



NEW! 14 Form 990 Webinars! June 2020 and forward . . .

Descriptions Follow (to register: (1) use MY partner link with CPA Crossings, available through my website's events listings OR via CPA Crossings' master list of these webinars' dates accessible at: <https://bit.ly/2VLCECu>; or (2) members of CPA societies who partner with CPA Crossings may register through their society)

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Understanding the Form 990 and its Preparation Prerequisites

Course Code: EB1UFPP2 (**Session 1 in Form 990 Foundational Series**)

Program Level: Overview

Description: Don't drown in the Form 990's force-field! 80% of the inputs and definitions used in the form are extraneous to the statutes and Regulations that apply to the exempt sector. This course provides an easy introduction to the entirety of key definitions that preparers need embrace from the moment they first approach preparing a 990.

Packed with practical tips and perspectives on data gathering, this class is a "must" gateway for beginning (and even more experienced) preparers. This webinar will vault preparers past all the initially confounding problems of the Form 990, providing an easy approach (and background info) to the critical nuances the form uses.

Program Content: The major topics that will be covered in this class include...

- Overview of the Form 990's design and goals in play upon the Core Form and tack-on Schedules
- Address of the definition's key factors that make a third-party organization a "related organization"
- Exploring the definitions of parties who are to be disclosed as managers at Part VII-A (i.e., as a TDOKE -- a Trustee/Director (TD)/Officer (O)/Key Employee (KE) -- or as a High 5) and understanding what is the definition and measure of "reportable compensation"
- Working with the definitions of "family member" and "independence" as same are used in Parts VI and Schedule L
- Applying the definition of "business relationship" as same is used in Part VI
- Sequencing of the form's preparation tasks and who to go to for information
- Working with the Board of Directors to have them understand what the completed Form 990 conveys to the public/regulators

Learning Objectives:

- Appreciate the public relations and regulatory impact of the 12-page Core Form and the most-common substantive-topic Schedules
- Identify the circumstances "triggering" each of the 15 substantive-topic Schedules
- Identify and master the six key Glossary Terms which all 990 preparers must be able to apply
- Distinguish the impact on Board members' "independence" resulting from Schedule L reporting
- Discern the various parties who will need provide the data necessary to complete the 990's widely disparate arenas of inquiry
- Recognize the value of, and discern approaches appropriate to, public relation sensitive disclosures and presenting the completed form to a filer's Board

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: Some familiarity with the nonprofit sector helpful, but not necessary.

Reporting Managers & Their Compensation: Form 990

Part VII-A

Course Code: EB2RMTC2 (Session 2a in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description:

Identifying the "right" people who fit Trustee/Director, Officer, or Key Employee status (the key pool of "managers" the IRS disclosures, a/k/a "TDOKEs"), is essential to appropriate Form 990 reporting. Indeed, Part VII-A is the first Part of the 990's three-legged stool of high-interest, non-financial statement disclosures. The materials and the author/instructor's practical perspective readily guide preparers through the minefield of understanding of who is a current TDOKE (or a "High 5") as well as when non-current (i.e., "former") status applies.

Clear examples illustrate compensation testing for KEs, High 5s, and formers and illuminate the challenges fiscal year organizations face in their vetting which need dial back to the calendar year as to the basis of these individuals' compensation reporting.

Program Content:

- Definitions behind the three classes of legally or quasi-legally in-charge managers who are required to be disclosed as current managers relative to each Form 990's tax year
- Identifying what makes someone a "High 5"
- Drilling into the "reportable compensation" thresholds by which employees fall into consideration as either current Key Employees or High 5s, as well as former TDOKEs
- Explanation of the two "buckets" of disclosable compensation required to be reported as having been provided to all current and former managers (and High 5s) who are required to be disclosed on Part VII-A
- The two "\$10,000" exceptions on Part VII-A: voiding need to disclose a related organizations' reporting (based on amounts) of "reportable compensation"; and voiding non-mandatory "other compensation" by type

Learning Objectives:

- Readily identify the three classes of legally or quasi-legally in-charge managers who are required to be disclosed on the filing for the tax year being reported upon
- Recognize the "reportable compensation" thresholds by which employees fall into consideration as either Key Employees or High 5s (as well as "former" TDOKEs)
- Distinguish the mandatory three versus all the other nontaxable remunerative benefits that are reported as "other compensation" paid or incurred to current and former TDOKEs and High 5s
- Apply the \$10,000 'per type' reporting exception for certain items of "other compensation" and understand the exception is not in place for Schedule J

Who should attend: Public accounting tax and audit staff, nonprofit organization's Treasurers, CFOs, and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None, although helpful to have some knowledge of how the Form 990 is structured.

