



# Client News

FALL & WINTER | 2019

## In This Issue...

Charitable Giving:  
Acknowledgement  
& Substantiation

Contract Worker  
Tax Relief Guidelines

2019 CPA Day of  
Service

4 Simple Ways to  
Deal With Stress  
at Work

## CLIENT PROFILE:

### Setting the Standard for Excellence...

*Professional Organization Prepares Candidates for Success.*



Dental Assisting National Board, Inc.  
Measuring Dental Assisting Excellence®

Dental offices are relying more and more on Certified Dental Assistants™ (CDA®), who need a combination of clinical and interpersonal skills to perform an increasingly wide variety of tasks. The U.S. Department of Labor's Bureau of Labor estimates that the demand for dental assistants is expected to grow by 19% over the next six years. For the country's more than 38,000 Dental Assisting National Board™, Inc. (DANB®) Certified Assistants, the future is bright and poised for unprecedented growth.

KRD sat down with Executive Director, Cindy Durley and CFO, Mike Porcaro recently to learn more about the non-profit organization's mission and the future of the profession.

#### Driven by Purpose.

Since its inception over 50 years ago, DANB has been recognized as the national certification agency for dental assistants, providing required exams and certification programs that ensure a standardized level of education and knowledge-based competence, which benefits the oral healthcare profession and the public.

"DANB is the only dental assistant certification agency recognized by the American Dental Association," comments Cindy Durley, DANB Executive Director. "As a leading advocate for the assistants, patients, and other stakeholders, we are always looking for new solutions, services, and resources that promote excellence in oral healthcare."

#### Committed to Quality.

Sound research and interactive education are two key areas that the DALE Foundation (Dental Auxiliary Learning and Education), DANB's official affiliate, focuses on to promote oral health and create higher standards of practice in dental assisting.

The DALE Foundation's e-learning courses and study aids, including review courses for exams and certificate programs, provide continuing education opportunities for all dental team members, which support exam candidates in attaining DANB certifications. DANB certifications are recognized by the dental profession as a sign of achievement and commitment to quality oral healthcare delivery. According to Durley, a DANB certification is also a source of pride for the assistant, and on a more quantifiable level, can help with career advancement, earning power, and job satisfaction.

"DANB's certification programs and related component exams are currently recognized or required by 38 states, the District of Columbia, the U.S. Air Force and the Department of Veterans Affairs in order for dental assistance to perform specific dental assisting duties," notes Durley. "The opportunities for DANB certificants continue to grow and we look forward to helping them advance from where they are now to where they can be, succeeding both personally and professionally."

#### Partnered for Success.

When it comes to planning and guiding their financial affairs, DANB's Board of Directors, with guidance from CFO Mike Porcaro, knew they would need to work with a partner who possesses an extensive knowledge and experience in the not-for-profit space.

"Jon Segal, Chad Porter and their colleagues at KRD are instrumental in helping the agency with financial planning and advice," comments Porcaro. "Their commitment to best practices and continued improvement go hand in hand with our vision and that makes for a winning partnership."



DANB Executive Director Cindy Durley (second from right) celebrates the 70<sup>th</sup> anniversary of DANB's Certified Dental Assistant (CDA) certification with industry colleagues.



**KUTCHINS, ROBBINS & DIAMOND, LTD.**  
CERTIFIED PUBLIC ACCOUNTANTS  
*Serving Clients for Over 30 Years*



**krdcpas.com**

## Charitable Giving Acknowledgement and Substantiation

The Tax Code encourages charitable giving by allowing an income tax deduction. However, certain requirements must be followed in order to claim the deduction.

### Acknowledgments

The IRS requires that a contemporaneous written acknowledgement be received from the charitable organization for most charitable donations in order to claim a tax deduction.

The written acknowledgement must state, among other things, that no goods or services were provided in exchange for the contribution, or state the value of any goods or services that were exchanged for the contribution.

If the contribution is a one-time donation of \$250 or more made in cash or by check, the organization must state the amount of the donation.

If the contribution is a one-time donation of \$250 or more of property, the organization must describe the property donated, but does not need to put a value on the property it received.

Most charitable organizations send out these acknowledgements by January 31st of the next year. If you don't have an acknowledgement by April 15th, filing an extension can give you extra time to receive the acknowledgment.

### Cash donations of less than \$250

All donors of charitable contributions by cash, check, or other monetary gift must retain records that each charitable contribution was actually made, regardless of the amount. A donor should retain either a bank record or receipt from the organization stating the date and amount of the donation.

### Donations of clothing and household goods

All donations of clothing and household goods are subject to all of the regular rules on substantiation, plus the taxpayer must prove that they are items in at least good condition.

Typically, the fair market value of used goods such as furniture, clothing and appliances, is substantially less than the price you paid for them.

### Vehicles and boats

The charity to which you donate your vehicle must report its receipt and sale or gift of the vehicle to the IRS using Form 1098-C, Contributions of Motor Vehicles, Boats or Airplanes, and send it to you. In order to claim a deduction for the vehicle, you must submit a copy of the form with your tax return. In general, your contribution will be limited to the amount the charity received for selling the vehicle.

