

# Annual Report 2018

Association of Safe Patient Handling Professionals



**OUR MISSION:** To improve the safety of caregivers and their patients by advancing the science and practice of safe patient handling and mobility.

# Foreword

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**A warm welcome our President, Patti Wawzyniecki**



“The ASPHP family has embraced the benefits of professional growth and enjoyed the pride of making positive organizational impacts, through safety improvements. Together, we’ll continue to advance ASPHP’s mission and goals.

Thank you to our volunteers, the board of directors, committee members, and our Executive Director; you’re accelerating our mission!”

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# Proactively seeking opportunities to collaborate and being strategic on which projects we take on; will amplify the value we deliver together.

As we determine the most impactful projects to advance, we will increasingly become more aware of the science behind safe patient handling and mobility.

For the Association of Safe Patient Handling Professionals, it's vital to understand the cutting-edge research that drives best practices and integrate progressive research into the daily lives of our safe patient handling and mobility professionals.

We will help to educate our members on technological solutions that support safe patient handling and fall management. Through these workshops and discussions, we'll be able to understand the science behind fall prevention and fall protection in greater depth.

With this enhanced understanding of safe patient handling and mobility, professionals will be fully educated and equipped to evaluate the greatest risk for injury and take proactive steps for prevention.

Moreover, tackling challenges of this scale can only be done together.

By expanding offerings, we'll be able to provide certificates and educational opportunities for members to grasp new insights. Success also requires the collaboration of existing leaders to stand up and reach out to new volunteers—volunteers that soon will become the future leads of our organization.

Thank you to all our members, volunteers, sponsors, and vendor partners that have dedicated time and energy to advance our practice to empower safe patient handling professionals.

This year has the potential to be our very best and the most passionate year. You are the reason this is possible!



Annie Wiest  
Executive Director

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# Our strategy

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Our mission is to improve the safety of caregivers and their patients by advancing the science and practice of safe patient handling and mobility.

FOR THE YEAR OF 2018, WE CONTINUED OUR FOCUS ON FIVE STRATEGIC INITIATIVES.

## Strategic initiative one

Membership: Building robust membership such as increasing members ability to access webinars and other professional opportunities to enhance their professional status.

## Strategic initiative two

Education: Supporting a growing certification program, offering members exclusive access to education and services to improve their knowledge.

## Strategic initiative three

Financial: Fiscal responsibility is essential in the process of evolving into a world-class organization. Ensuring that our organization has proper reserves to withstand turbulent times is our collective responsibility.

## Strategic initiative four

Innovation: Unleash the innovation potential of our membership to harness the gig economy to maximize membership growth. We will leverage innovation as a true competitive advantage

## Strategic initiative five

Collaboration: Working together with leaders both inside and outside, our organization will open new opportunities.

We are excited about our engagement in benchmarking surveys, enhancements to our certification program, and future collaborations that continue to expand the value of our membership for all safe patient handling and mobility professionals.

We also continue our fiscal focus on financial sustainability and independence.

This is represented in our Statement of Intent January 1, 2018, to December 31, 2018. To achieve our mission, the Association of Safe Patient Handling Professionals, our energy will be focused on:

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**Expand** the depth and breadth of our offering

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**Collaborate** to leverage our proud volunteers

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**Empower** new members to take leadership roles

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We continually explore opportunities to build an alliance with organizations that hold similar beliefs and values—to improve the industry of safe patient handling professionals.

Together, with amazing volunteers, we will lead and shape the future safe patient handling professionals.

## What we delivered

# Strategic initiative one

**BUILDING ROBUST MEMBERSHIP SUCH AS INCREASING MEMBERS ABILITY TO ACCESS WEBINARS AND OTHER PROFESSIONAL OPPORTUNITIES TO ENHANCE THEIR PROFESSIONAL STATUS.**

**How members are engaged is the greatest factor in growing volunteer involvement. We must take proactive steps toward greater inclusion to encourage new members to take on leadership roles.**

Thank you for completing the Member Survey! We know that you're extremely busy with patients and life in general. This proves that you care about safe patient handling and mobility by dedicating time to make us all better together.