Finding & Reporting Form 990 Filers' Related Organizations

Course Code: EBMKFRF2 (Session 2b in Form 990 Foundational Series)

Program Level: Intermediate ("basic" on related organizations has to be "intermediate"!)

Description: Mastery of the Form 990 requires ability to identify the filer's "related organizations" (indeed, doing so is THE FIRST preparation step called for in the 990 instructions!) This "990-term-of-art" employs four commonly-found categories: the first three utilize a 990-specific definition of "control" as the basis for determining related organizations due to "parent," "subsidiary," or "sibling" status; and a fourth applies when a supporting organization is in the mix.

This session will fully illuminate, with real-world explanation, the full panoply of nuances that preparers confront in working with each of those four categories. Participants will find multiple take-away tools and tips to master the underlying definitional precepts of direct and indirect "control" the 990 imposes. Thereafter, the materials and author/instructor turn to a complete walk-through of the entirety of preparation points for Parts II-V of the Schedule R.

Program Content: The major topics that will be covered in this class include...

- Exploring the reach of "parent-subsidiary" and "sibling" status when the party who is the subject of "control" is a nonprofit/nonstock entity: finding that the filer is "controlled" or that a third-party nonprofit is a related organization of the filer due to who it is "controlled" by
- Understanding what is considered "control" when a party who would be the related organization is a stock corporation, partnership and/or LLC taxed as a partnership, or trust
- The ramifications of applying the former in cases of related organization status vesting via indirect "control"
- The two automatic status categories of related organizations: supporting organization connections (one entity being a 501(c)(3) with 509(a)(3) sub-classification from connection to another entity) and VEBA-unique categories
- Disclosures required on Schedule R's Parts II-V once the presence of one or more related organizations is ascertained
- Part V additional disclosures when a filer has a related organization who is a "controlled entity" (this via 512(b)(13)'s UBIT-reach in the case of certain revenues from controlled organizations)

Learning Objectives:

- Identify the principles by which control vests when determining parent-subsidiary, subsidiary-parent or brother-sister status between the filer and another not-for-profit entity
- Identify how control vests over an entity that is a stock corporation
- Appreciate the nuances of looking for "commonly controlled" related organizations (i.e., sibling organizations)
- Understand what information is disclosed when reporting as a related organization: a not-for-profit who is tax-exempt in Schedule R, Part II; a corporation or trust in Schedule R, Part V, or an entity taxed as a partnership in Schedule R, Part III
- Recognize the conditions in which transactions with a related organization will need have dollar details disclosed in Schedule R, Part V, line 2

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: Helpful to have some familiarity with Part VII-A's reporting of compensation paid by related organizations.

Reporting Program Service & Governance: 990 Parts III & VI

Course Code: EB3RPSG2 (Session 3 in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description: The Form 990's non-financial disclosures Parts here are two 'legs' of the three-legged stool. Stakeholders, donors, and competitors use both Program Service Accomplishments disclosures and answers to the "Governance" inquiries to assess the organization's credibility and management strength.

The first of these Parts, III, requires detailing Program Service with great specificity, and also updates the regulatory community and readers as to not only what activities were undertaken but also how they may have changed. The second of these Parts, VI, provides information as to how those "legally in charge," including the Board, utilize policies in favor of internal controls. Preparers need to appreciate the importance of these parts and ensure that organization's put their "best foot forward" properly here.

Program Content: The major topics that will be covered in this course include...

- Part III's mandated disclosures with respect to the "largest three" programs conducted in the filing period
- Handling public relations needs when the size measures for "largest three" result in omission of a 'top 3' program
- Function of Part III as an ongoing updating of the filer's listing of all activities being performed as of the tax year being reported upon
- Properly reporting upon new or changed programmatic efforts and appropriate reporting on program cessation
- Function (and methodology) of Part VI, with emphasis on its six most important inquiries
- Role of Schedule O in providing mandated narration of governance practices inquired of in Part VI
- Common 'foot-faults' in answering Part VI's key questions

Learning Objectives:

