



Blacks In Government ®

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PROCEDURES FOR SUBMITTING BIG ANNUAL FINANCIAL REPORTS

(Updated January 2024)

In accordance with Article V, Section 5 of the National Constitution of Blacks In Government and pursuant to Internal Revenue Service regulations, chapters and regions shall file periodic written reports as prescribed by the National Board of Directors. All reports shall be submitted to the National Office.

1. The initial letter requesting chapters and regional councils to submit their financial reports will be mailed no later than February 10th of each year. The request will include enclosures (forms to be completed) along with these instructions.
2. **Chapters and regional councils are to submit their respective financial reports no later than March 31, 2024**, to the National Assistant Treasurer at dhillco@comcast.net.

Regional Directors and Regional Council Presidents are encouraged to assist in the coordination of this process.

3. Chapters should also submit a copy of their financial reports to their respective Regional Council as soon as possible after submission to the National Office. This process will improve the monitoring of efforts to comply with the organization's financial reporting requirements.
4. For those chapters that have not submitted a report to the National Office by March 31, 2024, Regional Directors should work with the delinquent chapters in his/her respective region in an effort to ensure that the financial reports are submitted to the National Office. We suggest that the Regional Directors and Regional Council Presidents should maintain a listing of those chapters in their respective regions that are not in compliance. The Regional Directors should obtain the financial reports from the delinquent chapters in their respective regions and submit these to the National Office.
5. **After reports from all regional councils and chapters are received, the National Treasurer will proceed to complete the organization's annual 990 report and annual group report to the Internal Revenue Service.**

If there are any questions, please contact the National Assistant Treasurer, Mr. Duane Hill at dhillco@comcast.net

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