There was a ton of great feedback provided that we'll be sharing over the coming year.

One theme raised was to add renewed value to the membership continually. We heard from you, and we listened. We are very pleased to announce a new member benefit: a direct result of the Member Survey.

Every active member will receive a subscription to the International Journal of Safe Patient Handling & Mobility (IJSPHM), beginning with the September 2018 edition!

Also, active members are eligible for a 10% discount to any conferences sponsored or jointly sponsored by the International Journal of Safe Patient Handling & Mobility (IJSPHM).

This benefit is considerable. For example, in the case of the first International Safe Patient Handling and Mobility (SPHM) Conference and Expo, this benefit would total \$69. This benefit is even valid with when registering with the early bird conference rate.

Our long-time sponsor and advocate, HoverTech International, proudly sponsors this new membership benefit. The entire family of the Association of Safe Patient Handling Professionals would like to recognize HoverTech International's selfless contributions to advance for universal safe patient handling and safe mobility in all health care settings.

Our newsletters continue to be very popular with members. Additionally, rich webinars presented by our members will also be made available in archive form to members.

We have a strong inventory of archived webinars available for our members. Here are just a few of the fascinating topics recently presented in 2018:

- Making SPHM Programs Stick: Tips for Sustainable Success, presented by Margaret Arnold PT, CEES, CSPHP
- The NAM Action Collaborative on Clinician Well-Being and Resilience: The Role of SPHM, presented by Colin J. Brigham, CIH, CSP, CPE, CPEA, CSPHP, FAIHA and Charlee M. Alexander, BA
- New and Emerging Bariatric Population – Exploring care for the individual weighing greater than 650 pounds, presented by Susan Gallagher PhD, RN

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## Membership skills and capability development

Over the later part of 2018, we began to search for additional member benefits by looking at similar organizations and leveraging our vast volunteer base to generate new ideas to create more value for our members. These included:

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Trusted Authority	Our industry-leading conferences help professionals dig into the science behind keeping healthcare workers safe and offer progressive education to inform participants about the latest technology and science, driving safe patient decisions in today's environment.
Marketing Lean	The marketing committee has been able to streamline many aspects of our communication to members. A targeted marketing campaign will focus on c-suite leaders, emphasizing the value of certification. Their efforts to get the word out on safe patient handling is welcomed as they balance fiscal responsibility to drive big value to members at the lowest cost.
Alliance	This year, we have been fortunate to extend members subscriptions to the International Journal of Safe Patient Handling & Mobility (IJSPHM). Subscription access will be a huge benefit to members as the search for solutions and ideas for universal safe patient handling and mobility.
New Digital Channels	The website, <a href="http://www.asphp.org">www.asphp.org</a> , will be the central method to communicate the latest information and news to members. Our website is the go-to member source to access the latest webinars. Additionally, our inventory of archived webinars is ever growing.
Innovative Approaches	The most impactful national advocacy efforts are done together. The Association of Safe Patient Handling Professionals has welcomed the Core Alternate Coalition Team into the family with the continued goal of universal safe patient handling and mobility for all.
Agile Decisions	We continue to identify new topics, content, and research that is relevant to our membership. To lead by example, we as an organization must welcome change. As in the case of our proactive changes to the certification program, we will continue to make decisions to ensure the future success of our organization.
Linking to Metrics	Our annual report is the primary instrument to communicate the success of our organization and highlight our strong volunteer contributions. The Association of Safe Patient Handling Professionals continues to drive the mission, vision, goals, strategies, and tactics/activities will to achieve continued growth.

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## An expanding profession

A healthcare professional is a demanding job. Anyone who has been around or involved in providing care understands these pressures, first hand.

While 11 states—Ohio, Texas, Washington, Rhode Island, Maryland, New Jersey, Minnesota, Illinois, New York, Missouri, and California—do have laws in support of safe patient handling and mobility.<sup>1</sup> There is much work left to do.