- Recognize the quantitative detail sought by the IRS in reporting on each of the organization's largest three programs' service accomplishment, including the expenditures detail required to be entered by 501(c)(3) and 501(c)(4) filers in the headers to each of Part III's Lines 4a-4d
- Identify required Part III reporting when there has been any of the following: significant changes to programs, the addition of new programs, or cessation of prior-conducted programs
- Embrace the key six governance inquiries in Part VI of the Core Form that have the most important ramifications from a public relations perspective
- Appreciate the narrative disclosures required on Schedule O for all key Part VI disclosures (and understand where the face of the Form cannot be relied upon)
- Learn the objective criteria by which a board of directors has sufficiently been provided Form 990 pre-filing in manner sufficient to garner a "Yes" answer to the inquiry at Part VI's Line 11a
- Identify the multiple disclosures required when a management company is employed at any time in the tax year being reported upon, and contrast these with Part VII-A

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC.

Prerequisites: Some familiarity with the nonprofit sector helpful, but not necessary.

Reporting Fundraising Activities: 990 Part VIII & On

Course Code: EB4RFA92 (Session 4 in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description: Most exempt organizations undertake fundraising sales and events, but GAAP reporting of the underlying transactions and results is at odds with what the Form 990 demands! Preparers need know both how these activities are defined and the extent to which their underlying components need be isolated and disclosed to meet the form's financial reporting parts (including Schedules G and A).

Most filers report incorrect data related to these revenue items, failing to detail the full array of components of such sales' revenue streams, direct expenses, and separate associated solicitation expenses. The practical experience of the author/instructor and the use of examples are the framework by which preparers will see how the 990 requires dollar disclosures relating to silent auctions, annual dinner/dances, and sales campaigns.

Program Content: The major topics that will be covered in this class include...

- Definition of "fundraising events and sales" and distinguishing operations that are outside of such characterization
- Address of what constitutes a true gift or contribution when same is paid on top of a purchase of services or goods
- Specifics of Form 990 inputs to be made on Part VIII Lines 1c and 8a (and Schedule G's counterpart) and noting insufficiency of GAAP reporting
- Inputting data in order to bifurcate an event's participant or purchaser's payment to "gift/contribution" versus fundraising event or sale revenue streams
- What constitutes a "solicitation" expense that need be reported on Part IX, and thus cannot be characterized as a direct expense of a fundraising event or sale
- Practical tips for handling revenues from silent auctions and guidance on auction of "rights to use" another's properties or services
- Communicating with filers' managers as to the advance work they can perform to shortcut 990 documentation needs in this arena
- Ramifications and results of 990 Part VIII reporting on each of the two "public support tests"

Learning Objectives:

- Recognize the correct tax reporting of fundraising revenue related to sales or special events by both their separate character and timeframe tests
- Distinguish between donations for fundraising events or sales (for example, silent auction items, prizes to be awarded at the event, or goods that will be sold) and donations from event participants
- Appreciate and be able to apply the unyielding 990 definition of "noncash contribution"
- Identify when disbursement of pre-fundraising or pre-sales goods and other noncash contributions constitute a direct expense of such events or sales
- Determine what qualifies as fundraising events/sales direct expenses for Form 990 Part VIII Line 8 disclosure versus a solicitation expense that is to be reported upon Part IX

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None, although helpful to have some knowledge of how the Form 990 is structured.

Financial Statements Disclosure: 990 Parts VIII, IX, X & XI

Course Code: EB5FSD92 (Session 5 in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description: The Form 990's approach to reporting financial statements initially seems easy as it follows the filer's books with only a modest amount of "990 instructions"-required changes. Unfortunately, those changes reflect multiple conventions the IRS uses to replace GAAP treatment that many filers otherwise would follow!

Preparers need be able to recognize and apply the 990's non-recognition of both the donation of services or discounts on accessing others' properties and mark-to-market valuation of invested assets. Furthermore, many of the 990's revenue categories are unique to sector-practices and/or have 990-specific reporting needs. The materials and the author/instructor readily inform preparers as to how the maze of 990 reporting pieces that must be mastered prior to working on the form's three financial statement parts.

Program Content: The major topics that will be covered in this class include...

