

*2015 Neighborhood Association End of Year Communication Fund Reimbursement Survey*

**Due June 1, 2015**

**Submitted with Invoice & Backing Documents**

<http://npnscommunity.org/wp-content/uploads/2012/09/pdf-4-Invoice-Template-Communication-Expenses-Template.pdf>

**NEIGHBORHOOD ASSOCIATION:**

**COMMUNICATIONS**

Communications Contact & Email address:

Date of Most Recent Website Update:

Domain Registrar:

Web Hosting ISP:

Web User Name/Password:

Provider of NA List Serve:

List Serve Provider Name/Password:

Current # on List Serve:

Electronic Neighborhood Newsletter Frequency:

Printed Neighborhood Newsletter Frequency:

**MINUTES/ROSTER/BYLAWS**

Have all Minutes Thru May 2015 been filed with NPNS?

Name & Email Person Responsible for Emailing Minutes:

Is Current Roster on file with NPNS?

Name & Email Person Responsible for Emailing Rosters:

Are Current Bylaws on file with NPNS?

Date of Most Recent Bylaws Review:

**BANKING**

Treasurer & Email address:

Bank for Checking/Savings Account?

Employer Identification Number Associated with Banking?

Funds on July 1, 2014:

Funds on June 1, 2015:

Do Bank Cards Reflect Current Officers?

How often Are Financial Reports Presented to the Board?

**REPORTING**

Date of Last Secretary of State Incorporation Filing:

Date of Last Department of Justice CT12 Filing:

Date of Last Federal 990 Filing:

*All information is held by NPNS and is confidential*