A disturbing report from the United State Department of Labor was published that mentioned nursing aides, orderlies, and attendances had the highest rates of musculoskeletal disorders (MSDs). Their incidents rates were 24.9 per 1,000. This was seven times the average for all other industries combined.

In comparison, even high-risk jobs such as construction workers were at 8.5 per 1,000 and workers in freight, stock and material movers were at 15.5 per 1,000. Together we can work to decrease the number of days away from work through education.

<sup>1</sup>AMA J Ethics. 2016;18(4):416-421.

<sup>2</sup>United States Dept. of Labor. (n.d.). Safety and Health Topics | Healthcare - Safe Patient Handling | Occupational Safety and Health Administration.

# Strategic initiative two

**SUPPORTING A GROWING CERTIFICATION PROGRAM, OFFERING MEMBERS EXCLUSIVE ACCESS TO EDUCATION AND SERVICES TO IMPROVE THEIR KNOWLEDGE.**

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## **New changes to support national safe patient handling and mobility professional standards.**

The Association of Safe Patient Handling Professionals has updated our requirements for professional development hours for Clinician and Professional certification levels.

The update to our credentials was made to validate that safe patient handling, and mobility (SPHM) certified Clinicians and Professionals are current with the national safe patient handling and mobility best practices and evident-based knowledge.

The new standard was effective on January 1, 2019. After which all certification renewal audits and new applications for Certified Safe Patient Handling Clinician (CSPHC) and Certified Safe Patient Handling Professionals (CSPHP) will require professional development hours from sources other than the applicants current or past employers.

For CSPHC, this requirement is 25% professional development earned externally, and for CSPHP that requirement is 25% professional development hours earned externally.

The Clinician (CSPHC) and Professional (CSPHP) certification levels will require that some professional development hours have been acquired from sources external of the employer. This requirement applies to both new applicants and those already certified looking to maintain their certification.

Examples of external professional development sources include webinars, conferences, learning activities sponsored by professional organizations (national or regional safe patient handling and mobility groups), and external safe patient handling and mobility education providers such as universities and online providers.

This proactive change, to align with national standards, will ensure the Association of Safe Patient Handling Professionals certifications continues to lead the industry.

Additional, information can be found on our website at [www.asphp.org/certification/](http://www.asphp.org/certification/).



## The industry benchmarks

The Association of Safe Patient Handling Professionals has proudly fully transitioned to a member-owned platform for certification. Earn the respect of your peers.

Are you credentialed? Earning a credential is the single best way to achieve industry recognition and earn the respect of your peers. Advance your career by becoming with Association of Safe Patient Handling Professionals certification program!

Need a mentor? Not to worry. Take the time now to increase your knowledge and take advantage of a mentor. The Mentoring program was designed to help members as they go through the credentialing process.

Take your career to the next level.

Be part of the growing list of leaders that hold and maintain the Associate, Clinician, and Professional certification credentials.

# Strategic initiative three

**FISCAL RESPONSIBILITY IS ESSENTIAL IN THE PROCESS OF EVOLVING INTO A WORLD CLASS ORGANIZATION. ENSURING THAT OUR ORGANIZATION HAS PROPER RESERVES TO WITHSTAND TURBULENT TIMES IS OUR COLLECTIVE RESPONSIBILITY.**

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**This past year, fiscal responsibility and member outreach were important to provide a foundation for future growth.**

The financial security and stability of the Association of Safe Patient Handling Professionals is a primary responsibility that the board takes very seriously.

The Association of Safe Patient Handling Professionals continued its trend of progressive membership growth through 2018.

The full effect of new member outreach and growth will be realized in 2019. Two key drivers indicate strong membership well into 2019.

First, the Association has continued to invest time and money into our cutting-edge credentialing program. This program is an industry leader that differentiates our association from the more general interest groups.

Second, the marketing committee is positioning to conduct several aggressive targeted campaigns into 2019. These campaigns focus on executive leadership and the impact that our certification program continues to have on the industry.

