



MEMORANDUM

TO: Regional Group Treasurers

FROM: National Board of Directors

SUBJECT: Regional Group Finance Report

DATE: Annually

1. Regional groups are required to submit a finance report to BVA National Headquarters on the [web 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 by following this link: <https://bva.org/regional-groups/financial-report-form/>. The report must be received no later than August 30.
3. Regional groups are required to file a 990N or 990EZ form with the IRS, provide BVA National Headquarters with a copy, and retain copies for their records. IRS forms can be uploaded as part of the finance report, or emailed to: bva@bva.org.