



**Date: June 2010**

**To: Chapter President/Treasurer**

**From: Lac Nguyen, Chief Financial Officer**

**Re: Annual Financial Requirements**

### **REQUIREMENT #1- FISCAL YEAR-END STATUS**

Our auditors for tax purposes require each CABE chapter and affiliates to submit an annual financial report for the fiscal year of July 1, 2009 to June 30, 2010. The Chapter Annual Financial Report Form is included for your convenience in submittal of required information.

Please submit the completed Chapter Annual Financial Report to CABE headquarters **no later than Saturday July 31, 2010**. Thank you for your timely response to this important requirement.

Please mail or fax to CABE, 16033 E. San Bernardino Road, Covina, CA. 91722-3900, Fax (626)814-4640.

**Note: *Financial Statements received after the deadline requirement will not allow timely chapter rebate payment.***

### **REQUIREMENT #2- ANNUAL SCHOLARSHIP REIMBURSEMENTS**

Chapters and affiliates are also required for tax purposes to annually submit scholarship information in order that CABE can be in compliance with current laws for non-profit organizations.

Please complete the attached SCHOLARSHIP INFORMATION FORM which covers the fiscal year of July 1, 2009 to June 30, 2010. Please submit to CABE headquarters **no later than Saturday July 31, 2010**.

Please mail or fax to CABE, 16033 E. San Bernardino Road, Covina, CA. 91722-3900, Fax (626)814-4640.

We appreciate and thank you in advance for your help in completing the forms. If you have any further questions, please feel free to contact Irma Gallegos at (626) 814-4441 Ext. 203.