Corporate sponsors have experienced the benefits of being involved in our conferences, webinars, and workshops.

Together, they play a significant role in the continued success of our organization. Their knowledge of solutions, technology, and advanced patient-centric processes help to keep our members on the edge of innovation.

As we expand and scale our organization to meet demanding industry needs, we must focus on the essential elements important to our members: access to relevant information, professional credentials, and opportunities to network.

These basic but critical areas of focus will help our board, committees, and volunteers create value that is in the best interest of all of our members.

To everyone that made 2018 an amazing year, thank you! Your unwavering commitment is the reason we're able to accomplish so much, in such a short period.

Some of the projects we have kicked off include:

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New and enhanced website content to encourage members to leverage the website as the go-to source for content and information on safe patient handling and mobility.

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Increased webinar awareness and communication to promote hot topics.

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Revised process optimization for membership renewals and improved communication for lapsed members.

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## Membership privileges

Be part of something bigger—volunteer.

Members have access to a vast connected network of professionals in a range of geographic locations, work environments, and facilities. It's up to you to make this benefit work for you.

To connect with other professionals, you have to be engaged. Are you part of a working group? Maybe, you're active in a committee. You might even be leading initiatives for the Association of Safe Patient Handling Professionals.

Decide to be part of the positive wave that is changing the landscape of the safe patient handling and mobility community.

Share your ideas and learn from others to drive forward with a shared purpose. Together the diversity of ideas experience creates a rich environment for learning and executing ideas that provide for greater visibility or the importance of safe patient handling and mobility community.

You're already a part of the future of safe patient handling and mobility.

Find your fit! Step forward and become part of the growing effort to lead efforts that advance the practice of safe patient handling by volunteering, building your network, and sharing knowledge for the betterment of the profession.

The Association of Safe Patient Handling Professionals shares a common purpose. Help execute our vision!



# Strategic initiative four

UNLEASH THE INNOVATION POTENTIAL FOR OUR MEMBERSHIP TO HARNESS THE GIG ECONOMY TO MAXIMIZE MEMBERSHIP GROWTH.

**Science-driven technology solutions, ergonomic hazards, workshops, and webinars raise our member's knowledge helping to identify where the greatest risk for injury may occur.**

We're innovating across all our programs because we know it's important.

The Association of Safe Patient Handling Professionals education committee is progressive and passionate.

Members want more webinars. To make that happen, the education committee evaluated past webinars to see what worked well and what could be improved. Specifically, what activities in the process took the most time. Three immediate outcomes resulted from the webinar optimization initiative.

First, there was a template created for webinar presenters. This helped to standardize the format of content to validate that key pieces of content are included before the webinar review.

Second, a template was generated for the webinar reviewer. The consistent format decreased the time for a reviewer to approve webinar content due to a standard look and feel.

Third, the team constructed a post-webinar review template. This template was used after an event to give feedback to the presenter quickly and to help mold and improve future presentations.

These three simple steps moved the needle forward on delivering more content to members faster.

Our *It Takes a Village (ITaV)* initiative continues to improve the safety of caregivers and their patients by advancing the science and practice of SPHM. Several future offerings are under consideration including online classes and second recorded modules for those that missed part of the event.

The certification and renewal committee has also made strong gains to promote and ensure that safe patient handling, and mobility practitioners acquire the education, experience, and skills necessary to manage and support effective, safe patient handling and mobility programs. The committee has been very active with three major innovations.

First, the certification website and all documents were updated. This included streamlining our application process to make it more user-friendly.

Second, the standard operating procedures (SOPs) were updated. These documents needed a refresh. A total of nine documents were revised, and two new documents were added.

Third, the team began marketing our certification program in the International Journal of Safe Patient Handling & Mobility (IJSPHM). A half-page advertisement was published in this quarterly publication.

Innovations are occurring all over the organization as members rally to improve membership benefits and continually improve the quality of content available to members.

