

## Form 990-EZ Tax Questionnaire Help Section

### Fiscal Year July 1, 2022 – June 30, 2023

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**SUBMISSION:** Upon completion of the questionnaire, please save the Excel file and email it no later than Friday, September 1, 2023 to the tax department at: [alumtax@nd.edu](mailto:alumtax@nd.edu). If necessary, you may fax it to (574) 631-3138, Attn: Tax Department. For any questions or problem with submission, please call the Tax Department at (574) 631-7575.

**FISCAL YEAR:** As a reminder, the club's fiscal year for tax purposes is July 1, 2022 – June 30, 2023. Your club may still keep its books on a calendar year basis, but the IRS requires that we file your return on a fiscal year basis.

**FORM 990-EZ:** These are the instructions for the Form 990-EZ. You will file a Form 990-EZ if your club has annual gross receipts (revenue before expenses) less than \$200,000 AND assets less than \$500,000 for the year ending June 30, 2023. **If your club exceeds these thresholds, please contact the Tax Department.**

**CASH BASIS:** The Notre Dame clubs file on the cash basis. The purpose behind this is to make the reporting as simple as possible. There is no need to report accounts receivable or payable – you need only report revenue and expenses for funds that have been received into or paid from the club's accounts during the July 1, 2022-June 30, 2023 fiscal year. You should be able to complete substantially all information on the questionnaire by using the club's bank statements and checkbook register.

**Note:** Please note that if you complete the financial questionnaire by computer, the form will automatically calculate most totals and perform some checks to ensure that your return is in balance and is mathematically correct. If you print and complete the form manually, you will lose this automatic check.

### ASSETS AND LIABILITIES

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#### Beginning Balances

The club's beginning balances of any checking, savings, or investment accounts, CDs, bonds, or other securities should be obtained from the ending balances listed on the tax return filed by the club in the prior year. **If you submit a form with beginning balances different from last year's ending balances, please be prepared to explain the differences.**

Beginning balances should be those found on the statements provided by the club's financial institutions as of July 1, 2022. **Checkbook register balances should not be used.** Please be sure to reconcile any differences between the statements and the club's records.

**Important note:** Do not include the value of the club's scholarship endowment fund held by the University as part of the club's assets.

## Other Assets

If your club reported no other assets in the prior year, do not include anything on this line. If you believe the club holds an asset that could be categorized here, please contact us to verify. Very few clubs will hold any assets other than cash and investments. Football tickets that have been paid for but not used at the end of the fiscal year should be reported as an expense, not an asset.

## Other Liabilities

If your club reported no other liabilities in the prior year, do not include anything on this line. If you believe the club holds a liability that could be categorized here, please contact us to verify. Very few clubs will hold any other liabilities.

## Ending Balances

Ending balances should be those found on statements provided by the club's financial institutions as of June 30, 2023. Please be sure to reconcile any differences between the statements and the club's records. Ending balances should be determined by taking the total of beginning balances, adding all revenue received by the club during the fiscal year, and subtracting all expenses paid by the club.

The form will calculate the club's ending balance and compare it to the information you enter from your bank statements. If the numbers do not agree, please recheck before submitting. If you submit a form that does not balance, we will need to contact you to resolve the difference.

## Investment Gains or Losses

If your club holds investments that increased or decreased in value during the year, please show the change here. **This should not include stock dividends, which should be reported as Dividend/Interest Income on Line 16 of the questionnaire. This also should not include any gains on investments sold over the fiscal year, which are reported on Lines 17 and 18 of the questionnaire.**

## REVENUES

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### Contributions, Gifts, and Grants

Enter amounts received as voluntary contributions. Voluntary contributions are payments, or the part of any payment, for which the payer (donor) does not receive full retail value from the recipient (donee) organization. **This should not include income from fundraising or gaming events and activities such as ticket raffles, silent auctions, or any gaming events such as bingo games.** To report noncash contributions, use the market value as of the date of the contribution. **If any individual or organization donates more than \$5,000 to the club, please complete the "Charitable Contributions" section of the 990-EZ Questionnaire.**

## **Dues and Membership Assessments**

Enter membership dues and assessments which are not contributions. Dues and assessments that compare reasonably with membership benefits should be included here. (If dues exceed the retail value of benefits received, the excess may be included as contributions in line 14).