### Payroll deductions

For payroll deductions made to charitable organizations, there is no need to receive a written acknowledgment from the charity, unless you have \$250 or more withheld from any single paycheck. And, even in that case, you will be able to substantiate your contribution with pay stubs, your W-2 form, or any other document from your employer showing the amount withheld, and a pledge card or other document stating that the charity didn't provide any goods or services in exchange for the contribution.

### Larger gifts

For contributions of property valued at more than \$500, you must include with your return, a written description of the donated property and certain other information that the IRS requires. For property valued at more than \$5,000, other than marketable securities, you must also obtain a qualified appraisal. If your contributions are valued at \$500,000 or more, or for artwork valued at \$20,000 or more, you must attach a copy of the signed appraisal to your return.



## Is Your Business Entitled to Tax Relief for Contract Workers?

If your business has been selected for an employment tax examination to determine whether you correctly treated certain workers as independent contractors, you may be entitled to Internal Code Section 530 relief. If you meet the relief requirements you won't owe employment taxes for those workers.

If you don't meet the relief requirements, the IRS will determine whether they are independent workers or employees and whether you owe employment taxes for those workers.

In order to receive relief, you must meet all three of the following requirements:

### 1 Reporting Consistency

Your business must have timely filed all required federal tax returns consistent with your treatment of each worker as not being an employee. You must have filed Form 1099-MISC for the worker.

### 2 Substantive Consistency

In addition, you (and any predecessor business) must have treated the workers, and any similar workers, as independent contractors.

### 3 Reasonable Basis

Finally, you must have had a reasonable basis for not treating the workers as employees. There are a few ways you can show this:

- *You reasonably relied on a court case about federal taxes or a ruling issued to you by the IRS; or*
- *Your business was audited by the IRS at a time you treated similar workers as independent contractors and the IRS didn't reclassify those workers as employees. You may not rely on an audit that started after December 31, 1996, unless the audit included an examination for employment tax purposes of whether the individual involved (or any other individual holding a substantially similar position) should be treated as your employee; or*
- *You treated the workers as independent contractors because you knew, and can substantiate, that was how a significant segment of your industry treated similar workers; or*
- *You relied on some other reasonable basis. For example, you relied on the advice of a business lawyer or accountant who knew the facts about your business*

If you have questions whether your business can claim this relief, KRD tax professionals can help.



## 2019 CPA Day of Service: Little City

KRD volunteered at Little City in Palatine, IL for the 2019 CPA Day of Service. Volunteer activities included playing games, making snacks and painting rocks. Little City is dedicated to serving children and adults with intellectual and developmental disabilities by providing the best options and opportunities to live safely, learn continuously, explore creatively and work productively throughout their lifetime.



## International Corner

KRD's membership in GGI allows us to keep our clients abreast of international tax and audit considerations and allows us to provide contacts for international law issues if needed. Allen Kutichins, Managing Partner, participated in the International Taxation Group at the GGI World Conference in Marrakech, Morocco on behalf of KRD in November.





# Client News

FALL & WINTER | 2019

## KUTCHINS, ROBBINS & DIAMOND, LTD.

CERTIFIED PUBLIC ACCOUNTANTS

Serving Clients for Over 30 Years

1101 Perimeter Drive, Suite 760  
Schaumburg, IL 60173

35 East Wacker Drive, Suite 690  
Chicago, IL 60601



INDEPENDENT MEMBER

### In This Issue...

Charitable Giving:  
Acknowledgement  
& Substantiation

Contract Worker  
Tax Relief Guidelines

2019 CPA Day of  
Service

4 Simple Ways to  
Deal With Stress  
at Work

[krdcpas.com](http://krdcpas.com)

## 4 Simple Ways to Cope with Stress at Work

Work stress is common, and in fact, a little bit of it isn't such a bad thing. A little bit of stress can help you stay focused, meet new challenges in the workplace, and keep you alert to avoid costly (or dangerous) mistakes.

Work stress becomes an issue when we can't seem to "turn it off". Long hours, multiple tight deadlines and the pressure to perform at "optimal levels" at all times can make it almost impossible to relax in and out of the office. Not only can it take a toll on your job satisfaction, but it can interfere with your physical and mental health.

Luckily, there are ways we can manage this stress. Many of these strategies aren't new, but they can fall to the wayside when we're inundated with meetings, projects and tight deadlines.

Here are some of the best methods for managing work stress.

### 1. Be Clear on Project Requirements

If you don't know what's expected of you, or if the requirements keep changing, you may find yourself feeling lost or unsure. Take some time to talk with your manager and discuss expectations, and how you can meet them.

### 2. Stay Organized

Being proactive by planning ahead to stay organized is one of the best ways to combat work stress. Updating your calendar or planner with important dates, cleaning up your email inbox and workspace on a regular cadence are just some ways to set yourself up for success.

### 3. Ditch Multitasking

Splitting your focus can leave you feeling frazzled and overwhelmed. Try breaking your work hours into chunks of hours for specific purposes, and only focus on those tasks you designated for that chunk of time.

### 3. Take a Walk

Sometimes you just need a breath of fresh air. If you feel like you're getting agitated in your workspace, a walk outdoors can help you blow off steam and lift your mood.



We welcome the opportunity to discuss how KRD can help with your tax and financial planning, please call us at

**We Can Help**  
**847.240.1040**