Ideas welcomed! If you've been thinking about a new approach of membership benefit, we'd love to hear from you. Reach out to any board member, committee member, or volunteer and get your voice heard!



# Innovation improves the odds of success

The Association of Safe Patient Handling Professionals has embraced education as a core tenant required for success.

Our education committee has been blazing forward with new ideas and approaches to drive more content to members. The education committee was formed to ensure that caregivers and healthcare professionals educational needs are addressed. This value is delivered through evidence-based educational offerings relating to the practice of safe patient handling.

Enhanced educational resources will empower members that request assistance with safe patient handling technology, laws, and best practice guidelines.

The committee also released a membership survey, gathering feedback from eighty-four members. Two themes resulted from the survey's feedback. First, members enjoyed the content and quality of the webinars and requested that webinars to be conducted more frequently. Second, with the understanding that content creation is demanding, members suggested a transition to more focused thirty-minute webinars spanning the full continuum of care to cover additional advanced topics.

These insightful suggestions will be part of our 2019 strategy planning discussions.

# Strategic initiative five

**WORKING TOGETHER WITH LEADERS BOTH INSIDE AND OUTSIDE OUR ORGANIZATION WILL OPEN NEW OPPORTUNITIES.**

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**Speed is only valued when there is the unification of purpose. To advance our organization, new ideas are required. We need to think differently and let go of old paradigms to welcome alternative thinking to reach new heights.**

Passion is a key determinant of success. We embrace this positive energy from our members to increase the reach of our vision and the impact that we have on our community of professionals.

The timing of the Core Alternative Coalition Team, to present the Association of Safe Patient Handling Professionals with a proposal for inclusion, could not have come at a better time.

We're extremely fortunate to have the opportunity to include the Core Alternative Coalition Team into our organization.

Who better to expand on the vision, mission, and objectives than professionals with the same passion for improving the lives of safe patient handling and mobility professionals.

Together, we have the potential to make groundbreaking changes to not only the profession but to the industry with renewed energy and original ideas promoted by leaders that work every day to improve the safety of our healthcare environment.

The Association of Safe Patient Handling Professionals will continue to actively explore interest groups, organizations, and communities that share our passion for improving healthcare safety.

Collaborating with organizations and professional groups that share our values and beliefs will be a key factor to enable expansion. Identifying these pockets of knowledge is the responsibility of every member.

You're the experts. You're the professionals. You're the leaders embedded in organizations charged with keeping team members safe. We need your experience to help identify groups or organizations that you feel would embrace the ideals of the Association of Safe Patient Handling Professionals.

Who should join? Any professionals looking to elevate their SPHM program and clinical application through the use of SPHM equipment, e.g., OTs, RNs, Safety professionals should consider joining ASPHP and become certified.

As we identify new member benefits and expand on existing benefits, education and outreach will be important areas of focus for 2019.

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Reaching out and identifying educational opportunities for clinicians, educators, researchers, ergonomists and others with a passion for the safety and health of our workers, patients, and residents from across the country.

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Highlighting organizations that align with our values, beliefs, and purpose to accelerate expansion.

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The scale of our growth in 2019 will be largely determined by our marketing and outreach effectiveness and how efficiently we promote the vision of the Association of Safe Patient Handling Professionals

Expand. Collaborate. Empower. United, our voice is loud.



# A better future together

The Association of Safe Patient Handling Professionals, Inc. (ASPHP) was formed as a non-profit corporation to provide a venue for individuals interested in the science of safe patient handling to share experiences, access education and information, and if they choose, to advance their professional status through a Certification Program based on recognized standards.

The Safe Patient Handling and Mobility (SPHM) Coalition disbanded in the fall of 2018. However, it reformed into a new group called the “Core Alternate Coalition Team” with the continued objective to promote “universal safe patient handling and mobility for all.” The alternate Coalition presented the Association of Safe Patient Handling Professionals, Inc. (ASPHP) Board of Directors in October 2018 with a proposal to include the alternate Coalition into ASPHP. In November 2018, the board of directors voted unanimously to welcome the alternate Coalition into the ASPHP family.

