**MEMORANDUM**

**TO: Regional Group Treasurers**

**FROM: Director of Member Relations**

**SUBJECT: Regional Group Finance Report**

**DATE: Annually**

**1. Regional groups are required to submit a finance report to BVA National Headquarters on the form provided within two months of the end of the fiscal year.**

**2. The reporting period is for July 1 through June 30 annually. Please complete the form online or manually fill, sign, and submit via email to** **membership@bva.org** **or postal mail to National Headquarters (Attn: Director of Member Relations). The report must be received no later than August 30. Please denote any bank account changes, include a copy of the regional group 501(c)3 letter and/or a copy of the tax-exempt number.**

**3. Regional groups are required to file a 990N or 990EZ form with the IRS, provide National Headquarters with a copy, and retain copies for their records.**