



# CHMS

CAPITOL HILL  
MANAGEMENT  
S E R V I C E S

**Bookkeeping and Financial  
Management Services**

**A Complete Solution with Proven Results**



“As Executive Director, I rely on CHMS for their outstanding executive level financial management services. Their expert assistance with budgeting, grant reporting, controls, and procedures has made CHMS a true partner in the success of our organization.”

**Sarah Rudgers-Tysz**  
Executive Director  
Mediation Matters  
Capital Region, NY

## Who We Are

Capitol Hill Management Services (CHMS) is a comprehensive consulting firm specializing in Bookkeeping and Financial Management Services for non-profit organizations. With over 30 years of service to non-profit organizations, CHMS has developed a unique bookkeeping and financial management program which allows your organization to maintain full authority and control of your finances, while day-to-day operations are performed by our skilled accounting team.

## Contact Us

**CHMS serves our clients from two locations.**

Albany, NY

**Corporate Headquarters**

1450 Western Avenue, Suite 101,  
Albany, New York 12203-3539

Phone: 518.463.8644

Fax: 518.463.8656

Email: [info@caphill.com](mailto:info@caphill.com)

Raleigh, NC

Southeast Regional Office

3801 Lake Boone Trail, Suite 190,  
Raleigh, NC 27607-2934

Phone: 919.779.7516

Fax: 919.779.5642

Email: [info@caphill.com](mailto:info@caphill.com)



[www.caphill.com](http://www.caphill.com)

## CHMS Executive Team

### John A. Graziano, Jr., President

Mr. Graziano is a highly successful entrepreneur and a recognized expert in association management. Over the last 20 years, Mr. Graziano has worked extensively with associations, societies and non-profit organizations, and has developed significant expertise in all areas of association management. Mr. Graziano consistently applies his business acumen to the management of associations and non-profit organizations, and has created and implemented a number of important strategies for client success. He is continuously alert to new technologies, practices, and opportunities which can be utilized to improve and enhance services to clients. Mr. Graziano is committed to providing a talented professional staff, state of the art technology, and a firm dedication to achieving the mission of each client.

### Denise Sheehan, Executive Vice President

Ms. Sheehan serves as Executive Vice President of CHMS, responsible for managing day-to-day operations, strategic planning, business development and oversight and policy advice for the firm's government affairs work. Ms. Sheehan brings 24 years of experience in the government and non-profit sectors. Most recently, she served as the Executive Director of The Climate Registry, an international non-profit membership organization. Ms. Sheehan previously served for nearly ten years at the New York State Department of Environmental Conservation, including two years as Commissioner. She is the former Director of Planning and Economic Development for the Town of Colonie and served at the NYS Division of the Budget, handling primarily environment and energy issue for 10 years.

### Ralph Bizzarro, Vice President of Operations and Finance

Mr. Bizzarro is a Certified Public Accountant who has nearly 20 years of experience working in both business and government. He has developed significant expertise in non-profit organizations and in managing all financial aspects of federal, state and private grants and funding. Mr. Bizzarro has assisted dozens of organizations in achieving greater financial accountability and stability.

### Jon Murray, Controller

Mr. Murray has over ten years experience in management and accounting. He has worked for businesses varying in size and industry in both financial and management positions. He has earned a Bachelors Degree in Accounting and Graduate Certificate in Financial Management and Analysis from the State University of New York.

### Brian Buff, Vice-President for Association Management

Mr. Buff oversees staff training and client resource development, as well as serving as Executive Director of a New York State professional society. He is also a trained strategic planning facilitator, where he utilizes association management and organizational leadership best practices in providing context for long-range planning sessions. He serves on the board of the Empire State Society of Association Executives Association as well as a faculty member for strategic planning and association benchmarking of their Leadership Academy. Mr. Buff previously served as Executive Director and senior staff at several heritage/cultural agencies in New York State.

### Jim Thompson, IOM, CAE, Vice President for Association Management

Mr. Thompson serves as Vice President of Association Management for CHMS's Southern Region where he directly oversees the day-to-day activities of the association management team in our Raleigh, North Carolina offices. Mr. Thompson is a Certified Association Executive with more than 14 years of experience in the field. He most recently served for nine years as the Executive Director of the Association Executives of North Carolina where he successfully increased AENC's membership from 400 members to nearly 750 members during his tenure. Mr. Thompson previously served for five years as the Director of Business Development for the North Carolina Association of Realtors.

