



## 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](mailto: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.