

MEMORANDUM

Date: January 2012

To: ASPRS Region Presidents

From: James R. Plasker
Executive Director

Subject: Region 2011 Financial Report Form
Report Due Date: **March 2, 2012**

The ASPRS Region Financial Report form for the year ending December 31, 2011 is enclosed

Financial Report

There are several changes to the financial report form based on the recent group tax exemption and other filing regulations approved by the Internal Revenue Service. The 2011 financial report form has been updated to reflect these reporting requirements.

We encourage you to use the attached Financial Report spreadsheet, if possible, and to allow the spreadsheet to prepare many of the calculations for you. We have requested your prior year report information in specified areas of the spreadsheet so that the balancing function at the bottom of the first page will double check the requested information.

Each year ASPRS headquarters must report to the Internal Revenue Service, by September 30, a list of the participating Region organizations that are eligible for the group tax-exempt status. If we do not receive a Region's financial report form from the prior year by September 1 of the following year, the Region will be removed from the group exempt list and will be responsible for all of its own corporate filings.

We urge you to contact Kathy Flaherty, CPA at KFlaherty@mcb-cpa.com if you have any questions while you are completing the 2011 Financial Report Form. The form is also posted on the ASPRS intranet web site (<http://intranet.asprs.org/>) if you need additional copies or information.

We look forward to receiving your 2011 Region Financial Report, preferably no later than **March 2, 2012.**