

Memorandum

To: Treasurers
CC: RVCs, LocSecs
From: David Peery, Director of Finance
Re: Annual Financial Reports – **DUE April 30, 2023**

This is a timely reminder for Local Groups to provide their financial activity through the Local Group Annual Financial Report. This critical information enables American Mensa to report properly to the IRS, so thank you for completing this form and sending it to us each year.

To comply with our auditors and with IRS requirements, the reporting period begins April 1 and ends on March 31. There are two important points regarding this form:

- **The deadline for completing and returning this form is April 30.**
- **If your Local Group files its own Form 990, or any version of it, the group is required to submit a copy to American Mensa each year.**

Additionally, a spreadsheet template is available that may help you in this process each year. The Local Group Financial Statement Template is available at us.mensa.org/forms and can be adapted for your group's financial reporting. Your groups can add revenue or expense line items to any of the categories, but the categories should remain unchanged. (*A sample spreadsheet – the Local Group Financial Statement SAMPLE Template – is available to guide and assist preparation, although you are not required to use this spreadsheet function.*) The interactive .pdf version is also found online at us.mensa.org/forms, titled Local Group Annual Financial Report.

Email your completed report to AshleeD@americanmensa.org or DavidP@americanmensa.org. Mailed forms can be sent to Director of Finance, American Mensa, 1315 Brookside Dr, Hurst, TX 76053.

National Treasurer Taz Criss created a video to answer any questions you might have and help you in filling out the form:

https://www.youtube.com/watch?v=1pLUJGZiQz8&list=PLOddcfC_Z_JvVVR_gJ-5ewASe_WvksXOW&index=5&t=647s.

She posted this video to YouTube and created others on Local Group accounting practices. The treasury videos can be found here:

https://www.youtube.com/playlist?list=PLOddcfC_Z_JvVVR_gJ-5ewASe_WvksXOW .

If you have questions about how to complete the Annual Financial Report, please contact Director of Finance David Peery (DavidP@americanmensa.org) or Ashlee Davis (AshleeD@americanmensa.org).

Please make sure you complete and file with our office by the April 30 deadline. Delays beyond the filing date could result in your Local Group funding being withheld.

Thank you!

Local Group Annual Financial Report

To comply with IRS and audit requirements, all Local Groups must submit an annual report of all cash balances owned/controlled by the group for the period ending March 31.

Please email responses to ashleed@americanmensa.org or davidp@americanmensa.org by April 30, 2020. You may mail them to American Mensa, 1315 Brookside Dr., Hurst, Texas 76053.

Group Name/Number: _____

Person completing this report

Name: _____ **Date:** _____

Officer position: _____

Phone: _____

Email Address: _____

1. Is your group incorporated in your state?
 YES NO

2. Does your group have a determination from the IRS for its own tax-exempt status (separate from American Mensa)?
 YES NO

b. If Yes, what category?
 501(c)3 501(c)4 Other _____

3. Is your group required to submit annual 990 tax reports to the IRS?
 YES NO

4. What is the fiscal year for your group?
 Jan. 1 – Dec. 31
 April 1 – March 31
 July 1 – June 30
 Oct. 1 – Sept. 30

5. Please list the statement balances for all Local Group accounts as of **March 31, 2023**.

General checking account _____

Savings account _____

Events account _____

Scholarship account _____

Investment account _____

Other account _____

(_____) _____

Assets listing _____

(_____) _____

TOTAL: _____

Local Group Annual Financial Report

6. Please include the following summary financial activity.

Consolidated accounts balance as of April 1, 2022 _____

Revenue and receipts April 1, 2022 to March 31, 2023

Dues and testing income from Mensa	_____
Events total income (RGs, etc.)	_____
Investment income	_____
Member contributions	_____
Other income	_____
Other income	_____
Total revenue & receipts	_____

Expenses and payments April 1, 2022 to March 31, 2023

Advertising, PR & marketing	_____
Awards	_____
Bank/credit card fees	_____
Events total expenses (RGs, etc.)	_____
Newsletter (incl. postage, printing, etc.)	_____
Supplies	_____
Testing	_____
Website	_____
Other	_____
Total expenses and payments	_____

Consolidated accounts balance as of March 31, 2023 _____
This total should match the total balance from Item 5, pg. 1