

## **Form 990-EZ Tax Questionnaire Help Section**

### **Fiscal Year July 1, 2016 – June 30, 2017**

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**SUBMISSION:** Upon completion of the questionnaire, please save the Excel file and email it no later than Monday, August 21, 2017 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. Any questions or problem with submission, please call Blake McDaniel at (574) 631-2672.

**FISCAL YEAR:** As a reminder, the club's fiscal year for tax purposes is July 1, 2016 – June 30, 2017. 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) less than \$200,000 AND assets less than \$500,000 for the year ending June 30, 2017. **If your club exceeds these thresholds, please contact the Tax Department.**

**CASH BASIS:** The alumni clubs file on the cash basis, with very few exceptions. 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, 2016-June 30, 2017 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, 2016. **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 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, 2017. 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.

## **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.

## **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.

## **Membership Dues and 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 should be included as contributions in line 1).

## **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, which should be reported on Line 13 of the questionnaire as Investment Gains or Losses.

## **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 sole purpose of these special fundraising activities is to raise funds to finance the club's exempt activities. Do not include special events such as Universal Notre Dame Night, Communion Breakfast, Club Luncheons/Dinner, Freshman Sendoff, etc. The revenue and expenses 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.

**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 31 and 34 on the questionnaire is greater than \$15,000.

## **Gaming/Fundraising Direct Expenses**

Enter the expenses incurred in conducting the gaming and fundraising events above.

## **Other Revenue**

Enter revenue from all other sources not included in lines 14-35 on the questionnaire. Please include sales of club merchandise as Program Service Revenue, not as Other Revenue.

## **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. Please include the EIN (Employer Identification Number) of the organization receiving a 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).

### **Statement of Program Service Accomplishments #1, #2, #3**

List the club's top three alumni program services, based on total related expenses in the fiscal year. For each activity, enter: a) total expenses for that program, AND b) the portion of total expenses that represent grants or similar amounts paid to individuals or organizations (e.g. scholarship fund, summer service project, etc.)

Please note that program services are those activities (typically performed on an annual basis) that the organization was created to conduct and which form the basis of the club's tax exempt status. For example, Game Bus Trips, Football Ticket Sales, Universal Notre Dame Night, Communion Breakfast, Summer Service Projects, Hesburgh Lectures, Golf Outings, Contributions to the Notre Dame Scholarship Fund (ND Endowment), etc.

### **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 necessary, email or fax an additional sheet to the Tax Department.