



ANNA
American Nephrology
Nurses Association

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| Policy | 6.13 |
| Revised Policy | 9/15 |
| Revised Procedure | 8/21 |
| BOD Reviewed and Approved... | 8/23 |
| DEI Reviewed..... | 2023-24 |
| Substituted for | 2/20 |
| Original Date..... | 6/03 |

POLICY & PROCEDURE

CHAPTERS: FINANCIAL REPORTING

POLICY

Chapters must submit financial information as determined by the ANNA National Treasurer and Executive Director. The Calendar Year-end 1099 Report is due to the National Office by January 15. The Fiscal Year-end financial report is due to the National Office by April 15.

PROCEDURE

1. The National Office will notify Chapter Presidents and Chapter Treasurers when financial reports are due:
 - a. Calendar Year-end 1099 Report (for the period January 1 to December 31) – due January 15
 - (1) Will be available online by December 1, to be completed and returned by the due date.
 - (2) The Chapter Treasurer is required to submit:
 - (a) List of any chapter payments in excess of \$600 made to an individual for services rendered (usually honorariums or speaker's fees) during the period January 1 to December 31. It is not necessary to include reimbursement of expenses.
 - (b) ANNA, in turn, submits Form 1099 to the individuals.
 - b. Fiscal Year-end Report (for the period April 1 to March 31) – due April 15
 - (1) Will be available online by March 1, to be completed and returned by the due date.
 - (2) The Chapter Treasurer is required to submit the following information:
 - (a) Chapter Name and Number
 - (b) Chapter Treasurer's Name
 - (c) Chapter EIN Number
 - (d) Attestation that the chapter earned less than \$50,000 during the year
 - (e) Year-end Bank Balance
 - (f) Year-end Asset Balance
2. If the chapter's income was more than \$50,000 during the fiscal year, additional reporting will be required.

3. As required by the Federal Government, the National Office will issue IRS statements (Form 1099, "Earnings Statements") to individuals to whom chapters made payments in excess of \$600 per calendar year. Any chapter that has not submitted the Calendar Year-end 1099 Report before the deadline of January 15 will be responsible to issue IRS Form 1099 to individuals to whom the chapter made a payment in excess of \$600.
4. The Chapter Treasurer must submit the information required to the National Office per the established deadlines. In addition, the Chapter Treasurer is required to send a written copy of this information, via email, to all officers within their Chapter.
5. The National Office will coordinate tax filings for all chapters that submit their fiscal year-end financial reports by April 15.
6. The National Office will file the fiscal year-end reports and reports missing or incomplete to the ANNA Chapter Support Team (ACST). If the chapter does not provide the reports after notification by the ACST Team, the National Treasurer and Executive Director will be notified.
7. For delinquent chapters, the assigned ACST Leader will contact the Chapter Treasurer and Chapter President to facilitate completion of the reports.
8. Chapters not submitting fiscal year-end reports by April 30 will not meet recharter criteria for that year and will be placed on provisional status.
9. Chapters not meeting recharter criteria may still be required to file a report with the IRS.
10. Chapters must submit additional financial information as requested by the Executive Director or National Treasurer. Certified letters may be sent to the responsible chapter officers, by the ACST or the National Office, requesting the required reports.
11. Chapters will be notified by the National Treasurer or National Office of any changes in the financial reporting procedure.