

Neighborhood Association Annual Fitness and Reimbursement Report

Submit by email to tom@npnscommunity.org

Neighborhood Association:

Treasurer Name/email:

Communications

Name/email- Bd member responsible for communications

WEB/EMAIL

Last date Neigh Assoc website updated?

Name of the Domain Registrar ?

Registrar Account User Name/Password*

Name of Internet Service Provider (ISP) Web Hosting

User Name/Password*

Name of Internet Service Provider (ISP) Email Hosting

User Name and Password*

Does Neigh Assoc have an active list serve/email list?

Yes
No

Name of Email-list provider

User Name/Password*

Current number of email addresses on this list?

PRINT

Does the Neigh. Assoc. distribute a newsletter?

Yes
No

How often/How many?

City of Portland Reporting

MINUTES

Have the mtg minutes for the year been filed with NPNS?

Yes
No

Name/email - Bd member that emails minutes to NPNS

ROSTER

Is the current roster on file at NPNS?

Yes
No

Name/email - Responsibility for quarterly roster updates

BYLAWS

Are current bylaws on file at NPNS?

Yes
No

Date of last board review of bylaws?

Banking

Bank where Neigh Assoc checking funds are held?

Bank where Neigh Assoc saving funds are held?

Neigh Assoc funds at the beginning of the fiscal year?

Checking:	Savings:
\$ <input type="text"/>	\$ <input type="text"/>

Neigh Assoc funds at the end of the fiscal year?

\$ <input type="text"/>	\$ <input type="text"/>
-------------------------	-------------------------

Do bank signature cards reflect the current officers?

Yes
No

FISCAL POLICY

How often are financial reports presented to the board?

Do the bylaws require an annual audit/review?

Yes
No

TAX REPORTING

What is the EIN/TIN number assigned to the Neigh Assoc? *

STATE

Date last Department of Justice CT12 Form filed? **

Date Sect. of State Annual Incorporation Renewal filed ?**

FEDERAL

Is Neigh Assoc annual income \$5,000 or less? ***

Yes
No

od has 501 (C) (3) tax status, date last Federal 990 Form filed? ***

***All Neigh Assoc are Incorporated. An annual renewal must be filed with the Oregon Secretary of State on the annual anniversary date of the initial corporate filing and must file a CT12 form with the Oregon Department of Justice 5 1/2 months after the close of the fiscal year. Contact NPNS for assistance.*

NPNS Fund Reimbursement Request

Use NPNS Communication Reimbursement Template and attach copies of receipts for funds to be reimbursed

Option 1: Attach invoice & copies of receipts as pdf documents to an email with this completed form

Option 2: Email this completed form and separately mail invoice & copies of receipts to 2209 N. Schofield, Portland, OR 97217

NPNS Communication Reimbursement Form Attached

Yes
No

Backing documents (copy of receipts) prepared

Yes
No

Date Request Submitted

Amount requested

\$

Please Note:

** Accounts, User Names, Passwords, & EIN Numbers will be kept securely and will allow NPNS to serve as a back-up for this information in the case of board turn-over, etc. This service was requested by the North Portland Chairs*

