

May 2016

M E M O

TO: United States, Chapter Finance Coordinators
United States, Regional Finance Coordinators
United States, All Prospective Chapters (who have obtained an EIN)

RE: Filing of United States Government Form 990 for 2016 (fiscal year ending April 30, 2017)

IMPORTANT INFORMATION

FAILURE TO FILE 990 INFORMATION FOR THREE CONSECUTIVE YEARS WILL RESULT IN AN AUTOMATIC REVOCATION OF THE CHAPTER OR REGION'S TAX EXEMPT STATUS.

Although our organization's year ends in 2017, this is considered a 2016 filing. The following information identifies which form your chapter or region must file.

EIN

Every chapter and region has their own EIN. If you need to verify the chapter or region EIN, please contact International Headquarters.

FORM 990-N (e-postcard) Annual Electronic Filing Requirements

Chapters with \$50,000 or less in gross receipts are only required to electronically file the Form 990-N (e- Postcard). For the fiscal year ending April 30, 2017, **e-Postcards are due by September 15, 2017.**

An e-Postcard must be filed on the IRS Web site. The information required for the electronic filing is as follows:

- Employer identification number (EIN)
- Tax year (2016)
- Legal name and mailing address of the chapter or region (name of chapter/region of Sweet Adelines International) *P.O. Box address for the chapter/region is recommended to allow consistency.*
- Name and address of a principal officer (finance coordinator/treasurer or president)
- Website address if chapter or region has one
- Confirmation that the organization's annual gross receipts are normally \$50,000 or less

AN ELECTRONIC CONFIRMATION OF THE 990-N FILING SHOULD BE FORWARDED TO RICHARD HUENEFELD, Chief Financial Officer, finance@sweetadelines.com.

To learn more about the 990N requirements and how to file: <https://www.irs.gov/990n>

Even if the current year's gross receipts were more than \$50,000, the organization could still file a 990N if the following conditions apply:

An organization's gross receipts are considered to be \$50,000 or less if the organization:

- Has been in existence up to one year and has received, or donors have pledged to give, \$75,000 or less during the organization's first tax year;
- Has been in existence between one and three years and averaged \$60,000 or less in gross receipts during each of its first two tax years; or
- Is at least three years old or more and averaged \$50,000 or less in gross receipts for the immediately preceding three tax years (including the year for which the return would be filed).

990EZ and 990 FORMS

FORM 990EZ is required if gross receipts are less than \$200,000 and total assets are less than \$500,000 at the end of the year.

FORM 990 must be filed if a chapters or region has gross receipts greater than or equal to \$200,000 or total assets greater than or equal to \$500,000 at the end of the year.

Because of the complexity of the 990 Form, it is highly recommended that the 990EZ be filed if the gross receipts and assets requirement can be met.

To learn more about filing a Form, 990EZ or 990 please access the IRS website at:
<http://www.irs.gov/uac/Current-Form-990-Series-Forms-and-Instructions>.

SCHEDULE A-Form 990 or 990-EZ

Schedule A should be used if filing Form 990 or Form 990-EZ. In Part I, Box 9 needs to be checked, part II does not need to be filled out, part III needs to be completed and part IV should be filled out only if needed.

SCHEDULE O-Form 990 or 990-EZ

Schedule O should be used to explain various line items on Form 990EZ or Form 990.

THE DEADLINE FOR FILING THESE FORMS WITH THE IRS IS SEPTEMBER 15 OF EACH YEAR.

PLEASE PROVIDE A COPY OF THE 990EZ OR 990 FILING TO INTERNATIONAL HEADQUARTERS.

Frequently Asked Questions

Q: How are gross receipts determined?

A: Gross receipts are all monies received from all sources, without deducting any costs or expenses, which contributed to the activities and operations of the organization. The exception to this is sales items. The net amount (gross sales less cost of goods) is reported in gross receipts.

The following revenue is not reported as gross receipts.

- a. The collection of International dues from members which are subsequently forwarded to Headquarters and regional assessments which are sent to the region. Any pass-through monies are not included. Pass through monies are defined as any funds collected as a convenience and forwarded to another entity.
- b. Funds received for payment of registration or fees for future events that do not pertain to the current fiscal year.

EXAMPLE

The fiscal year ends April 30, 2017. Monies are received from members in March 2017 (or earlier in the year) for an event or workshop being held in June 2017. These funds may be recorded in an account titled "Deferred Income" and would not be reported as income for the fiscal year ending April 30, 2017.

On May 1, 2017, this amount would be transferred from the "Deferred Income" account on the balance sheet to an income account for the event or workshop and reported for the fiscal year ending April 30, 2018.

Please contact Richard Huenefeld, CFO, at International Headquarters with additional questions pertaining to GROSS RECEIPTS.

Q: If any of the Forms 990s must be filed, how can they be obtained?

A: The IRS will send your chapter or region the forms if you have previously filed. If they have not been received, contact your local Internal Revenue Service office and request the forms or access the forms on the IRS Website at <http://www.irs.gov>, hover your mouse over the *Information For* tab in the upper right corner and click on *Charities & Non-Profits*. Click on *Annual Reporting & Filing*.

Q: How do I know if my state has filing requirements?

A: The finance coordinator should check with the appropriate state agency to see if there are any filing requirements. Sweet Adelines International's exemption from federal income tax does not necessarily exempt chapters or regions from filing requirements and tax requirements on the state and local level.

Each chapter and region is responsible for obtaining the necessary forms and for filing on a timely basis. This information should become part of the files and should be passed on to each finance coordinator.

Q: If assistance is needed to complete the Form 990s, who may be contacted?

A: Richard Huenefeld, Chief Financial Officer, at International Headquarters will answer any questions you may have regarding the requirements for filing or completing the forms, richard@sweetadelines.com or 1-800-992-7464 ext. 104.

Q: Where do I file the returns?

A: All 990 forms are sent to:
Department of Treasury
The Internal Revenue Service Center
Ogden, Utah 84201-0027