



National School Public Relations Association  
The leader in school communication™

## IMPORTANT MEMORANDUM

DATE: July 14, 2019  
TO: NSPRA Chapter Presidents/Treasurers  
FROM: Rich Bagin, APR, Executive Director  
SUBJECT: **2019 Chapter Cash Flow Report**

To remain in good standing with NSPRA, a chapter's fiscal year must align with the national association and run September 1 through August 31. As your chapter's fiscal year ends at the end of August, the chapter treasurer needs to close out the chapter books and complete the NSPRA Cash Flow Report included here. **Your chapter must submit this report to NSPRA by October 31, 2019.**

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 for example. If you don't have your number, contact Senior Manager Tommy Jones at 301-519-1222 or [tjones@nspra.org](mailto:tjones@nspra.org).

When completing the cash flow report:

- On Line 1, please enter the chapter bank account balance(s) and value of any Certificates of Deposits or other investments on September 1, 2018.
- On Lines 3-10, list all sources of chapter income for the 2018-2019 school 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, 2019 (Line 24).

If the amount on Line 11 exceeds \$50,000, NSPRA must report the chapter's income to the IRS on a consolidated Form 990. If the chapter's gross receipts are \$50,000 or less, you should submit the Form 990-N Electronic Notice (e-Postcard). 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 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 and submitting this form by October 31, 2019.

**NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION  
Chapter Cash Flow Report – FY 2019**

Chapter Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Person Submitting Form: \_\_\_\_\_ Title: \_\_\_\_\_

	Item	Amount
1	BANK BALANCE(S), Sept. 1, 2018	
2	Income from 9/1/18 through 8/31/19	
3	Membership Dues	
4	Program Registration Fees	
5	Product Sales	
6	Bank Interest	
7	Donations/Gifts	
8	Other:	
9		
10		
11	TOTAL INCOME, 9/1/18 through 8/31/19 *	
12		
13	Expenses from 9/1/18 through 8/31/19	
14	Printing	
15	Postage	
16	Program/Hotel Costs	
17	Bank Charges	
18	Salaries/Fees for services	
19	Other:	
20		
21		
22	TOTAL EXPENSES, 9/1/18 through 8/31/19	
23		
24	BANK BALANCE(S), August 31, 2019	

\* If the amount on Line 11 exceeds \$50,000, NSPRA must report the chapter's income to the IRS on a consolidated Form 990. Please indicate below whether:

- \_\_\_\_\_ the chapter will fill out and submit the IRS Form 990.
- \_\_\_\_\_ NSPRA should fill out IRS Form 990 for the chapter.