# Bookkeeping and Financial Management Services

CHMS Financial Management Services offer a level of accounting expertise not often available to non-profit organizations and associations at a cost-effective price. Our in-house Certified Public Accountant leads an elite team of accounting professionals who will provide accurate and timely information to your Board of Directors or Executive Director. Our Senior Accountants are available to provide a strategic analysis of financial information and to offer advice and counsel to your leadership.

## ■ SERVICES INCLUDE

**ACCOUNTS RECEIVABLE**

**ACCOUNTS PAYABLE USING A UNIQUE  
ONLINE BILL PAY SYSTEM**

**ACCOUNT RECONCILIATION**

**DUES BILLING**

**DUES COLLECTION**

**GRANT EXPENDITURE TRACKING**

**MONTHLY FINANCIAL REPORTS**

**FINANCIAL ANALYSIS**

**ANNUAL BUDGETING**

**YEAR-END ADJUSTMENTS**

**TAX FORM 1099 PREPARATION**

## ■ MEETING YOUR NEEDS

CHMS is experienced in successfully serving associations of all sizes and budgets and will tailor services to meet your organizational and budgetary needs. Contact us to see how we can assist your organization in achieving its highest level of success.

“ We transitioned to Capitol Hill for our management needs and were pleased by how easy they made it! Everyone was warm, welcoming and helpful in making a usually difficult process seem effortless and efficient. We couldn't be more pleased with their performance in the transition and in the time since. ”

**Lorrie Hallman, PhD**  
Past President  
American Academy of Psychotherapists  
Atlanta, Georgia



## ■ OUR VISION

The vision of CHMS is to become a true partner in the success of our clients by providing extraordinary expertise, outstanding service, and an unwavering commitment to achieving the goals and objectives of the organization.

## ■ OUR VALUES

We are guided by three core values: Integrity, Excellence and Commitment.

- **Integrity** – All staff members will conduct themselves in an honest and principled manner.
- **Excellence** – We will strive to provide the highest level of professional services on behalf of our clients.
- **Commitment**– We are fully dedicated to the success of our association partners.

CHMS has abided by these core values for over 30 years, making each client's mission our own. The CHMS Financial Services Team will incorporate Integrity, Excellence, and Commitment as we work together to pursue your organization's vision, goals and objectives.

## ■ VOLUNTEER LED ORGANIZATIONS

Working with your Treasurer or President, CHMS will perform full service Bookkeeping and Financial Management Services to your volunteer Board of Directors. Our skilled and professional team will provide accurate and timely reporting to ensure that you have a complete understanding of your organization's finances. Our in-house CPA will offer an analysis of your financial information, identifying trends and opportunities. Working with the CHMS team, you will feel confident that all of your fiduciary responsibilities are being met.

## ■ PROFESSIONAL FINANCIAL SERVICES FOR EXECUTIVE DIRECTORS

CHMS offers a highly professional, cost-effective alternative to non-profit Executive Directors who are seeking to increase their financial management capacity. CHMS will become your dedicated bookkeeping and financial management professionals. Working with your Executive Director, we will develop a system designed to meet your organizational needs. Arrangements can be made for a CHMS team member to work in your office. We will provide accurate and timely reporting to your Executive Director and Treasurer to ensure that you have a complete understanding of your organization's finances. Our Senior Financial Professionals will be available to offer advice and assistance as you evaluate new programs and services.

[www.caphill.com](http://www.caphill.com)





“CHMS’s Financial Management Services have lifted a huge operational burden from us and have helped us to become a stronger association. My only regret is that we did not start using them sooner.”

**Linda Piper**  
Executive Director  
NC Licensed Child Care Association  
Wilson, NC

**ASSOCIATION HEADQUARTERS**  
**ADMINISTRATIVE SERVICES**  
**BOOKKEEPING AND**  
**FINANCIAL MANAGEMENT SERVICES**  
**CONFERENCES AND EVENTS**  
**MEMBER COMMUNICATIONS**  
**STRATEGIC PLANNING**  
**EDUCATION AND CREDENTIALING**

**For more than 30 years, CHMS has provided professional association management services** to organizations throughout North America. We are recognized for our unwavering commitment to the success of our clients and will work with your leadership to assist you in evaluating current operational methods and offer opportunities for refinement. Our menu of services can be tailored to meet the needs of your association, and we look forward to an opportunity to meet with to further discuss your organizational requirements.

**CONTACT:**

**John A. Graziano Jr.**  
**john@caphill.com**  
**518.463.8644**



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