

Sample letter Region Presidents will receive requesting information for WASA's report to the IRS.

May

Dear :

Several years ago, WASA arranged with the IRS for group exemptions under classification 501-c(6) for all WASA regions. This arrangement allows WASA to file one report for the state and eliminates the necessity for each region to complete the rather onerous 25-page report.

In order for WASA to fulfill the IRS obligations under this arrangement, the WASA office must receive the following no later than **June 15, 2015**

1. Any changes in the regional constitution, bylaws, or other governance instrument that have occurred or been adopted by your region during the 2009-10 school year.
2. A closing statement of your budget and financial report showing the ending balance for the year—if your region does not have a budget and bank account, we need a statement to that effect from the region president. If there has been any activity, revenue or expenses, we need to have an **itemized** report showing this. When reporting revenue, please break out the revenue for dues, meals, and professional development activities. The statement period should be from **July 1, 2014, to June 30, 2015**.
3. A **list of current region members**. This is necessary since many regions have non-WASA members as regional members and they must be on file in the WASA office.

I realize that this request comes at a busy time, but I can assure you it is far less burdensome than completing the individual report to the IRS. The June 30, 2009, **ending balance for Region ### was \$6,275.93.**

If you have any questions, please contact me at the WASA office.

Thanks for your assistance.

Sincerely,

Evelyn M. Johnson  
Accountant