INSTRUCTIONS FOR PREPARING BIG ANNUAL FINANCIAL REPORT
(Updated January 2020)

GENERAL INSTRUCTIONS

Verify that the name of your Chapter/Regional Council and EIN (employer identification number) are entered on each page of the documents as indicated. Also, obtain the appropriate signatures as identified on the documents and as indicated in these instructions.

BIG Form 990-1: REQUIRED AUTHORIZATION FOR IRS GROUP RETURN

The authorized signature on this form allows BIG National to include or exclude your chapter or regional council from the Group Report that is submitted annually to the Internal Revenue Service. It is recommended that chapters and regional councils complete the “include” section. Chapters and regional councils that have their own 501(c)(3) status may complete the “exclude” portion of the form.

BIG Form 990-2: CERTIFICATION

The Chapter President and Treasurer (chapter report) or Regional Council President and Treasurer (council report) must sign this document. The signatures certify that the information on the chapter/regional council financial report is accurate.

BIG Form 990-3: FINANCIAL ACTIVITY – CHAPTER OR REGIONAL COUNCIL

BIG Form 990-4: FINANCIAL INSTITUTION INFORMATION SHEET

Complete this document for all financial institutions that your chapter or regional council has accounts. Required information is self-explanatory.

REVENUES:

CONTRIBUTIONS RECEIVED
These are contributions received from individuals, organizations, and corporations. List contributions by date, name of donor, amount and whether restricted or unrestricted. For restricted funds, state how the funds are to be used.

GIFTS RECEIVED
Gifts such as money, property and other assets (at market value) bequeathed or donated to the chapter or regional council.

GRANTS RECEIVED
Grants received from foundations, government agencies or other non-profit organizations.

NTI REVENUE PROCEEDS RECEIVED

One of America’s Most Influential Organizations
“Thank You For Thinking BIG”
BIG 990 Instructions 990-7
Funds, if any, received from NTI revenue sharing during calendar year 2019.

**PROGRAMS CONDUCTED**
Revenues received from chapter/regional council programs, i.e. Oratorical Contest, Computer Competition, Training Conferences/Seminars, Fundraising Activities and all other activities that are not placed under the other categories.

**MEMBERSHIP DUES RECEIVED**
Funds received from members for their chapter, regional and national dues. Any other membership assessment would fall under this category.

**INVESTMENT INCOME (BANK INTEREST AND OTHERS)**
Interest, dividends, capital gain income from bank accounts, mutual funds, money market, certificate of deposit, and other invested funds.

**TOTAL REVENUES**: Self-explanatory

**EXPENSES**

**COST INCURRED UPON RECEIPT OF GIFT**
All cost associated with the receipt of the gifts identified under #2 “Revenues,” i.e. court fees, attorney fees, taxes, administrative expenses, etc.

**COST TO ADMINISTER GRANTS RECEIVED**
All costs associated with the administration of the grants received under #3 “Revenues,” i.e. salaries paid to grant administrators, overhead cost, supplies etc.

**COSTS TO PERFORM PROGRAMS**
This category is where the majority of the chapter/regional council expenditures are classified, i.e. training/seminar, Oratorical Contest, fundraising activities expenses, etc.

**MEMBERSHIP DUES REMITTED TO NATIONAL**
Chapters Only: Include membership dues paid to BIG National for active chapter members.

**MEMBERSHIP DUES REMITTED TO REGIONAL COUNCIL**
Chapters Only: Include membership dues paid to Regional Council for active chapter members.

**INVESTMENT (INCLUDING BANK) FEES AND CHARGES**
All fees/charges assessed for bank accounts, investment funds that are paid by the chapter/regional council, i.e. monthly bank service charges, commissions paid to brokerage firms, other administrative costs related to investments.

**GRANTS PAID TO CHAPTERS/MEMBERS**
Include scholarships, profit sharing and any other disbursement to chapters or members to promote the objectives of BIG, i.e. educational enhancement, legal assistance, sharing revenue from training conferences, community projects, etc.

**BENEFITS PAID TO OR FOR MEMBERS**
In this category, chapters/regional councils may include membership dues paid on behalf of a member to join other organizations, cash awards, etc.

**SALARIES, COMPENSATION, AND EMPLOYEE BENEFITS**
Salaries, other compensation and fringe benefits paid to employees of the chapter/regional council. Do not confuse with the salaries and fringes paid under #2 “Cost to Administer Grants Received”. No chapter/regional council in BIG has employees.

**SCHOLARSHIPS**
Scholarships awarded to attend school. Identify total amount of monies awarded.

**CHARITABLE CONTRIBUTION AND DONATIONS**
Donations to qualified organizations (i.e. religious organizations, most nonprofit 501(c)(3) organizations, educational organizations, etc.

**PROFESSIONALS AND INDEPENDENT CONTRACTORS**
Inclusive of expenditures paid to professional and other independent contractors (ICs) for services provided to the chapter/regional council. Professionals and ICs include but are not limited to attorneys, speakers, and presenters. The majority of the costs spent for professionals and ICs will fall under #3 “Costs to Perform Programs”.

**OCCUPANCY, RENT, UTILITIES AND MAINTENANCE**
Normal business expenses for the chapter/regional council may occur, i.e. monthly rental/lease payments for meeting or office space, utilities and other overhead associated with this area. Do not include expenditures for occupancy, rent, utilities, etc. associated with programs. All programmatic cost is identified under #3 “Costs to Perform Programs”.

**PRINTING, PUBLICATIONS, POSTAGE AND SHIPPING**
All non-programmatic administrative expenditures, i.e. postage to mail letters to members about membership renewal, newsletters printing and postage, etc. should be included. Expenditures directly related to specific programs will be charged against #3 “Costs to Perform Programs”.

**TOTAL EXPENSES: Self-explanatory**

**EXCESS (DEFICIT) FOR THE YEAR**
This is simply the “Total Revenues” minus the “Total Expenses.” If revenues exceed the expenses, the chapter/regional council has an operating surplus (Excess). The deficit is just the opposite.

**BANK (FINANCIAL INSTITUTION) ACCOUNT (S) BALANCE (S)**
Account balances for all accounts (banks, credit union, etc.) excluding investment funds as of 12/31/19. Provide Account number, account balance, type of account, routing number, name of financial institution, and mailing address for each account on BIG Form 990-4.

**LAND AND BUILDINGS**
Provide the cost of the land owned by the chapter/regional council. Provide the cost of the building(s) owned by the chapter/regional council.

**OTHER ASSETS (ATTACH LIST DESCRIBING)**
Provide a list indicating the account balances as of 12/31/19 for mutual funds, certificate of deposits, money market funds, and other investment income. Also, provide a listing of equipment and machines owned by the chapter/regional council, i.e. computers, printers, copiers, word processors, file cabinets, etc.

**TOTAL LIABILITIES (MONEY OWED – ATTACH LIST)**
Provide a list indicating all creditors and amounts owed as of 12/31/19.