

### See a Social Security Number? Say Something! Report Privacy Problems to https://public.resource.org/privacy Or call the IRS Identity Theft Hotline at 1-800-908-4490



Department of the Treasury Internal Revenue Service

## **Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

2008

OMB No 1545-0047

Open to Public Inspection

		pplicable Please	C Name of organization		0-2009	D Employer ide	entification number
┌ Add	fress ch		S CONSTRUCTION SIEC	CIFICATIONS INSTITUTE INC		53-024293	
Nar	ne cha		or Doing Business As			E Telephone no	
Init	ial retu		Number and street (c	or P O box if mail is not delivered to street	t address) Room/sur	(703) 706- te <b>G Gross receip</b>	
Ter	mınatıc		I TTO SOUTH UNION ST	FREET No 100		d dioss receip	ν <b>3</b> φ 3,310,312
☐ Am	ended	return	City or town, state or ALEXANDRIA, VA 223	country, and ZIP + 4	•		
☐ App	olication	n pending	ALEXANDRIA, VA 223	114			
			Name and address of Pr	incipal Officer	H(a) Is t	hıs a group returr	
		l l	lter T Marlowe D SOUTH UNION STRE	ET No 100	affıl	ıates?	ΓYes <b>Γ</b> No
		ALE	EXANDRIA, VA 22314		H(b) Are	all affiliates includ	ed?
I Ta	x-exem	npt status 🔽 5	01(c) ( 6 ) <b>4</b> (insert no )	4947(a)(1) or 527			: See instructions )
J W	eb sit	<b>e: ►</b> csinet org			H(c) Gro	oup Exemption Nu	ımber 🟲
<b>К</b> Тур	e of org	janization 🔽 Corp	poration trust association	on	<b>L</b> Year of		State of legal domicile
					·	M	D
Pa	rt I	Summary					
			e the organization's mis	sion or most significant activities			
e.		TO CONTINU	OUSLY IMPROVE THE	PROCESS OF NON-RESIDENTIA	L BUILDING DE	SIGN AND CONS	STRUCTION
Ě							
Ě							
Governance	2	Check this box	√ If the organization d	iscontinued its operations or dispo	sed of more than	25% of its asset	s
	3	Number of voti	ng members of the gove	rning body (Part VI, line 1a) .		. 3	29
20 60 40	4	Number of inde	ependent voting member	s of the governing body (Part VI, I	ıne 1 b)	. 4 _	29
Ě	5	Total number of	of employees (Part V , lin	e 2a)		5 _	25
Activities &	6		,	fnecessary)		6 _	0
q.	1		related business revenu	(C)	_	341,036	
	ь	Net unrelated	business taxable incom	e from Form 990-T, line 34	<u> </u>	7b	55,016
				P	rior Year	Current Year	
क	8		, ,	line 1h)		70	4,514,660
Revenue	10			line 2g)		4,658,918 355,251	228,012
歪	11		,	), lines 5, 6d, 8c, 9c, 10c, and 11e	723,862	-214,833	
	12			1 (must equal Part VIII, column (A		, 23,002	211,000
		12)				5,738,101	4,528,062
	13		• •	t IX, column (A), lines 1–3)			0
	14	-	to or for members (Part		_		0
88	15	Salaries, othe 10)	er compensation, employ	ee benefits (Part IX, column (A), l	ines 5-	2,236,867	2,607,306
Š	16a	•	fundraising fees (Part IX	(, column (A ), line 11e)			0
Expenses	ь	(Total fundraisin	g expenses, Part IX, column (	(D), line 25 <sup>0</sup>			
Ш	17	•	- '	, lines 11a-11d, 11f-24f)		3,835,366	2,407,887
	18	Total expens	es—add lines 13–17 (m	ust equal Part IX, line 25, column	(A))	6,072,233	5,015,193
	19	Revenue less	expenses Subtract line	e 18 from line 12	-334,132	-487,131	
<u>क</u> ह					Begin	ning of Year	End of Year
9.44 4.44 4.44	20	Total assets	(Part X, line 16)			9,651,581	7,713,726
Net Assets or Fund Balances	21	Total liabilitie	es (Part X, line 26)			2,722,437	2,975,293
Z E	22	Net assets or	fund balances Subtrac	t line 21 from line 20		6,929,144	4,738,433
Par	t II	Signature	Block				
				ve examined this return, including accomp	anying schedules and	d statements, and to	the best of my knowledge
		L	rue, correct, and complete D	eclaration of preparer (other than officer)	ıs based on all ınform ı	ation of which prepai	rer has any knowledge
Plea Sign		****** Signature of	officer			10-05-13 te	
Here		[ ]		ICE & ODEDATIONS	24		
			ACGREGOR DIRECTOR, FINAN name and title	ICE & UPERATIONS			
		Proparer's k		Date	Check if	Preparer's PTIN	(See Gen Inst )
Paid		Preparer's signature		bute	self-		\0 00 Allot /
Prepa	arer's	Firm's name (or	yours 🛦 Tate and Tryon		empolyed 🕨		
Use (		If self-employed)	i, <u> </u>	1 Courter 2000		_ EIN ▶	
	•	address, and ZIP	000 1011 011001 1111			Phone no 🕨 (2	202) 293-2200
	. =		Washington, DC 20			(2	,
Mayt	he IR	S discuss this i	return with the preparer	shown above? (See instructions)			▼ Yes

### Part III Statement of Program Service Accomplishments (See the instructions.)

1	Briefly describe the organization's mission				
	Founded in 1948, CSI is the only organization of continuously improve the process of non-resident			ntial building design and c	onstruction Our mission is to
2	Did the organization undertake any si	anificant program services	during the year which	were not listed on	
_	the prior Form 990 or 990-EZ? .		· · · · ·	· · · ·	┌ Yes ┌ No
	If "Yes," describe these new services				
3	Did the organization cease conductin services?	g or make significant chan	ges in how it conducts	any program 	┌ Yes ┌ No
	If "Yes," describe these changes on S	Schedule O			
4	Describe the exempt purpose achieve Section 501(c)(3) and (4) organization others, the total expenses, and reven	ons and 4947(a)(1) trusts	are required to report t		
4a	(Code ) (Expenses \$	includi	ng grants of \$	) (Revenue \$	)
	TECHNICAL - EDUCATION PROVIDED TO PERINDUSTRY	RSONS ENGAGED IN ANY PHASE	OF WRITING, PREPARING, C	OMPILING, OR UTILIZING	SPECIFICATIONS IN THE
4b	(Code ) (Expenses \$ EDUCATIONAL - PROFESSIONAL DEVELOPME		ng grants of \$	) (Revenue \$	)
4c	(Code ) (Expenses \$ CONSTRUCTION SPECIFIER - PUBLICATION AND GENERAL PUBLIC AS A WHOLE		ng grants of \$ ORMATION AND TOPICAL IS:	) (Revenue \$ SUES TO THE MEMBERSHI	) P, PERSONS IN THE INDUSTRY,
7-1	Other pregram assumes (December)	n Sahadula O \			
4d	Other program services (Describe i (Expenses \$	n Schedule ()     including grants of \$	) (R	evenue \$	)
4e	Total program service expenses \$		st equal Part IX, Line 25		<u> </u>

art IV	Checklist of	Required	Schedules
--------	--------------	----------	-----------

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1		Νο
2	Is the organization required to complete Schedule B, Schedule of Contributors?	2		Νo
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3		Νο
4	Section 501(c)(3) organizations Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	4		
5	Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations Is the organization subject to the section 6033(e) notice and reporting requirement and proxy tax? If "Yes," complete Schedule C, Part III	5	Yes	
6	Did the organization maintain any donor advised funds or any accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6		No
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? If "Yes," complete Schedule D, Part II	7		No
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		Νο
9	Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV.	9		No
10	Did the organization hold assets in term, permanent,or quasi-endowments? If "Yes," complete Schedule D, Part V	10		Νο
11	Did the organization report an amount in Part X, lines 10, 12, 13, 15, or 25? If "Yes," complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable	11	Yes	
12	Did the organization receive an audited financial statement for the year for which it is completing this return that was prepared in accordance with GAAP? If "Yes," complete Schedule D, Parts XI, XII, and XIII .	12	Yes	
13	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13		Νο
14a	Did the organization maintain an office, employees, or agents outside of the U S ?	14a		Νο
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the U S ? If "Yes," complete Schedule F, Part $I$	14b		No
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Part II	15		No
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? <i>If</i> "Yes," complete Schedule F, Part III	16		Νο
17	Did the organization report more than \$15,000 on Part IX, column (A), line 11e? If "Yes," complete Schedule G, Part I	17		No
18	Did the organization report more than \$15,000 total on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18		Νο
19	Did the organization report more than \$15,000 on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19		Νο
20	Did the organization operate one or more hospitals? If "Yes," complete Schedule H	20		Νo
21	Did the organization report more than \$5,000 on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		No
22	Did the organization report more than \$5,000 on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22		No
23	Did the organization answer "Yes" to Part VII, Section A, questions 3, 4, or 5? If "Yes," complete Schedule  J	23	Yes	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer questions 24b-24d and complete Schedule K. If "No," go to question 25	24a		No
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section $501(c)(3)$ and $501(c)(4)$ organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a		
b	Did the organization become aware that it had engaged in an excess benefit transaction with a disqualified person from a prior year? If "Yes," complete Schedule L, Part I	25b		
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II	26		Νο
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, or substantial contributor, or to a person related to such an individual? If "Yes," complete Schedule L, Part III	27		Νο

### Part IV Checklist of Required Schedules (Continued)

			Yes	No
28	During the tax year, did any person who is a current or former officer, director, trustee, or key employee			
а	Have a direct business relationship with the organization (other than as an officer, director, trustee, or employee), or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with other person(s) listed in Part VII, Section A)? If "Yes," complete Schedule L, Part			
		28a		Νo
b	Have a family member who had a direct or indirect business relationship with the organization? If "Yes," complete Schedule L, Part IV	28b		No
c	Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional corporation) doing business with the organization? If "Yes," complete Schedule L, Part IV.	28c		No
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29		Νo
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M	30		Νο
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I	31		No
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32		No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations section 301 7701-2 and 301 7701-3? If "Yes," complete Schedule R, Part I	33		No
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1	34	Yes	
35	Is any related organization a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35		No
36	501(c)(3) organizations Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2	36		
37	Did the organization conduct more than 5 percent of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI	37		No

Pa	rt V Statements Regarding Other IRS Filings and Tax Compliance			
			Yes	No
1a	Enter the number reported in Box 3 of Form 1096, Annual Summary and Transmittal			
	of U.S. Information Returns. Enter -0- if not applicable			
	<b>1a</b> 0			
b	Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable  1b			
С	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	Yes	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax			
	Statements filed for the calendar year ending with or within the year covered by this			
	return			
Ь	If at least one is reported in 2a, did the organization file all required federal employment tax returns? <b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file this return.	2b	Yes	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this			
	return?	3a	Yes	
b	If "Yes," has it filed a Form 990-T for this year? <i>If "No," provide an explanation in Schedule O</i>	3b	Yes	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority			
	over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		No
b				
-	If "Yes," enter the name of the foreign country See the instructions for exceptions and filing requirements for <b>Form TD F 90-22.1,</b> <i>Report of Foreign Bank and</i>			
	Financial Accounts.			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		Νο
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		Νο
c	If "Yes," to 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited			
_	Tax Shelter Transaction?	5с		
6a	Did the organization solicit any contributions that were not tax deductible?	6a		Νo
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts			
_	were not tax deductible?	6b		
7	Organizations that may receive deductible contributions under section 170(c).	_		
а	Did the organization provide goods or services in exchange for any quid pro quo contribution of \$75 or more?	7a		
ь	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
С	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to			
	file Form 8282?	7c		
d	If "Yes," indicate the number of Forms 8282 filed during the year			
_	Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal			
-	benefit contract?	7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		
g	For all contributions of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as			
	required?	7h		
8	Section $501(c)(3)$ and other sponsoring organizations maintaining donor advised funds and section $509(a)(3)$ supporting organizations. Did the supporting organization, or a fund maintained by a sponsoring organization, have			
	excess business holdings at any time during the	8		
	year?			
9	Section 501(c)(3) and other sponsoring organizations maintaining donor advised funds.			
_	Did the organization make any taxable distributions under section 4966?	9a		
Ь	Did the organization make a distribution to a donor, donor advisor, or related person?	9b		
10	Section 501(c)(7) organizations. Enter			
	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities			
	Section 501(c)(12) organizations Enter			
а	Gross income from members or shareholders			
h	Gross income from other sources (Do not net amounts due or paid to other sources			
	against amounts due or received from them )			
17-	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
	If "Yes," enter the amount of tax-exempt interest received or accrued during the	a		
U	year			

Section A. Governing Body and Management

No

Yes

11

Νo

#### Part VI Governance, Management, and Disclosure (Sections A, B, and C request information about policies not required by the Internal Revenue Code.)

For each "Yes" response to lines 2-7 below, and for a "No" response to lines 8 or 9b below, describe the circumstances,
processes, or changes in Schedule O. See instructions.

Is there any officer, director or trustee, or key employee listed in Part VII, Section A, who cannot be reached at

the organization's mailing address? If "Yes," provide the names and addresses in Schedule O . . . . .

	For each "Yes" response to lines 2-7 below, and for a "No" response to lines 8 or 9b below, describe the circumstances, processes, or changes in Schedule O. See instructions.			
1a	Enter the number of voting members of the governing body 1a 29			
b	Enter the number of voting members that are independent 1b 29			
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?	3		No
4	Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed? $\cdot$ .	4		No
5	Did the organization become aware during the year of a material diversion of the organization's assets?	5		Νo
6	Does the organization have members or stockholders?	6	Yes	
7a	Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	7a	Yes	
b	Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	7b	Yes	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following			
а	the governing body?	8a	Yes	
Ь	each committee with authority to act on behalf of the governing body?	8b	Yes	
9a	Does the organization have local chapters, branches, or affiliates?	9a		No
b	If "Yes," does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?	9b		
10	Was a copy of the Form 990 provided to the organization's governing body before it was filed? All organizations	10	Yes	

#### Section B. Policies

			Yes	No
12a	Does the organization have a written conflict of interest policy? If "No", go to line 13 $\cdot$ .	12a	Yes	
b	Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	Yes	
c	Does the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this is done	12c	Yes	
13	Does the organization have a written whistleblower policy?	13	Yes	
14	Does the organization have a written document retention and destruction policy?	14	Yes	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision			
а	The organization's CEO, Executive Director, or top management official?	15a	Yes	
b	Other officers or key employees of the organization?	15b	Yes	
	Describe the process in Schedule O			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		No
b	If "Yes," has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable Federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

#### Section C. Disclosure

- 17 List the States with which a copy of this Form 990 is required to be filed
- Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c) (3)s only) available for public inspection. Indicate how you make these available. Check all that apply own website another's website upon request
- 19 Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest policy, and financial statements available to the public See Additional Data Table
- State the name, physical address, and telephone number of the person who possesses the books and records of the organization SHANNON MACGREGOR DIRECTOR OF FINAN 110 SOUTH UNION STREET SUITE 100 alexandria, VA 22314

(703) 706-4730

# Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

#### Section A Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Use Schedule J-2 if additional space is needed

Check this box if the organization did not compensate any officer, director, trustee or key employee

- \* List all of the organization's **current** officers, directors, trustees (whether individuals or organizations) and key employees regardless of amount of compensation, and current key employees. Enter -0- in columns (D), (E), and (F) if no compensation was paid
- \* List the organization's five **current** highest compensated employees (other than an officer, director, trustee or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations
- \* List all of the organization's **former** officers, key employees, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
- \* List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations

List persons in the following order individual trustees or directors, institutional trustees, officers, key employees, highest compensated employees, and former such persons

The check this box in the organization and i		(C) Position (check all that apply)							(E) Reportable compensation from related organizations (W- 2/1099- MISC)	(F)
(A) Name and Title	(B) Average hours per week	Individual Trustee or Chrector	(D) Reportable compensation from the organization (W 2/1099MISC) Institutional Trustee	Reportable compensation from the organization (W-	Estimated amount of other compensation from the organization and related organizations					
							-			

### Part VII Continued

			(C) Position (check all that apply)							(E)		(F)		
	<b>(A)</b> Name and Title	(B) Average hours per week	Individual Trustee or Prector	Institutional Trustee	Officei	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W- 2/1099MISC)	Reportable compensation from related organizations (W- 2/1099- MISC)		Estimated amount of other compensation from the organization and related organizations		
											$\pm$			
											$\pm$			
											$\perp$			
											$\pm$			
											$\pm$			
1 h	Total							<u> </u>	451,18	4	0		32,951	
2	Total number of individuals (includin	g those ın 1						n \$1	00,000 ın reportat	le le			·	
	compensation from the organization	<b>►</b> 3												
												Yes	No	
3	Did the organization list any <b>former</b> on line 1a? <i>If</i> "Yes," complete Schedu									sated employee	3		No	
4	For any individual listed online 1a, is									n from the			110	
	organization and related organization	ns greater th	nan \$15	0,00	0?.	[f ") -	/es," co	ompi -	lete Schedule J for s	uch	4	V		
5	Did any person listed on line 1a rece	ive or accru	ie comp	• ensa	• ition	• fro	manv	unre	elated organization	for services	4	Yes		
	rendered to the organization? <i>If</i> " <i>Yes</i>										5		Νo	
	•	ctors												
Se	ection B. Independent Contra Complete this table for your five high		nsated i	ndep	end	ent	contra	ctor	rs that received mo	re than				
	ection B. Independent Contra	nest comper organizatio		ndep	end	ent	contra	ctor	rs that received mo			(0		
	Complete this table for your five high	nest comper	n	ndep	end	ent	contra	ctor		re than  (B) scription of services		(C Comper		
	Complete this table for your five high	nest comper organization (A)	n	ndep	end	ent	contra	ctor		(B)				
	Complete this table for your five high	nest comper organization (A)	n	ndep	end	ent	c ontra	ctor		(B)				

## Statement of Revenue

				(A) Total Revenue	<b>(B)</b> Related or Exempt Function Revenue	<b>(C)</b> Unrelated Business Revenue	(D) Revenue Excluded from Tax under IRC 512, 513, or 514
	1a	Federated campaigns	1a				
m ts	ь	Membership dues					
Contributions, gifts, grants and other similar amounts	С	Fundraising events	1b				
無無	d	Related organizations	. 1d				
£.2€	e	Government grants (contributions)	1e				
ution Yer si	f	All other contributions, gifts, grants, a similar amounts not included above					
きき	_	Noncash contributions include	1f				
ŠΞ	g	lines 1a-1f \$					
O 14	h	Total (Add lines 1a-1f)		223			
			Business Code				
J.L.e	2a	Membership Dues	900,099	2,833,562	2,833,562		
еле	b	EDUCATIONAL PROGRAMS	900,099	708,061	708,061		
a G	с	TECHNICAL PROGRAMS	900,099	435,546	435,546		
745	d	PUBLICATIONS	541,800	417,238	76,202	341,036	
33	e	CONVENTION	900,099	120,253	120,253		
Program Serwce Revenue	f	All other program service reve	nue				
Š	g	Total. Add lines 2a-2f					
	3	► \$ 4,514,660  Investment income (including	dividends interest				
		other similar amounts)	·	228,012			228,012
	_	Income from investment of tax-exem	►				
	4	medite from investment of tax-exem	► Proceeds				
	5	Royalties					
	6a	(1) Real Gross Rents 180,8	(II) Personal				
	ь	Less rental 669,9					
		expenses Rental income -489,	147				
	d	or (loss)  Net rental income or (loss)		-489,147			-489,147
			<u> </u>				
	7a	(1) Securities Gross amount	(II) O ther				
	"	from sales of assets other					
	١.	than inventory Less cost or					
	ь	other basis and					
	С	sales expenses Gain or (loss)					
	d	Net gain or (loss)					
	8a	Gross income from fundraising	<del></del>				
		events (not including					
ne		\$ of contributions reported on lin	e				
듄		1c) See Part IV, line 18 Attach Schedule G if total exceed	5				
æ		\$15,000					
<u>a</u>	b	Less direct expenses	. ь				
Other Revenue	С	Net income or (loss) from fund	raising events				
_	9a	Gross income from gaming					
		activities See part IV, line 19 Complete Schedule G if total					
		exceeds \$15,000					
			а				
	ь	Less direct expenses	.b				
	C	Net income or (loss) from gam	ing activities				
	10a	Gross sales of inventory, less returns and allowances .					
			a 320,510				
	Ь	· ·	. <b>b</b> 112,456 s of inventory •	208,054	208,054		
	С	Net income or (loss) from sale:  Miscellaneous Revenue	Business Code	208,034	200,054		<u> </u>
	11a	AFFINITY PROGRAMS	900,099	37,209			37,209
	ь	MISCELLANEOUS	900,099	·			<u> </u>
	c	MAILING LIST/LABELS	900,099	·	,		6,919
		·	, 11	, =-			,
	d	All other revenue  Total. Add lines 11a-11d	— L				
	e		\$ 66,260				
	12	Total Revenue. Add lines 1h, 2	g, 3, 4, 5, 6d, 7d,	4,528,062	4,403,810	341,036	-217,007
		8c, 9c, 10c, and 11e	<b>.</b>				

## Part IX Statement of Functional Expenses

A	Section 501(c)(3) and 501(c)(4) orga Il other organizations must complete column (A) but are not re				).
Do ı	not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	<b>(D)</b> Fundraising expenses
1	Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2	Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3	Grants and other assistance to governments, organizations and individuals outside the U.S. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	381,847			
6	Compensation not included above, to disqualified persons (as defined under section $4958(f)(1)$ ) and persons described in section $4958(c)(3)(B)$				
7	Other salaries and wages	1,593,117			_
8	Pension plan contributions (include section 401(k) and section 403(b) employer contributions)	79,945			
9	Other employee benefits	395,145			
10	Payroll taxes	157,252			
11	Fees for services (non-employees)				
а	Management				
b	Legal	800			
c	Accounting	25,800			
d	Lobbying				
e	Professional fundraising See Part IV, line 17				
f	Investment management fees	43,719			
g	Other	51,218			
12	Advertising and promotion	84,622			
13	Office expenses	430,607			
14	Information technology	211,461			
15	Royalties				
16	Occupancy	5,725			
17	Travel	342,030			
18	Payments of travel or entertainment expenses for any Federal, state or local public officials				
19	Conferences, conventions and meetings	137,041			
20	Interest	6,156			
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	262,841			
23 24	Other expenses—Itemize expenses not covered above (Expenses grouped together and labeled miscellaneous may not exceed 5% of	59,833			
	total expenses shown on line 25 below )	400 555			
	MISCELLANEOUS	492,559			
b	BANK FEES	104,135			
q C	Bad Debt	86,624 36,242			
u e	DUES & SUBSCRIPTIONS	10,840			
_	All other expenses	15,634			
25	Total functional expenses. Add lines 1 through 24f	· · · · · · · · · · · · · · · · · · ·			
26		5,015,193			
	Joint Costs. Check if following SOP 98-2 Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

	Part X	Balance	Sheet
--	--------	---------	-------

					(A) Beginning of year		(E End of	B) fyear
	1	Cash—non-interest-bearing			500	1		500
	2	Savings and temporary cash investments			160,048	2		29,740
	3	Pledges and grants receivable, net				3		
	4	Accounts receivable, net			1,358,668	4		487,400
	5	Receivables from current and former officers, directors, trustees other related parties   Complete Part II of Schedule L		ployees or		5		
	6	Receivables from other disqualified persons (as defined under sepersons described in section 4958(c)(3)(B) Complete Part II of S				6		
	7	Notes and loans receivable, net				7		
	8	Inventories for sale or use			36,427	8		15,343
22	9	Prepaid expenses and deferred charges			159,155	9		175,386
Asset	10a	Land, buildings, and equipment cost basis	<sub>10a</sub>	2,302,897				
Balances Liabilities Assets Assets	b	Less accumulated depreciation Complete Part VI of Schedule D	10b	1,905,096	307,374	10c		397,801
	11	Investments—publicly traded securities			6,838,672	11		6,607,556
	12	Investments—other securities See Part IV, line 11 $\it Complete Part Schedule D$	rt VII of		790,737	12		
	13	Investments—program-related See Part IV, line 11 $\it Complete Part Schedule D$ .	art VIII			13		
	14	Intangible assets				14		
	15	Other assets See Part IV, line 11 Complete Part IX of Schedule D				15		_
	16	Total assets. Add lines 1 through 15 (must equal line 34)			9,651,581	16		7,713,726
	17	Accounts payable and accrued expenses			889,111	17		1,385,614
	18	Grants payable				18		
	19	Deferred revenue			1,710,004	19		1,437,522
	20	Tax-exempt bond liabilities				20		
es	21	Escrow account liability Complete Part IV of Schedule D				21		
biliti	22	Payable to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified						
Lia		persons Complete Part II of Schedule L				22		
	23	Secured mortgages and notes payable to unrelated third parties				23		
	24	Unsecured notes and loans payable				24		
Assets or Fund Balances Liabilities Liabilities 2 2 2 2 2 3 3 3	25	Other liabilities Complete Part X of Schedule D			123,322	25		152,157
	26	Total liabilities. Add lines 17 through 25			2,722,437	26		2,975,293
J.		Organizations that follow SFAS 117, check here ▶ 🔽 and comp	ete lines	27				
		through 29, and lines 33 and 34.						
lar	27	Unrestricted net assets			6,855,778	27		4,669,347
Be	28	Temporarily restricted net assets			73,366	28		69,086
nd	29	Permanently restricted net assets				29		
		Organizations that do not follow SFAS 117, check here ► and lines 30 through 34.	d comple	te				
	30	Capital stock or trust principal, or current funds				30		
Se	31	Paid-in or capital surplus, or land, building or equipment fund .				31		
	32	Retained earnings, endowment, accumulated income, or other fu	nds			32		
Net	33	Total net assets or fund balances			6,929,144	33		4,738,433
_	34	Total liabilities and net assets/fund balances			9,651,581	34		7,713,726
Pa	rt XI	Financial Statements and Reporting						
							Yes	No

Dart YT	Financial	Statements	and Reporting

1	Accounting method used to prepare the Form 990			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		Νo
b	Were the organization's financial statements audited by an independent accountant?	2b	Yes	
c	If "Yes" to lines 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	Yes	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		No
b	If "Yes," did the organization undergo the required audit or audits?	3b		

### DLN: 93493133013410

### **SCHEDULE C**

(Form 990 or 990-EZ)

Department of the Treasury Internal Revenue Service

### **Political Campaign and Lobbying Activities**

For Organizations Exempt From Income Tax Under section 501(c) and section 527

OMB No 1545-0047

Open to Public Inspection

To be completed by organizations described below. Attach to Form 990 or Form 990-EZ

If the organization answered "Yes," to Form 990, Part IV, Line 3, or Form 990-EZ, Part VI, line 46 (Political Campaign Activities)

- ◆ Section 501(c)(3) organizations complete Parts I-A and B Do not complete Part I-C
- ◆ Section 501(c) (other than section 501(c)(3)) organizations complete Parts I-A and C below Do not complete Part I-B
- ◆ Section 527 organizations complete Part I-A only

If the organization answered "Yes," to Form 990, Part IV, Line 4, or Form 990EZ, Part VI, line 47 (Lobbying Activities)

- ◆ Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)) complete Part II-A Do not complete Part II-B

If th	e organization answered "Ye	es," to Form 990, Part IV, Line 5 (		(n)) Complete Part IFB Do r	not complete Part II-A
2 Enter the amount of any excise tax incurred by organization managers under section 4955 3 If the organization incurred in a section 4955 tax, did it file Form 4720 for this year? 4a Was a correction made? b If "Yes," describe in Part IV  Part I-C To be completed by all organizations exempt under section 501(c), except section 5 (See the instructions for Schedule C for details.)  1 Enter the amount directly expended by the filing organization for section 527 exempt function activities \$					
Par					
1	Provide a description of the o	rganization's direct and indirect poli	itical campaign ac	tivities in Part IV	
2	Political expenditures				\$
3	organization answered "Yes," to Form 990, Part IV, Line 5 (Proxy Tax) on 501(c)(4), (5), or (6) organizations complete Part III e of the organization IRUCTION SPECIFICATIONS INSTITUTE INC  TO be completed by all organizations exempt under section 501(c) and section 5 organizations. (See the instructions for Schedule C for details.)  Provide a description of the organization's direct and indirect political campaign activities in Part IV Political expenditures of olunteer hours  The Tobe completed by all organizations exempt under section 501(c)(3). (See the infor Schedule C for details.)  Enter the amount of any excise tax incurred by the organization under section 4955 Enter the amount of any excise tax incurred by organization managers under section 4955  If the organization incurred in a section 4955 tax, did it file Form 4720 for this year?  Was a correction made?  If "Yes," describe in Part IV  The Completed by all organizations exempt under section 501(c), except section (See the instructions for Schedule C for details.)  Enter the amount directly expended by the filing organization for section 527 exempt function activities  Enter the amount of the filing organization's internal funds contributed to other organizations for section 527 exempt function activities  Enter the amount of the filing organization's internal funds contributed to other organizations for section 527 exempt function activities  Enter the amount of the filing organization's internal funds contributed to other organizations for section 527 bolitical organization in the filing organization file Form 1120-POL for this year?  State the names, addresses and Employer Identification Number (EIN) of all section 527 political organization's own internal political contributions received and promptly and directly delivered to a separate political organization's own internal funds if the amount was paid from the filing organization's own internal funds if the amount was paid from the filing organization's own internal funds if the amount was paid				
Pai			t under sectio	n <b>501(c)(3).</b> (See the	instructions
1	Enter the amount of any excis	e tax incurred by the organization u	ınder section 495!	5	\$
2	Enter the amount of any excis	e tax incurred by organization mana	agers under sectio	n 4955	\$
3	If the organization incurred in	a section 4955 tax, did it file Form	4720 for this yea	r?	┌ Yes
4a	Was a correction made?				┌ Yes ┌ No
ь	If "Yes," describe in Part IV				
Pai			t under sectio	n 501(c), except sect	tion 501(c)(3).
1	Enter the amount directly exp	ended by the filing organization for s	section 527 exem	pt function activities	\$
2	<del>-</del>	<del>-</del>	outed to other orga	inizations for section	\$
3		empt function expenditures Add lin	es 1 and 2 and en	ter here and on Form	\$
4	Did the filing organization file	Form 1120-POL for this year?			☐ Yes ☐ No
5	were made Enter the amount political contributions receive	paid and indicate if the amount was d and promptly and directly deliver	paid from the filing ed to a separate p	g organızatıon's own ınterna olıtıcal organızatıon, such a	ıl funds or were s a separate
	(a) Name	( <b>b)</b> Address	(c) EIN	filing organization's internal funds If none,	(e) A mount of political contributions received and promptly and directly delivered to a separate political organization If none, enter - 0 -
		•			1

**d** Grassroots non-taxable amount

**f** Grassroots lobbying expenditures

e Grassroots ceiling amount (150% of line d, column (e))

P	art II-A To be completed by (election under sec						768
	Check If the filing organization	belongs to an affili	ated group				
<u>B</u>	Check If the filing organization  Limits on Lo  (The term "expenditure	bbying Expend	litures—		bly	(a) Filing Organization's Totals	( <b>b)</b> Affiliated Group Totals
1a	Total lobbying expenditures to influe	nce public opinion	(grass roots lob	bying)			
ь	Total lobbying expenditures to influe	nce a legislative b	ody (direct lobby	yıng)			
c	Total lobbying expenditures (add line	es 1a and 1b)					
d	Other exempt purpose expenditures						
e	Total exempt purpose expenditures	(add lines 1c and 1	Ld)				
f	Lobbying nontaxable amount Enters columns—  If the amount on line 1e, column (a) or (b) is:  Not over \$500,000		taxable amount				
	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% o	of the excess over \$	500,000			
	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% o	of the excess over \$	51,000,000			
	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of	f the excess over \$1	1,500,000			
	Over \$17,000,000	\$1,000,000					
	Grassroots nontaxable amount (ente	er 25% of line 1f)					
h	Subtract line 1g from line 1a Enter	0- ıflıne g ıs more	than line a				
i	Subtract line 1f from line 1c Enter-	0- ıflıne fıs more t	than line c				
j	If there is an amount other than zero section 4911 tax for this year?	on either line 1h c	or line 11, did the	organization file	Form 4720 rep	orting	┌ Yes ┌ No
	(Some organizations tha columns below.		on 501(h) el	ection do not	: have to cor		he five
	Lobb	ying Expendit	ures During	4-Year Avera	ging Period		
	Calendar year (or fisca beginning in)	l year	(a) 2005	<b>(b)</b> 2006	(c) 2007	( <b>d)</b> 2008	(e) Total
_2a	Lobbying non-taxable amount						
	Lobbying ceiling amount (150% of line 2a, column(e))						
	: Total lobbying expenditures						

Schedule C (Form 990 or 990-EZ) 2008

	Part II-B To be completed by organizations exempt under s				ed F		
	5/68 (election under section 501(h)). (See the instr	ructions for Schedule C for a				/L\	
			5) 	1)		(D)	
		,	Yes	No	(b) A mount  1(c)(5), or  Yes   1	t	
1 a	legislation, including any attempt to influence public opinion on a legislative referendum, through the use of						
		nes a through 1)3					
Ь		nes c tinough i)?					
C							
d							
e	, ,						
f	· · · · ·						
g		· —					
		other means?					
į	, and the second						
j	j Total lines 1c through						
2a		tion 501(c)(3)?					
ь	<b>b</b> If "Yes" enter the amount of any tax incurred under section 4912						
С	c If "Yes" enter the amount of any tax incurred by organization managers und	ler section 4912					
d	d If the filing organization incurred a section 4912 tax, did it file Form 4720 f	or this year?					
Par	art III-A To be completed by all organizations exempt unde	er section 501(c)(4), sec	tion	501(c	)(5)	, or	
	section 501(c)(6). (See the instructions for Schedule C	for details.)				·	
	We want to be tracked by a U (0.00) and a second and a december to second	Laura 2		_	_	Yes	No
1	·			-		V	Νo
2				-		res	NI -
3			<b>.</b>	F01/a			Νo
	section 501(c)(6) if BOTH Part III-A, questions 1 ar question 3 is answered "Yes." (See the instructions for	nd 2 are answered "No" (	OR if	Part			
1 2	,	include amounts of political	-	1 \$			
2	expenses for which the section 527(f) tax was paid).	include amounts of political					
а				2a \$			
	<b>b</b> Carryover from last year			2b\$			
c	c Total		Ī	2c \$			
3	Aggregate amount reported in section 6033(e)(1)(A) notices of nondeducti	ble section 162(e) dues		3 \$			
4	If notices were sent and the amount on line 2c exceeds the amount on line	3, what portion of the excess					
		deductible lobbying and political					
_	expenditure next year?		<u> </u>				
5		3 and 4)		5 \$			
	Part IV Supplemental Information						
	Complete this part to provide the descriptions required for Part I-A, line 1, Part Also, complete this part for any additional information	I-B, line 4, Part I-C, line 5, and I	Part II	-B, line	11		
	Identifier Return Reference	Explanati	on				
		-					
		filing organization attempt to influence foreign, national, state or local y attempt to influence public opinion on a legislative matter or use of  Int (include compensation in expenses reported on lines c through i)?  Interpolation of the public opinion on a legislative matter or use of  Int (include compensation in expenses reported on lines c through i)?  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of the public opinion on a legislative matter or use of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of  Interpolation of the public opinion on a legislative matter or use of interpolation of the excess or and or a legislative body or a legislative body or a legislative body or any other means?  Interpolation of the public opinion of the excess or the public of the public of the public opinion of the excess or the amount on line of the excess or the mount on line of the public of the public of the public of the excess or the mount on line of the excess or the discreptions required for Part I-A, line 1, Part I-B, line 4, Part I-C, line 5, and Part II-B, line 1 any additional information  Interpolation of the public opinion of the excess or the descriptions required for Part I-A, line 1, Part I-B, line 4, Part I-C, line 5, and Part II-B, line 1 any additional information					

Part IV Supplemental I	nformation	
Ident if ier	Return Reference	Explanation

Schedule C (Form 990 or 990EZ) 2008

OMB No 1545-0047

Open to Public Inspection

# **SCHEDULE D**

(Form 990)

Department of the Treasury Internal Revenue Service

# