

IMPORTANT MEMORANDUM

Date: July 15, 2018

To: NSPRA Chapter Presidents/Treasurers

From: Rich Bagin, APR, Executive Director

Subject: **2018 Chapter Cash Flow Report**

Your chapter's fiscal year ends at the end of August. This means the chapter treasurer needs to close out the chapter books and complete the NSPRA Cash Flow Report included here. **You must submit this report to NSPRA by October 31, 2018.**

This report is required by the Internal Revenue Service so that your chapter — and NSPRA — can keep our group exemption as not-for-profit organizations that don't have to pay federal taxes on our income. **If your report is late, the IRS will levy a penalty on NSPRA!**

The identifying information at the top of the report is fairly self-explanatory. The EIN (Employer Identification Number) is the number assigned your chapter by the IRS to identify chapter bank accounts, etc. If you don't have your number, call Tommy Jones, NSPRA business services manager, at 301-519-1222.

On Line 1, please enter the chapter bank account balance(s) and value of any Certificates of Deposits or other investments on September 1, 2017. On Lines 3-10, list all sources of chapter income for the 2017-2018 year and total these on Line 11. On Lines 14-21, list all chapter expenses for the year, and total these on Line 22. Line 1 plus Line 11 minus Line 22 should equal the bank and CD balances at the end of the fiscal year, August 31, 2017 (Line 24).

If the amount on Line 11 exceeds \$50,000, we must report the chapter's income to the IRS on a consolidated Form 990. Check at the bottom of the form if you want NSPRA to submit Form 990 for you or whether the chapter will prepare its own. If the chapter's gross receipts and \$50,000 or less, you should submit the Form 990-N Electronic Notice (e-Postcard).

If you have any questions about how to complete this Chapter Cash Flow Report, please contact Tommy Jones at 301-519-1222. Thank you for completing the form promptly and sending it to us by October 31, 2018.

**NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION
Chapter Cash Flow Report – FY 2018**

Chapter Name:

EIN:

Person Submitting Form:

Title:

	Item	Amount
1	BANK BALANCE(S), Sept. 1, 2017	
2	Income from 9/1/17 through 8/31/18	
3	Membership Dues	
4	Program Registration Fees	
5	Product Sales	
6	Bank Interest	
7	Donations/Gifts	
8	Other:	
9		
10		
11	TOTAL INCOME, 9/1/17 through 8/31/18 *	
12		
13	Expenses from 9/1/17 through 8/31/18	
14	Printing	
15	Postage	
16	Program/Hotel Costs	
17	Bank Charges	
18	Salaries/Fees for services	
19	Other:	
20		
21		
22	TOTAL EXPENSES, 9/1/17 through 8/31/18	
23		
24	BANK BALANCE(S), August 31, 2018	

*If this amount exceeds \$50,000, indicate whether:

- _____ the chapter will fill out and submit the IRS Form 990
- _____ NSPRA should fill out IRS Form 990 for the chapter