We are excited about future benefits for members, including unified resources, expanded knowledge, and an introduction of new dedicated volunteers. Please welcome our new members when you see them!

Together, we’re making real progress advancing our mission, to improve the safety of caregivers and their patients by advancing the science and practice of safe patient handling.







# Governance

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## **The association's Board provides the authority and oversight for governance and the rules guiding our association.**

All decisions relating to the operation of the Association of Safe Patient Handling are made by, or under the authority of, the board of directors in accordance with the by-laws, policies, procedures, and guidelines.

The board of directors' members during the 2018 year who held officer roles were Patti Wawzyniecki serving as President, Susan Gallagher serving as Vice President, Kelsey L. McCoskey as Secretary and Treasurer and Renee Kielich as Past President.

Annie Wiest held the office of Executive Director.

A heartfelt thank you to our board of directors and every volunteer who contributed their valuable time throughout the year.

The following are primary board governance controls:

### **Executive**

The executive committee was established to consist of officers of the board. Duties and obligations for the Executive Committee include preparing the board conference calls, serving as a resource for the full board in bringing together information needed for discussion by the full board, and otherwise providing support to the President and the entire board to meet the needs of ASPHP.

### **Elections, Appointments, and Remuneration**

The Nomination Committee oversees and recommends to the board all matters regarding the effective management of the appointment and remuneration of the voting board positions and associative appointments.

### **Governance**

This Committee offers oversight for to ensure the board is acting responsibly and executing the appropriate functioning to fulfil its duties for ASPHP. The duties of this Committee include validating that the board and its associated activities are in *compliance with the bi-laws and fiduciary obligations* for ASPHP. In addition, this Committee is accountable to generate, maintain and recommend changes for the ASPHP's board of governance, guidelines and policies.

### **Operation**

The Operational Affairs Committee is accountable for the health and functioning of the board. It recruits new members, conducts orientations, produces board materials, and evaluates the performance of the board itself. This Committee is staffed by the Executive Director and is responsible for ensuring the effectiveness of the current board and recruiting tomorrow's leaders. This Committee also assists the board in fulfilling its responsibilities for the oversight of the internal control of compliance-related initiatives and ensures the association acts in accordance with applicable compliance, internal reporting, external audit, and oversight policies established by the board. This Committee also provides financial oversight and recommendations on policies, procedures, and guidelines to align with local, state, and federal general-accounting and financial-management practices.

## Board Members 2018 - 2019

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Patti Wawzyniecki (President)	Beth Furlong (Board Member)
Susan Gallagher (Vice President)	Edward Hall (Board Member)
Kelsey L. McCoskey (Secretary and Treasurer)	Sasha Latvala (Board Member)
Renee Kielich (Past President)	Vicky Missar (Board Member)
Annie Wiest (Executive Director)	Mary Ogg (Board Member)
Margaret Arnold (Board Member)	Susan Salsbury (Board Member)
Scott Cormier (Board Member)	Richard Scheckser (Board Member)
Ruth Francis (Board Member)	

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## Association Advisor

Members	Role	Organization
Guy Fragala	Senior Advisor	Ergonomics Patient Safety Center of Inquiry
Barbara Silverstein	Research Director	SHARP

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# Statement of Responsibility

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**The Association of Safe Patient Handling Professionals is responsible for the preparation of the financial statements and the report on the Consolidated Statement of Performance Expectations for the period January 1, 2018, to December 31, 2018, and the judgments used in them.**

The board is also responsible for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of financial reporting. In the opinion of the board, the financial statements and report on the Statement of Performance Expectations for the period from January 1, 2018, to December 31, 2018, fairly reflect the financial position and operations of the Association of Safe Patient Handling Professionals.



