



Rocky Mountain District
Required Annual Filings Information for Chapters
Last Revised – December 2016

Each chapter is required according to BHS Rules and Regulations, as well as the Rocky Mountain District Operations and Procedures Manual, to submit three documents each year to the District Secretary. As per the RMD Operations and Procedures Manual, these filings must be submitted BEFORE the District Secretary can issue a BMI/SESAC license for a chapter to do a show. This is why it is important not to wait until the last minute, and to stay on top of the deadlines. Likewise, submitting your BMI/SESAC application in a timely fashion is also highly recommended. If these required filings are submitted when they are due, getting a show license is smooth and expeditious!

The three “Required Financial Filings” are as follows:

1. Renewing your registration with the Secretary of State

Each year, on the anniversary of your chapter’s last filing, your annual (or periodic) report needs to be updated with the Secretary of State. This is an annual requirement in each state within Rocky Mountain District (RMD), except for Nebraska which is a biennial report. The chapter secretary needs to go onto the Secretary of State web site (for your respective state), and complete a brief form as to who the registered agent, and/or who the officers are for your chapter. The registered agent is the one who should receive legal notices on behalf of your chapter. This is required by state laws for all incorporated entities such as non-profit organizations; in our case your individual chapter of Barbershop Harmony Society (BHS). If you file online, the fee is minimal, and only takes a few minutes of your time. After you renew, you can e-mail (forward) a copy, save the file and scan/e-mail it, or make a copy and (snail) mail it to the District Secretary.

2. Annual Financial Review

Each year, two chapter officers (usually the Treasurer and one other officer), must compile and attest to a summation of your previous year financials. The BHS and RMD web sites offer the form that you should use (Annual Financial Review form). This form must be completed, signed and forwarded to the Rocky Mountain District Secretary. You can e-mail it, or mail it. It is a relatively brief form that takes only a few minutes to fill out and it should be completed as soon as possible after the first of the year. Most of the necessary information comes from your December bank statement. This document is due to the District Secretary by a February 28th deadline for the preceding year. The requirement is only this single-page form, and nothing more. It is NOT necessary to send a full Profit and Loss Statement and a Balance Sheet.

3. Filing of IRS Tax Return

On May 15th, the IRS form 990-N is due. For non-profits, it is a postcard (or an e-postcard) sized document that tells the IRS some basic financial information concerning your chapter about the preceding year. Typically, this task falls upon the treasurer, but can also be completed

by any other officer. If properly filled out, the IRS sends you a confirmation that your 990-N has "been accepted". Please forward this confirmation of acceptance from the IRS to the RMD Secretary to fulfill your reporting requirement to RMD and BHS.

Finally, you should enter your chapter's progress on eBiz under your chapter **Financial Filings** page.

Keep in mind, the District Secretary maintains these documents in files for the Barbershop Harmony Society. If BHS wants to see any of these documents, they will ask and receive them from the District Secretary. It is NOT necessary to send copies of these documents to BHS.

In addition to these three items, don't forget about your BMI/SESAC license. This license must be in place **before** you will be able to put on a legal show. In order to get your BMI/SESAC license, your three "Required Financial Filings" must be completed and submitted to the District Secretary according to RMD Policies and Procedures. It is important to note that your reporting requirements must be current through the date the (show license) application is received. If you are doing a show prior to the deadlines for the next year's reports, you are still okay if the previous year's reports are in place.

These required filings are simple and require very little time and effort. However, the ramifications for NOT doing these things can be drastic for your chapter. You could lose your tax-free (non-profit) status, your organization could be dissolved by your Secretary of State, your chapter's charter could be suspended or revoked by BHS, you could be in trouble with the IRS, and your officers/members could be personally liable for claims brought against your chapter. It is NOT worth the negative consequences!

One of the primary duties of the RMD Secretary is to help keep everyone out of hot water. Please feel free to contact him anytime.

Tony Pranaitis, Secretary

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Some other important web sites:

Barbershop Harmony Society web site: www.barbershop.org
eBiz (for entering your Chapter data): <https://ebiz.barbershop.org/ebusiness/>
Rocky Mountain District web site: www.rmdsing.org