## **Dividend/Interest Income**

Enter the amount of interest/dividend income earned from bank accounts such as checking accounts, savings accounts, or CDs. This may also include dividend income from equity securities (stock). This should NOT include gains or losses from investments (whether due to a sale or otherwise), which are reported elsewhere on the questionnaire.

## **Realized Gains from Investments**

On Line 17, enter the GROSS amount received from sales of investments. This should not be reduced by your basis or any expenses from the sale, which are reported in Line 18.

## **Program Service Revenue**

Enter the total program service revenue received by the club – **please do not net the revenue with related expenses, as expenses will be reported separately on another line.** Program services are primarily those activities for which your local club was created, and are conducted to further the purpose of the club. Program services do not include gaming and fundraising activities such as raffles and auctions. Program services include activities such as football ticket sales, game bus trips, student send-offs, golf outings, communion breakfasts, family picnics, Universal Notre Dame Night, or any other activity that occurs on a regular basis.

## **Other Revenue**

Enter revenue from all other sources not included in Lines 14-27 on the questionnaire. Please include sales of club merchandise on Line 27, not as Other Revenue.

## **Gaming and Fundraising Events**

Enter the total revenue and related expenses from gaming and fundraising events including ticket raffles, silent auctions, and other gaming activities such as bingo games. Be sure to include the cost of football tickets that are raffled or auctioned in this section. **The IRS specifically defines raffles and bingo as gaming events, NOT fundraising events. If a fundraising event included a related raffle or bingo event, please include this as a separate event.**

**Do not** include special events such as Universal Notre Dame Night, Communion Breakfast, Club Luncheons/Dinner, Freshman Sendoff, etc., as these special fundraising activities have a dual purpose of furthering the club's exempt activities. The revenue from these events should be reported in the Program Service section. In addition, for consistency purposes, all clubs should report golf outings and football ticket sales as program services, not special fundraising events.

Line 37 is used to combine additional gaming or fundraising events if the club had more than two events throughout the fiscal year. **If there were more than two events in the fiscal year, please contact the Notre Dame Tax Department for additional lines to report these amounts.** This is to ensure proper reporting both on the 990-EZ and on Schedule G (if applicable).

**Note:** Clubs are required to include more detailed information for gaming and fundraising events if there is more than \$15,000 in total gross revenue generated by the events. Provide the information requested on the “Schedule G” tab if the sum of Lines 32, 35, and 37 on the questionnaire is greater than \$15,000.

Enter the expenses incurred in conducting the gaming and fundraising events above on lines 33, 36, and 38.

## **EXPENSES**

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### **Grants and Similar Amounts Paid**

Enter the amount of actual grants and similar amounts paid to individuals and organizations. Include scholarship, fellowship, and research grants to individuals. Please list the name and address of each individual or organization, and the amount given, as well as any relationship between any club member and the individual or organization receiving the grant.

Include payments by the club to the University for the Notre Dame Endowment Scholarship Fund or Center for Social Concerns Scholarship Fund (Summer Service Projects). Also include donations made to charitable organizations. Note that you are reporting club contributions to Notre Dame (a club disbursement), not Notre Dame Endowed Scholarships actually awarded to students (a Notre Dame disbursement).

If you need additional lines for grants, you may use the tab provided in the Excel file titled “Additional Grants” to enter them. The total from this tab will be updated on Line 45. If additional lines are needed even after using the “Additional Grants” tab, please contact the Notre Dame Tax Department for additional lines.

### **Miscellaneous Expenses, Club Fellowship Expenses, and Other Expenses**

List all expenses on their related lines. Any amounts paid as compensation to club members should be reported on Line 48 – Professional fees and other payments to contractors **unless** they are a board member, in which case their compensation should be reported on Line 47.

Please **do not** combine multiple expenses into one line. If additional lines are needed for other expenses you may use Lines 63 through 67 to describe and enter them. **If additional lines are still needed, use the “Additional Expenses” tab in the Excel file to enter them or contact the Notre Dame Tax Department if you still need more space.**

## **List of Officers, Directors, Trustees, and Key Employees**

List each person who was an Officer, Director, Trustee, or Key Employee at any time during the fiscal year. Please include the person's title. If one person held multiple titles, only list that person once and enter all of their titles next to their name. If necessary, email or fax an additional sheet to the Tax Department. Also indicate whether any Officers, Directors, Trustees, or Key Employees dedicated more than one hour per week to club activities as well as if any listed individual received compensation from the Club throughout the fiscal year.