Annie Wiest  
Executive Director



Patti Wawzyniecki  
President

# Financial statements

## ASSOCIATION OF SAFE PATIENT HANDLING STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED DECEMBER 31, 2018

		FY 2018	FY 2017
		Unrestricted	Unrestricted
<b>Changes in Unrestricted Net Assets:</b>			
Revenues and Gains:			
Public Contributions (net)	1	60,810	28,000
Program Service Revenue	2	69,700	88,716
Investment Income	3	-	-
Net Assets Released from Restrictions		-	-
<b>Total Revenues, Gains, and Other Support</b>		<b>130,510</b>	<b>116,716</b>
Expenses and Losses:			
Program Services	4	44,251	56,765
General Administration	5	77,995	79,487
Fund-Raising		-	-
<b>Total Expenses and Losses</b>		<b>122,246</b>	<b>136,253</b>
<b>Increase in Net Assets</b>		<b>8,265</b>	<b>(19,537)</b>
Net Assets at Beginning of Year		55,199	74,736
Net Assets at End of Year		63,464	55,199

EXPLANATIONS OF FINANCIALS AND VARIANCES AGAINST BUDGET ARE PROVIDED IN NOTE 9.  
THE ACCOMPANYING NOTES FORM AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS.

# Financial statements

## ASSOCIATION OF SAFE PATIENT HANDLING STATEMENT OF FINANCIAL CONDITION

FOR THE YEAR ENDED DECEMBER 31, 2018

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	Notes	FY 2018	FY 2017
<b>Assets</b>			
Cash		63,464	55,199
Pledges Receivable (net)		-	-
Investments		-	-
Prepaid Expenses		-	-
Fixed Assets (net)		-	-
		<hr/>	<hr/>
Total Assets		63,464	55,199
<b>Liabilities and Net Assets</b>			
Liabilities			
Accounts Payable		-	-
Grants Payable		-	-
Refundable Advances		-	-
Long-Term Debt		-	-
		<hr/>	<hr/>
Total Liabilities		-	-
Net Assets			
Unrestricted	6	63,464	55,199
Temporarily Restricted		-	-
Permanently Restricted		-	-
		<hr/>	<hr/>
Total Net Assets		63,464	55,199
		<hr/>	<hr/>
Total Liabilities and Net Assets		63,464	55,199

THE ACCOMPANYING NOTES FORM AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS.



# Notes to the financial statements

FOR THE YEAR ENDED DECEMBER 31, 2018

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## 1. PUBLIC CONTRIBUTIONS

Primary comprised of corporate sponsorships. Contributions are recorded at their fair market value. For the purpose of this report, all contributions were received for the period ending December 31, 2018, in cash.

## 2. PROGRAM SERVICE REVENUE

Program Service Revenues are exchanges between a nonprofit and another party, in which the nonprofit provides a service in exchange for a transfer of cash or another asset. Program Service revenue collectively included membership due, new certifications, maintenance of certifications, and regional networking events.

## 3. INVESTMENT INCOME

There was no recorded investment income for the period ending December 31, 2018.

## 4. PROGRAM SERVICES

Program Services expenses are the costs associated with the delivery of goods and services to beneficiaries, customers, or members that fulfill the organizational mission. Program Services expenses collectively included marketing, trade show, travel, webinar, certification, and educational events

## 5. GENERAL ADMINISTRATIVE

Administrative Expenses include general and managerial costs such as oversight, business management, record-keeping, budgeting, financing, and related administrative activities. General Administrative expenses included facilities and equipment, contracted services, membership, and operations.

## 6. UNRESTRICTED NET ASSETS

The portion of net assets that is not restricted by donor-imposed stipulations. This amount is positive when the sum of historical revenues and gains from unrestricted contributions exceeds the amount of unrestricted expenses. The amount is negative when the total historical unrestricted expenses exceeds the unrestricted revenues. For the purposes of this report, we classify revenue from membership dues as unrestricted.

The Association of



Safe Patient  
Handling  
Professionals

Contact us: 610-248-9911  
[www.asphp.org](http://www.asphp.org)  
[info@asphp.org](mailto:info@asphp.org)