



Center for Nonprofit Excellence

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Common Reporting Errors on Form 990

The July 2011 issue of the Journal of Accountancy, page 78, gives a brief summary of the most mistakes organizations have been making with the redesigned Form 990. In addition to failing to file Schedule O, "Supplemental Information to Form 990 or 990-EZ" and failure to complete lobbying details when a section 501(h) election has been made, check out these common errors:

1. Identifying the president as both an officer and a key employee (Part VII, Section A);
2. Reporting only salaries as compensation expense (Part IX, Line 5);
3. Improperly reporting compensation reported in a prior Form 990 (Schedule J, Part II);
4. Failing to include the annual actuarial increase of defined benefit plans (Part VII and Schedule J);
5. Reporting only unrestricted income;
6. Reporting support payments to a related organization as "other expense";
7. Misidentifying the proper interested person (Schedule L, Part IV); and
8. Showing details of related transactions with a section 501(c)(3) parent organization (Schedule R Part V).

Please check with a tax advisor if any of these points are possible concerns.

Sincerely,
Dave Somers

Executive Director of Center for Nonprofit Excellence

[August 24: Vanishing of the Bees](#)
[August 26: AFP Summit on Philanthropy](#)
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[Member of the Month](#)

[Disabilities Services of Colorado](#)

Mission:

To provide exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.

[New Member of the Month](#)

[Colorado Springs Osteopathic Foundation](#)

Mission: To improve the health and well-being of our community consistent with our Osteopathic heritage

The Association of Fundraising Professionals (AFP) Southern Colorado Chapter invites you to join them at the **5th Annual Summit on Philanthropy** on Friday, August 26 at the Penrose House in Colorado Springs from 8:30am to 3:30pm. The Summit is the largest gathering of fundraising professionals in Southern Colorado each year and is an opportunity to educate, challenge and encourage ourselves to better create sustainable funding for our nonprofit community.

This year AFP is proud to feature renowned author, researcher and mentor, Penelope Burk. Penelope Burk is celebrated for introducing the concept of Donor-Centered Fundraising, which has transformed the way nonprofit organizations communicate with donors. Penelope will discuss topics such as: how the recession has motivated donors, which fundraising methods work best, donor-centered fundraising and more.

Registration for AFP members is \$85, nonmembers \$115; prices increase \$30 for registrations received after July 29.

For more information or to register, please visit: www.afpsoco.org or call 719.313.0167

Partners in Philanthropy

The 12th annual Partners in Philanthropy awards will be presented by the Pikes Peak Funders Forum, Pikes Peak Community Foundation, Pikes Peak United Way and the Center for Nonprofit Excellence.

Speaker: Sheila Leddy, The Fledgling Fund

Where: The Broadmoor

When: Wednesday, October 5, 2011

Cost: \$65/person, registration deadline is September 26th

To register please contact danielle@cncoloradosprings.org or call 719-575-4341.

*Sponsorships are still available



Three Ways to Develop a Stronger Board Chair-Executive Director Relationship

Nonprofit organizations share governance and leadership between a Board of Directors and a professional Executive Director. Though the roles of each may shift over time based on many factors (such as number of staff), the Board's ongoing role is to make policy, while the Executive Director carries out those policies.

Click [here](#) to read more.

CFO Connections

Topic: Silver Key Senior Services

Speaker: Barb Brubaker

When: Thursday, August 18, 2011

Time: 7:30-9:00 AM

Where: Silver Key Senior Services, 2250 Bott Avenue, Colorado Springs

Please RSVP to danielle@cncoloradosprings.org

The Vanishing of the Bees

What: FREE film screening

When: August 24, 5 p.m. Bee Happy Hour followed by 6 p.m. showing

Where: Stargazer Theatre

This documentary examines the alarming disappearance of honeybees and the greater meaning it holds about the relationship between mankind and the earth. This film screening will be accompanied by an art exhibit, expert panel discussion, and Beehive Honey Wheat beer.

Click [here](#) for details.

Development Networking

Topic: Building a Donor List from Scratch

Speaker: Amy Rodda

When: Thursday, September 1, 2011

Time: 8:00-9:00 AM

Where: PPUW/CNE, 518 N Nevada Ave, Colorado Springs

Please RSVP to danielle@cncoloradosprings.org

HR Networking

Topic: Best practices for performance appraisals

Speaker: Steve Carlson, Integrated Advising Services, LLC

When: Wednesday, September 7, 2011

Time: 8:00-9:00 AM

Where: PPUW/CNE, 518 N Nevada Ave, Colorado Springs

Please RSVP to danielle@cncoloradosprings.org

BKD webinar series

Tax Treatment & Rules for Fringe Benefits

Date: Thursday, August 18, 2011

Time: 10:00 - 11:00 a.m. Central time

The IRS has identified fringe benefits as the most common area for intermediate sanctions on exempt organizations, due largely to inadequate documentation. This complimentary webinar will review tax treatment of common employee benefits. It also will include information on rules for accountable plans, personal cell phone use, educational assistance plans and more.

Learning Objectives

Upon completion of this course, participants will be able to:

- Gain an understanding of accountable plan rules, personal use of cell phones, educational assistance plans and other commonly offered benefits
- Understand the potential automatic excess benefit treatment by the IRS for certain benefits not reported properly by exempt organizations

Questions? Contact Heath Alloway at 800.472.2745 or halloway@bkd.com.

