



FINANCE DEPARTMENT

MEMORANDUM

TO: Unit Officers
FROM: Nazar Scott, Compliance Officer
RE: 2014 Annual Financial Reports
DATE: December 5, 2014

It is that time of the year again and I wanted to reach out to you all regarding the Annual Report as well as the assessments. You all should be finalizing your end of the year records for the preparation of the 2014 Annual Financial Report. Please remember that your report has to be postmarked in the mail by March 1, 2015, if not a \$100 late filing fee will be assessed.

In addition to the basic income and expense information that you all will complete, there are some other items that I want to bring to your attention:

- 1) For any units completing Schedule C (individual or corporate donations greater than \$5,000) please be sure to include complete information for the donor, i.e., name address, and type of contribution.
- 2) For units that have employees, please include a separate page, along with the report, which lists me the employee's name, title, salary, and weekly hours worked. Please do not send copies of their form W-2.
- 3) The assessment, that is required to be paid, is the bigger of the fundraising assessment or the minimum assessment, but not both. If your unit has not paid its assessment by the time the report is filed, please include it when the report is mailed.
- 4) The normal fundraising assessment rate is 25% but units are allowed to pay the reduced rate of 15% if their total membership increased by 35% between January 1, 2014 and December 31, 2014.
- 5) The Annual Report must be signed by the President and Treasurer. Reports sent in without signatures will not be processed.
- 6) All units must list their tax identification number on page 1 of the report. If a unit does not know its tax identification number, please contact me or simply leave that line blank. Units are prohibited from using the tax identification number of the National NAACP. Any reports that contain National's tax identification number will not be processed.

If you have any questions or concerns regarding the form or the assessments, please contact me at (410) 580-5716 or nscott@naacpnet.org.