

✓ Reporting Checklist ✓  
For the GCSAA Chapter Affiliation Reporting Process

The following items must be completed in order for your chapter to maintain its affiliated status. The deadline to complete all yearly affiliation requirements is March 31.

Incorporation (state)

- Yes, our chapter's incorporation remains in good standing. We have submitted our annual filing fee to maintain this status within our state.

Tax-Exempt Status (federal)

- Yes, our chapter's tax-exempt status remains in good standing with the IRS. We do not anticipate losing this status.

Bylaws

- Yes, our chapter has amended its bylaws during the past year. An updated copy of the bylaws is enclosed.
- No, our chapter did not amend its bylaws during the past year.

Insurance

- Yes, our chapter currently has director and officer liability insurance AND general liability insurance through GCSAA's chapter insurance program.
- Yes, our chapter currently has director and officer liability insurance and general liability insurance coverage, but it is through a different provider. Enclosed are copies of our insurance certificates.

Financial Information

**The IRS requires all non-profit organizations to file a tax return. In the past, those entities with less than \$25,000 in gross annual revenue used to be exempt. That is no longer the case. Now, all associations with gross annual revenue totaling under \$50,000 are required to fill out the 990-N, e-postcard.**

**If your chapter's tax return will not be complete prior to the affiliation reporting deadline of March 31, please forward your 2020 year-end financial summary.**

- Yes, our chapter **has less than** \$50,000 in gross annual revenue. Enclosed is our financial summary. We will complete the appropriate forms with the IRS.
- Yes, our chapter **has more than** \$50,000 in gross annual revenue. Enclosed you will find either our completed 990 tax form, or if the tax forms are not complete, a copy of a year-end financial summary. Once the tax forms are complete, we will forward a copy to GCSAA.

Additional Information

- Enclosed is a copy of our chapter's annual report of association activities for the most recently completed fiscal year.

Please enclose a copy of your chapter's membership roster in Excel, if possible.

Please send this information to: GCSAA, Member/Chapter Services, 1421 Research Park Drive, Lawrence, KS 66049-3859 or fax to (785) 832-4433.