To register, click [here](#).

Kids on Bikes Festival

The Kids on Bikes Festival is the premier family bike event in Colorado Springs, and this year we've been selected as one of the events to help jumpstart the USA Pro Cycling Challenge. It all happens at America the Beautiful Park on August 21st from 11:00 a.m. to 4:00 p.m. There will tons of fun activities going on throughout the day for all ages including: live music, bike decorating, a kid's bike safety rodeo, bike art projects, bmx demos, carnival games, crazy bike races, bounce houses, face painting, and more! The Kids Bike Parade will start at 1:00 pm with various distance bike rides starting at 1:30 pm along the trail system. Cost for the ride is \$15 an individual or \$50 for the entire family.

For more information, click [here](#).

Colorado Planned Giving Roundtable

Discovering the Secret Giver: Research-based Marketing Strategies for Planned Giving

Presented by: Jeremy Stelter, Marketing Consultant - The Stelter Company

When Tuesday, August 23, 2011-Presented webinar style in Colorado Springs - no driving to Denver necessary to attend

TIME 11:30am check in and networking / 11:40am - 1:00pm presentation

COST

Free to CPGR members!!

There is a \$15 registration fee for non-members attending in Colorado Springs

Click here to [register](#).

Standards for Excellence

Where does your organization need to improve? Through eight principles and 55 standards of operation, Standards for Excellence helps you establish a framework within which you are able to improve your organization's effectiveness, develop staff, and promote public confidence.

August 31 we will host an introduction to the Standards for Excellence. This session is ideal for anyone who wants a broad overview of the concepts or who is considering the full clinic series. Attendees will receive a checklist to assess their organizational effectiveness in a number of key areas. The full clinic series begins on September 28 and meets for four, four-hour sessions.

Come and learn how this program works!

Introduction to the Standards for Excellence

Date: Wednesday, August 31, 2011

Time: 8:30 a.m. - 11:30 a.m.

Where: Pikes Peak United Way, Community Room
518 North Nevada Avenue, COS 80903

To register please contact the CNE office at 719-575-4341 or info@cnecoloradosprings.org.

Community 9/11 Commemoration

Colorado Springs played a critical role during the attacks 10 years ago on Sept. 11, and the community is invited to a special commemoration at 7 a.m. on Sept. 11, 2011 at America the Beautiful Park. Visit www.cosremembers911.org for details.

Hiring and Pre-employment Screening

BBB of Southern Colorado's Workers' Compensation Safety Seminar

Speaker: Eric Hall- Rothgerber, Johnson & Lyons LLP

Date: Wednesday, August 31st, 2011

Time: 7:30 a.m. (check-in). Seminar 8:00 a.m. - 10:00 a.m.

To qualify for a potential dividend, all members must attend at least one safety seminar per year.

RSVP: www.blacktie-colorado.com/rsvp and enter event code: BBB831

Contact person: Kelly Clark at 719-636-5076 ext. 128 or kellyc@bbbsc.org

*Continental breakfast will be provided

Developing Your Message: The Case for Support

Date: Wednesday, September 14, 2011

Time: 9:00 am - 12:00 pm

Where: YMCA, 207 N Nevada Avenue

Cost:\$45 members, \$75 nonmembers

The focus of this session will be:

- Overview of the case for support
- Developing your message
- Putting it together / tailoring your message
- Different ways to use your case statement



Effective Grantwriting

Date: Wednesday, September 14, 2011

Time: 1:30 pm - 4:30 pm

Where: YMCA, 207 N Nevada Avenue

Cost: \$45 members, \$75 nonmembers

The focus of this session will be:

- Articulating your case for support
- Nuts and bolts of successful grant writing
- General tips for writing successful proposals
- Common mistakes (and how to avoid them!)
- Identifying appropriate grant sources

Click here to [register](#).

Nominations Open for Rotary's Joe Henjum Award

The Downtown Rotary Club welcomes nominations from Pikes Peak area nonprofits for an "unsung hero," someone who has been volunteering for years but hasn't received the recognition he or she deserves. The Joe Henjum award gives the winner a chance to donate \$1,000 to the charity of his or her choice. Complete details and a nomination form may be found at <http://www.coloradospringsrotary.org/JoeHenjumAward.cfm>. Nominations are open until Sept. 15.

2012 Nonprofit Directory

The Pikes Peak Regional Nonprofit Directory is published annually as a joint project of the Center for Nonprofit Excellence and the Colorado Springs Business Journal, and last year's directory contained about 600 listings. Last year's directory can be found online at our [website](#).

Click [here](#) to register your organization.

***Submission deadline is October 31st; please only one submission per organization.**

Free Ink to Nonprofits

HP Color Laserjet series 4500-4550 toner cartridges-
Magenta #C4193A
Black #C4191A
Fuser Kit 110v #C4197A

Please call and ask for Gary or Cristy 591-7777. They will want to call first to make sure someone is in the office. We will give address and directions at that time.

The Center for Nonprofit Excellence

strengthens Southern Colorado's nonprofit sector through leadership and resource development, advocacy and collaboration.

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