

MEMORANDUM

TO: Patrol Representatives and Treasurers in Rocky Mountain Division

FROM: Scott Tucker, RMD Treasurer

SUBJECT: Individual Patrol Annual Financial Reports

DATE: May 25, 2010

The tax exempt section of the IRS performed a three day general audit of Rocky Mountain Division financial records for the period July 1, 1998 to June 30, 1999 in May 2001. As a part of RMD's financial reporting to the IRS the financial statements from all patrols in the RMD are consolidated and included in the financial report. The main concern the IRS expressed was the inconsistent reporting of the individual patrols. The RMD's and individual patrol's federal tax exempt status depends on accurate and consistent reporting. The IRS can levy fines for inaccurate financial reporting.

I ask that all Patrol Representatives and Treasurers ensure that your annual financial reports to RMD are completed accurately and completely. Please use the format set forth in the attached example. The IRS indicated that this format would provide the required information. I have this form in Word format and can e-mail it to those that request it.

Most patrols already use this format so to many it will be nothing new, and it is similar to the example in the NSP Procedures Manual. Patrol Representatives and Treasurers change regularly so we will just have to keep reminding folks each year of this requirement so we can stay in conformance with IRS requirements.

The reporting period for the report currently at issue is July 1, 2009 through June 30, 2010. Please submit your report by August 1, 2010. This will give us time to consolidate the information and prepare the RMD IRS report which is due by November 15, 2010. We must file by November 15 or we are subject to penalty for late filing so it is important to submit the reports on time. You can mail your report to me at, Scott Tucker, 27866 Meadowlark Dr., Golden, CO 80401-8327; e-mail it to me at scottshirleen@yahoo.com; or fax it to 303-526-0431 (call before you fax so I know it's a fax coming). If you have any questions please do not hesitate to call me at 303-526-0431 (H) or 303-618-0905 (C).

Your cooperation is greatly appreciated.