



MEMORANDUM

TO: Regional Group Treasurers

FROM: Administrative Director

SUBJECT: Regional Group Financial Report Forms

DATE: May 2, 2022

1. Section 13a (1) of Article XIV (Regional Groups) of the BVA National Bylaws, as amended, requires that regional groups submit annual financial statements to the BVA National Headquarters on forms provided within two months of the end of the fiscal year, which ends June 30, 2022.
2. Enclosed are two copies of the financial report form for FY22 (July 1, 2021 through June 30, 2022). Please fill out the forms, sign, and return one copy to the National Headquarters (Attn: Administrative Director). Please retain the other copy for your group files. Your group's FY22 financial report is due at the BVA National Headquarters by no later than August 30, 2022.
3. Beginning this year, we are requiring all regional groups to provide Headquarters with your bank name, address, routing number, and account number for direct deposit of your apportionment checks. Please provide the information on the attached form. Failure to provide this information will result in your group being charged a \$30.00 fee to process a paper check.
4. We request that all regional groups provide Headquarters with a copy of your group's 501(c)3 letter and/or a copy of your tax-exempt number. You may also list your tax-exempt number on the financial report form where indicated. Please remember to file your group's 990N or 990EZ forms with the IRS, and kindly provide Headquarters with a copy of the certificate.