



National School Public Relations Association
The leader in school communication™

IMPORTANT MEMORANDUM

DATE: July 11, 2021

TO: NSPRA Chapter Presidents/Treasurers

FROM: Barbara M. Hunter, APR, Executive Director
Tommy Jones, Senior Business Manager

SUBJECT: **2021 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, 2021.**

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.**

At the top of the report, the EIN (Employer Identification Number) is the number assigned your chapter by the IRS to identify chapter bank accounts. If you don't have your number, contact Senior Manager Tommy Jones at 301-519-1222 or 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, 2020.
- On Lines 3-10, list all sources of chapter income for the 2020-2021 school year. These should be totaled on Line 11.
- On Lines 14-21, list all chapter expenses for the year. These should be totaled 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, 2020 (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 amount on Line 11 is \$50,000 or less, you should submit the Form 990-N Electronic Notice (e-Postcard). Check at the bottom of the form to indicate whether you want NSPRA to submit Form 990 for you or 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, 2021.

NATIONAL SCHOOL PUBLIC RELATIONS ASSOCIATION Chapter Cash Flow Report – FY 2021

Chapter Name: _____ EIN: _____

Person Submitting Form: _____ Title: _____

| | Item | Amount |
|----|--|--------|
| 1 | BANK BALANCE(S), Sept. 1, 2020 | |
| 2 | Income from 9/1/20 through 8/31/21 | |
| 3 | Membership Dues | |
| 4 | Program Registration Fees | |
| 5 | Product Sales | |
| 6 | Bank Interest | |
| 7 | Donations/Gifts | |
| 8 | Other: | |
| 9 | | |
| 10 | | |
| 11 | TOTAL INCOME, 9/1/20 through 8/31/21 * | |
| 12 | | |
| 13 | Expenses from 9/1/20 through 8/31/21 | |
| 14 | Printing | |
| 15 | Postage | |
| 16 | Program/Hotel Costs | |
| 17 | Bank Charges | |
| 18 | Salaries/Fees for services | |
| 19 | Other: | |
| 20 | | |
| 21 | | |
| 22 | TOTAL EXPENSES, 9/1/20 through 8/31/21 | |
| 23 | | |
| 24 | BANK BALANCE(S), August 31, 2021 | |

* 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.