



Name: _____
Email: _____
Local Section: _____

AIChE Local Section Treasurer's Report

All Local Sections are required to submit a Treasurer's Report to AIChE by **May 31, 2011**. The report is divided into 3 parts. It is important that you fill out all three parts, as it helps AIChE understand the needs of the sections.

Please return the report to the Membership Department via fax 646.495.1503, email at vma@aiiche.org, or mail: AIChE, attn: Membership Department, 3 Park Avenue, 19th Floor, NY, NY 10016.

I. Incorporation:

- 1) Is your Local Section incorporated? Yes No
- 2) If yes, please provide the following information here or on attached document:
 - a. Date _____ and state(s) _____ of incorporation
 - b. Form of incorporation (i.e. 501 (c) (3)): _____
 - c. Name(s) and position(s) of officer(s) named in articles of incorporation.

Name	Position
1.	
2.	
3.	
4.	
5.	

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- d. Purpose or mission of entity reported in articles of incorporation.

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- e. Registered agent for service on behalf of your organization:

II. Tax Returns:

The IRS has recently been mandated by the Pension Protection Act to revoke the tax-exempt status of any organization that fails to file a Form 990, 990-EZ or 990-N for three consecutive years. Revocation will happen automatically beginning in May 2010. A nonprofit that loses its exemption because of failure to file will have to reapply to the IRS for exemption.

Each Local Section must file its own federal tax return. The deadline for filing 2010 tax returns is **May 16, 2011**. AIChE cannot file tax returns on behalf of Locals Sections because AIChE doesn't control the finances of the Local Sections, and Local Section revenues and expenses are not reflected on the national organization's financial statements.

The IRS guidelines for which form to file depend on the group's gross receipts (total amount received from all sources, without subtracting any costs or expenses) for the tax year, as follows:

- 1) If gross receipts are less than \$50,000, the group must file Form 990-N. This is a simple electronic filing using an "e-postcard" which should only take a few minutes to complete.
- 2) For the 2010 tax year, if gross receipts are between \$50,000 and \$200,000, and total assets are less than \$500,000, the group may file Form 990 EZ.
- 3) If gross receipts or net assets exceed the limits in 2) above, the group must file Form 990.

Local Sections are also required to file a 990-T if their gross income from unrelated business (gross receipts minus cost of goods sold) is in excess of \$1,000.

- 1) Has your Local Section filed a federal tax return? Yes, _____ No
- 2) If yes, please submit a copy of the last filed return.

III. AIChE Local Section Treasurer's Report
For the Period January 01, 2010 - December 31, 2010

Local Section: _____

Revenue:

Dues	\$	
Interest/Dividend	\$	
Contributions	\$	
Dinner(s)	\$	
Other (<i>pls. specify</i>)		
a. _____	\$	
b. _____	\$	

Total Revenue	\$	
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Less

Expenses:

Speakers	\$	
Mailing - 1st Class	\$	
Printing	\$	
Travel	\$	
Meals	\$	
Other (<i>please specify</i>)		
a. _____	\$	
b. _____	\$	

Total Expenses	\$	
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Net Income/(Loss) as of 12/31/2010	\$	
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Balance Sheet

Assets: **Please add all accounts this section currently maintains*

Checking (<i>as of 12/31/2010</i>)	\$	
Savings (<i>as of 12/31/2010</i>)	\$	
Investment accounts	\$	

Total Assets	\$	
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Less

Liabilities:

Unpaid vendor invoice(s)	\$	
Outstanding checks from your account	\$	

Total Liabilities	\$	
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Net Asset Balance as of 12/31/2010	\$	
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Submitted by: _____

Date: _____