all records to Sokhany Nhem, whose wife Sokhane accepted the records at her home.