


MEMORANDUM

May 14, 2014

To: All High School Principals
All Booster Club Treasurers

From: Tonya Little 

Subject: **REMINDER** - IRS Form 990/990EZ/990N

Several Booster Club treasurers have contacted me over the past year when they realized that an IRS Form 990/990EZ/990N had not been completed and sent to the IRS as required for the past year, and in some instances for years. This creates a lot of work and headache for the existing treasurer because a Form 990/990EZ must be completed for each missed year and a letter must be written to the IRS to request that the large penalties imposed be waived. The Form 990/990EZ/990N is simply an informational return that the IRS requires to determine that the tax-exempt organization is operating in the tax-exempt manner as indicated when they filed for exempt status with the IRS.

A Form 990-N, 990EZ or 990 must be completed within 5 months of the end of the Booster Club's fiscal year. The 990-N must be completed if gross receipts are normally less than \$50,000. If gross receipts normally exceed \$50,000, or \$200,000, the 990EZ or 990 must be filed, respectively. **These forms are NOT optional and must be completed or a penalty will be assessed and you could lose your exempt status. The IRS form 990N must be completed online at the website <http://epostcard.form990.org>. You must print a copy of the 990N for your records and provide a copy to your principal and Tonya Little, Controller, Klein ISD, 7200 Spring-Cypress Road, Klein, TX 77379.** An organization's gross receipts are considered normally to be \$50,000 or less if gross receipts for the immediately preceding 3 tax years (including the year for which the return would be filed) averaged \$50,000 or less. Gross receipts are all monies collected/deposited by the Booster Club, not profit.

If you do not receive the IRS Form 990 package, you still need to complete a Form 990N, Form 990 or 990EZ. The form and instructions can be obtained by going to www.irs.gov/formspubs/. **The IRS will impose a financial penalty if you fail to complete a Form 990, 990EZ or 990N.**

It is important that you make next year's incoming officers aware of this requirement. I highly recommend that each principal request a copy of the Booster Club's Form 990/990EZ/990N each year for their records and as a reminder to the Booster Club treasurer. If you have any questions, give me a call at 832-249-4655.

Thank you.

Cc:	Dr. Jan Marek	Ms. Mindy Spurlock	Ms. Lisa Robinson
	Mr. Thomas Petrek	Ms. Kelly Schumacher	Ms. Yolanda Watson
	Ms. Judy Rimato	Mr. Ron Webster	Ms. Stephanie Hodgins
	Ms. Cathy Arellano	Mr. Tom Wendt	