- Statement of Revenue (Part VIII) key definitions: the six rules behind Line 1 (gifts, grants, contribution) and the definitions that drive Line 2 (program service revenue) including characterization of passive investment-type revenues as program-related investments (PRIs)
- Unique status issues that require inputting of revenues upon Part VIII's Lines 8-10 (the fundraising events or sales, gaming, and sales of inventory lines)
- Understanding the unrelated business income tax (UBIT) "self-audit" reporting applied via Part VIII's columns including the baseline definitions that are used to identify revenue streams as either exempt function income, sourced-to-UBI, or UBIT-excepted
- Statement of Functional Expenses (Part IX): understanding the natural classifications of costs employed upon the form, and exploration of the relevant definitions as well as common mistakes that result from ignorance of this part's instructions
- Balance sheet (Part X) issues overall including handling the reconciliation of P&L yearend assets in Part IX and noting form deficiencies in flagging the possible application of Schedule L

Learning Objectives:

- Command the common "book versus 990" differences that are key to the revenue, expense, and changes in net assets reporting on Parts VIII-X
- Distinguish the variety of inputs from a filer's book financial statements that require adjustment to 990 conventions
- Appreciate the hierarchy of revenue reporting Part VIII applies
- Identify where additional information may be necessary in order to meet disclosure mandates for certain reconciling items enumerated on Part XI
- Recognize the 990's separate Schedules that may be required as a result of entries or conditions reported on Parts VIII - X

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None, although helpful to have some knowledge of how the Form 990 is structured.

Intro to 60% of the 990's Most Common Schedules: A, B & C

Course Code: EB6ISMC2 (Session 6 in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description: 'C the BAD DoG' is a handy phrase denoting the Form 990's five most frequently applied Schedules. This session covers the first three of those: for 501(c)(3) organizations, the Schedule A; for both (c)(3)s AND many non-(c)(3)s, the Schedule B; and thereafter the Schedule C. The author/instructor's introductory approach to these three is designed to: (1) demystify the Schedule A overall (and explain the nature of the two public support tests); (2) address common misconceptions concerning the Schedule B's reporting of donors; and (3) highlight the reach and underlying preparer needs behind Schedule C's three parts, including common omission of Sch. C reporting obligations.

Program Content: The major topics that will be covered in this class include...

- What 990 preparers need to know about the benefits of a 501(c)(3) organization being a public charity rather than a private foundation (and how Schedule A, Part I "claims" such status)
- The public policy precepts and resulting emphasis preparers must apply in approaching the predominant "public support test" in favor of completion of Schedule A's Part II
- The overarching needs behind preparing Schedule B for filing and, as necessary, its related worksheet: which donors are to be listed and with what identifying information required to be provided to the IRS, depending on 501(c) status of the filer; and what information 501(c)(3) filers will omit from the public inspection copy of the 990
- Introduction to the baselines driving each of the Schedule C's three Parts: undertaking electioneering in favor of, or opposition to, candidates or the political parties supporting them (Part I); lobbying reporting when same is undertaken either in the tax year (for non-electors) or regardless of activities, when a 501(h) election is in place (Part II); and the existence of the so-called "proxy tax" and its demands when 501(c)(4), (5) or (6) organizations with dues-paying members incur electioneering or lobbying expenses as determined by a Code section that tracks non-exempt organization definitions

Learning Objectives:

- Recognize Schedule A's function for 501(c)(3) organizations
- Realize that filers are to report the primary basis for their non-private foundation classification in the tax period being filed upon regardless of prior years' qualification
- Identify the revenue input difference that distinguishes the two public support tests' bottom-line "public support" percentage achieved over rolling five tax year periods
- Appreciate the notion of "public support" as coming in whole or part from "diverse donors," and the how in the case of the first public support test this means that most large donors may have a set limit imposed by which only a portion of their donation(s) count as public support
- Identify the pertinent reporting conventions applicable in Schedule B for disclosing donors' contributions (including when donors' identity may not need be disclosed to either the IRS or via public inspection conventions when donors' identity is shared with the IRS)
- Distinguish the conditions by which 501(c)(3) filers who employ the "no substantial part test" versus the 501(h)-elected-test are to complete Schedule C's Part II
- Identify the conditions by which a 501(c)(4), (5) or (6) filer will be required to report on receipts from dues-paying members to calculate impact of the "proxy tax"

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None, although helpful to have some knowledge of how the Form 990 is structured.

Intro to Other Most Common 990 Schedules: D & G (M as bonus)

Course Code: EB7IMCS2 (Session 7 in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description: Schedule G is a top five 'most common' Schedule, required when revenues are captured from galas (i.e., fundraising events, regardless of how posh) or gaming, or captured from non-event fundraising sales. Schedule G also applies if the filer has used a professional fundraiser.

Schedule D is also a 'most common' Schedule and its parts are there to denote financial information as well as compliance points or data-capture the IRS seeks when a filer has certain assets on its balance sheet. Schedule D also requires input of audited financial statements' footnote specifying whether or not an uncertain tax position has been taken. And the oft-used (even in not 'most common') Schedule M reports information on a filer's capture of noncash contributions, separating them out "by type". This session highlights not only what informs the IRS' inquiries in these three Schedules but also how these disclosures are used by other regulators and the return's readers.

Program Content: The major topics that will be covered in this class include...

- Explanation of the low receipt thresholds by which Schedule G's Parts II and III are invoked
- Review of what comprises a "fundraising event or sale"
- How Schedule G's Part II amplifies summary data inputted on Part VIII, Lines 1c, 8a and 8b
- Review of what constitutes gaming activity
- Noting the underlying three tax issues that gaming activities implicate: potential unrelated business income tax, unmet payroll tax if volunteer worker/contractor status is improperly claimed, and wagering excise taxes
- Discussion of what makes a provider a "professional fundraiser" and what information filers are responsible to report in Schedule G's Part I related to their use
- Explanation of the entirety of Schedule D "triggers" from the 990's Core Form Part IV
- Specifying the common potholes Schedule D preparers face
- Overview of Schedule M's "grid" of disclosures by type of noncash contribution
- Explanation of Schedule M's reach when noncash contributions have been contributed or pledged to the filer
- Explanation of additional Schedule M questions and their significance as "attempts to influence adoption of baseline management practices"

Learning Objectives:

- Appreciate the need to work with gross fundraising events or sales revenues both on Core Form Part VIII and on Schedule G's Part II in order to not hide incorporated transactions
- Identify the various regulatory interests that filers conducting gaming are required to speak to on Schedule G's Part III
- Learn not only which types of assets generate application of Schedule D's multiple parts but also why those types have been singled out for additional disclosures
- Apply the 990's definition of "noncash contributions" and need to keep data available from each tax year to support the disclosures Schedule M requires when such items comprising such contributions are donated to the organization

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None, although helpful to have some knowledge of how the Form 990 is structured.

Form 990 Schedule L, Transactions with Interested Persons

Course Code: EB8SLTI2 (Session 8 in Form 990 Foundational Series)

Program Level: Basic (to Intermediate)

Description: Schedule L reports in two different directions: its primary reach extends to three categories of transactions with a filer's "Interested Persons": loans outstanding with them, grants or assistance being provided to them, and business transacted with them. It also reports on whether any prohibited (and thus subject to excise tax) intersections have occurred with impermissible parties. This introduction to Schedule L is designed to ensure that preparers will not "lose their minds" over this schedule's inherent complexity.

The materials and the author/instructor provide a Plain English explanation of who are the parties the 990 considers "Interested Persons" and when (and why) their intersections with the filer are made the subject of this schedule's "sunlight". This session will aid preparers in both understanding what each of Schedule L's parts is looking for, and in appreciating the importance of accessing data necessary to these parts' completion.

Program Content: The major topics that will be covered in this class include...

- Overview of the methodology that Schedule L employs in its Parts II, III and IV to cast sunlight on the fact of that an **"Interested Person" (IP)** remained engaged with the filer in loan arrangements, or was the beneficiary of grants or assistance from the filer, or had business transactions with the filer that exceeded *de minimis* thresholds
- Introduction to the five categories by which IP status vests in reporting on non-excise-tax reached intersections (i.e., the five categories that apply across each of Schedule L's Parts II-IV)
- Explanation of the dollar-amount thresholds employed solely in Schedule L's Part IV (which is where disclosure of "business transactions" with IPs is required), along with preparation tips
- Summary of Schedule L's Part III instructions as to what constitutes the provision of grants or assistance to an IP, and overview of the special rule educational institutions have allowing them to not disclose the names of their scholarship or fellowship recipients in Part III
- Schedule L's Part II reporting on loans outstanding with IPs, along with preparation tips
- Quick intro to the Code section 4958 excise tax scheme that 501(c)(3) and (c)(4) filers are subject to should they have conveyed "excess benefit" in any transaction with a disqualified person; and timing and disclosure considerations in play with Schedule L's Part I reporting

Learning Objectives:

- Recognize that there is a hierarchy within Schedule L's Parts II, III and IV by which the three types of intersections are to be reported
- Appreciate the far reach of the five uniform categories that are used to define baseline IPs in Parts II-IV
- Ability to distinguish when Part IV requires multiple business transactions with a particular IP to be reported based on each individual transaction's amount rather than based on all transactions' aggregated amounts
- Identify the separate Part IV threshold that applies for reporting the fact of compensation being provided to a family member of an IP
- Familiarity with identifying what constitutes a disclosable loan in Part II and the fact of a reportable grant or assistance in Part III

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None

Form 990 Part V (Other Tax Issues) & Part I (Summary Financials)

Course Code: EB9TISF1 (Session 9 [the final session] in Form 990 Foundational Series)

Program Level: Intermediate (discussion of various tax laws makes this “intermediate”!)

Description: This drill-down session focuses on Part V, providing substantive background materials on “what really is” being asked, or at stake in, each of the inquiries in Part V. This part requires filers to disclose their compliance with multiple other areas of federal tax law that are not elsewhere addressed in the 990. The author/instructor’s highlighting of each Part V inquiry includes practical preparation points on many issues and nuances not covered by the instructions.

The session also addresses how to avoid calculation confusion when completing the Summary Financials info required via Part I’s lines 8-22. A diagram of the summarizing financials’ abbreviated categories (which detail “similar” items of revenues and expenses, along with basic net assets info) is provided. Explanation of why fundraising expenses are handled disparately is provided, along with tips on addressing questions others raise about this “Part”.

Program Content: The major topics that will be covered in this class include...

- Line-by-line exploration of Part V’s regulatory laundry-list of additional tax compliance points the exempt sector is responsible for outside of maintaining exemption
- Substantive background on the underlying line-specific tax issues relating to four key lines:
 1. How the presence of a common paymaster alters the count of “number of employees” [and how the latter does or does not factor into the current mandatory e-filing rules for larger organizations] (Line 2)
 2. When a Form 990-T filing is required (Line 3a)
 3. The *quid pro quo* solicitation disclosure mandates (Line 7a/7b)
 4. Need to communicate with solicitations that the organization is not eligible to receive tax-deductible contributions (Line 6a/6b)
- The multiple, often overlapping, disclosures or tax filings required when a filer receives large tax-deductible contributions or certain types of property toward such contributions
- Explanation of the basics behind the excise tax schemes applied to filers:
 1. holding “donor-advised funds” (Lines 8 and 9)
 2. subject to either of the two new excise tax schemes added by the Tax Cuts and Jobs Act
- Potholes in culling the current and prior year’s tax return information necessary to complete Part I’s Lines 8–22

Learning Objectives:

- Identify the four “gotcha” questions in Part V: (1) regarding payroll tax reporting (including back-up withholding, (2) need to file unrelated business income tax return, and (3) disclosures related to soliciting or receiving contributions
- Apply overview background information in assisting filers with multiple non-990 tax issues
- Assist filers in appreciating both the current e-filing trigger and in avoiding the common misunderstandings of what conditions yield a true “common paymaster”
- Identify where filers should be apprised of additional areas where tax advice/counsel would be appropriate

Who should attend: Public accounting tax and audit staff, and nonprofit organization’s Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: None

Governance Time! Form 990 Part VI & Schedule O Narrations

Course Code: EB0GFS01 [this “**Master Class**”-like session applies a public relations’ lens to Schedule O’s most sensitive disclosures]

Program Level: Intermediate

Description: Part VI of the Form 990's Core Form was added in an "attempt to influence behavior" and encourage "buy-in" from Boards and managers of exempt organizations to the end of maintaining good governance practices. This area of the form need be understood in that context, as the "better" answer to the form's inquiries requires specific details and information be entered upon Schedule O. **Unfortunately**, 990 filers frequently ignore those instructional imperatives. This session's comprehensive materials and the author/instructor's practical experience are employed to emphasize both the fine points of the relevant instructions and make it easy for filers to comply with this part's requirements in tune with common public relations needs.

Program Content: The major topics that will be covered in this class include...

- Drill-down into the complete instructions behind the entirety of Part VI's six key inquiries Board member independence (Line 1), TDOKEs' connections via business or family relationships (Line 2), use of management companies (Line 3), Board oversight of Form 990's preparation needs (Line 11), conflict of interest policies and management (Line 12), how compensation is set for top officers (Line 15)
- Understand the impetus that motivated the IRS to seek disclosure regarding the following matters in the Governance part:
 - ✓ issues behind the "do you participate in a joint venture" query (Line 16)
 - ✓ reporting a "significant diversion of assets" (Line 5)
 - ✓ when filer has members/stakeholders with certain voting rights (Lines 6-7)
 - ✓ disclosing of "significant changes" to organizational documents (Line 4)

Learning Objectives:

- Identify the six governance inquiries made in Part VI of the Core Form with the greatest public relations impact
- Recognize the importance of providing the appropriate details in Schedule O mandated by the Part VI instructions
- Be aware of the criteria by which a voting Board member will fail to be considered "independent" for purposes of this Part's Line 1b
- Determine whether the board of directors has been provided Form 990 via means sufficient to garner a “Yes” answer to the inquiry to Part VI’s Line 11a and identify the various aspects by which Form 990 preparation can be overseen by filer's managers and emphasized in the required Line 11b Schedule O narration
- Identify the multiple disclosures required when a management company is employed at any time in the tax year being reported upon which occur here in Part VI rather than in Part VII

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and other finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: Helpful to have some review of as-filed 990's Part VI and associated Schedule O disclosures.

Interested Person Sunshine: 990 Schedule L, Parts II-IV

Course Code: EBMKIPS2 (**Master Class 1**)

Program Level: Intermediate (to Advanced)

Description: Unlike Schedule L's Part I which requires "turning in the sinner," Parts II-IV promote transparency and accountability of an exempt organization's "insider transactions," regardless of whether the transaction is routine and/or eminently reasonable! These parts imply no value judgment, but filers who miss reporting the fact of loans with, grants or assistance provided to, or business transactions with any of the parties the 990-instructions consider "Interested Persons" will be on the defensive as to what was missed, especially if the omission demonstrates management's failure to protect the organization's interests (or worse!)

This session goes past who are the so-called Interested Persons as defined by the five harmonized categories applying across all three parts to address: the additional IP categories employed in Parts II and IV; when a part's transaction is excepted; and handling what is absolutely required to be disclosed in each part.

Program Content: The major topics that will be covered in this class include...

- Review of the "harmonized" five categories by which "Interested Person" (IP) status vests and explanation of the additional categories in play for Parts II and IV
- Tips for accessing appropriate documentation from Trustees-Directors, Officers and Key Employees as to presence of reportable events with them or with those who have IP status because of family member connection to them OR as a "35% controlled entity" of all IPs
- Handling Part IV's "business transactions" reportable thresholds and working with the exceptions from "business transaction" characterization
- "Yes, this means you will be named!" – addressing IP's privacy concerns and/or requests to omit individuals or company names when reporting business transactions on Part IV
- Reporting demands of Part II, including aspects of managing loans with IPs in favor of public relations needs raised by this part
- Reporting demands of Part III, including: drill-down into the two key exceptions to Part III's reporting of grants or assistance to an IP and address of educational institutions' exception from requirement to disclose names of scholarship or fellowship recipients and how same connects to governance reporting in Core Form 990's Part VI

Learning Objectives: After attending this presentation you will be able to...

- Recall the five categories of IPs applying uniformly across Parts II–IV of the Schedule, as well as the joint venture category that also applies to Part IV
- Retain both Part IV's business transaction dollar thresholds that apply to disclosing compensation paid to an IP whose status exists as a "family member" of a first tier IP and to all other types of business transactions
- Identify the chief exception to reporting of grants and assistance provided to interested persons in Part III
- Address how to make "best foot forward" narratives in Schedule L's blank lines (Part V), including how to override public relations concerns stemming from reporting insider transactions in Parts II-IV

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: Prior training experience or familiarity with Schedule L's instructions for these Parts.

Disclosing Managers / Compensation on Core Form 990 & Sch. J

Course Code: EBMKDMC2 (**Master Class 2**)

Program Level: Intermediate (to Advanced)

Description: The 2nd sequencing step in preparing a Form 990 is identifying "current" Trustees-Directors and Officers, POTENTIAL Key Employees and current High 5's and then "formers". In order to complete the resulting Core Form and Schedule J Parts here, what must know "reportable compensation" and "other compensation," the applicable exceptions, and the specific thresholds for evaluating Key Employees, High 5's, and "formers." Filers then disclose all Trustees-Directors, Officers and Key Employees (a/k/a "TDOKEs"), High 5s and formers, listing their "reportable" and "other" compensation provided by the filer and its related organizations. If all of that seems exhausting, take heart! Eve Borenstein here provides her extensive materials and practical tips on ALL the relevant definitions, exceptions, and reporting demands for both Part VII-A and the Schedule J's Part II.

Program Content:

- Review of who is to be reported in Part VII-A as a current or former legally or quasi-legal "in-charge" (i.e., "TDOKEs" = Trustee-Director, Officer, Key Employee) or as a High 5
- Exploration of the challenges in determining a filer's: current Key Employees versus Officers; former (relating to "current" status in prior-years) TDOKEs and/or High 5s; and who qualifies as a Trustee-Director in circumstances of limited involvement with the filer's governance
- Compensation reporting: the required "dial back" to the calendar year for organizations with a ye other than 12/31; handling of compensation provided from "related organizations" (including reporting exceptions) versus that coming from certain unrelated payors
- Review of compensation "buckets": "reportable compensation" versus "other compensation" and the applicable exceptions for Core Form reporting
- Additional compensation detailing that is required on Schedule J's Part II when an individual TDOKE's or High 5's circumstances "trigger" application of that schedule
- Complex reporting situations: individuals procured from management companies or from employee-leasing organizations; common paymaster reporting scenarios; payment to an individual for services they are providing the filer by an unrelated organization

Learning Objectives: After attending this presentation you will be able to...

- Populate the current TDOKE pool by reference to both a filer's Board & Officer chart and its calendar year staff compensation printout (along with testing KE's by duties/compensation)
- Appreciate the ability to avoid Schedule J by applying the two \$10,000 exceptions (one for related organization reportable comp, the other for certain types of "other compensation")
- Understand the inquiries and reasonable efforts necessary to fully report compensation provided by the filer and all other relevant parties to current and former TDOKE and High 5's
- Know the basics of Part VII compensation reporting when a common paymaster is in use
- Be able to discern what compensation is required to reported as paid by the filer when an unrelated organization is paying some or all of the remuneration received by an individual for their service as the filer's Trustee-Director, Officer or employee

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC.

Prerequisites: Either have taken Reporting Managers & Their Compensation: Form 990 Part VII-A (Form 990 Foundational Series' session 2a) OR have experience with Core Form Part VII-A and its instructions.

Understanding & Meeting the Two Public Support Tests

Course Code: EBMKUMP2 (**Master Class 3**)

Program Level: Intermediate

Description: The two public support tests have been in existence since the finalization of Regulations to 1969-enacted law. Unfortunately, their application remains, to most preparers, murky even though the tests remain virtually unchanged across the past five decades. This session focuses exclusively on assisting participants with two key goals: first, ensuring that participants understand both the design and goal of each test; and second, making practitioners conversant (with the materials as back-up) with the reach of each test's line-by-line inputs.

While it is impossible "to have fun" with these tests, participants will walk away knowing what the pressure points are and how those will vary depending on an organization's specific successes or gaps in achieving diversity of favored parties remitting so-called "public support." Furthermore, believe what *is possible here*: these tests can be mastered!

Program Content: The major topics that will be covered in this course include...

- Intro to the two public support tests (PSTs), including noting the various common misconceptions about their application
- Review of each test, focusing on the relative ease of PST #1 (that calculated on Schedule A, Part II) which employs a sole bifurcated test (i.e., automatic versus 'facts and circumstance') versus that of PST #2 (calculated on Schedule A, Part III) with its lengthy documentation, restrictive parameters, and dual tests each of which must independently be passed
- Practical tips (and materials on same) translating revenue presented the Form Core Form 990 at Part VIII to the line inputs for both PSTs at Schedule A's Parts II and III
- Discussion of how to assist organizations who are in danger of flunking one or both PSTs
- Analyzing anomalies: explanation of both what comprises an unusual grant and when a filer's PST 1 "facts and circumstances test" argument ages out

Learning Objectives:

- Identify the inputs of revenue streams that inform the first public support test's numerator and denominator
- Identify the additional inputs of revenue streams that inform the second public support test's numerator and denominator
- Appreciate the limit on certain "non-public" donors' dollars that is employed in the first public support test as an easy one to track and calculate
- To the end of knowing to only employ this test when the first is not available -- contrast the second public support test's limitations from those of the first test, noting that category of donor and additional testing rules limit amounts of "good" public support as well as of "good" program service revenue and that there is a second test that 'caps' the amount of investment and net unrelated business taxable income allowed in total support

Who should attend: Public accounting tax and audit staff, and nonprofit organization's Treasurers, CFOs and finance/compliance advisors

Developed and Instructed By: Eve Rose Borenstein, J.D., under auspices of Eve Rose Borenstein, LLC

Prerequisites: Helpful to have some background with preparation of either Parts II and/or III of the Forms 990/990-EZ's Schedule A.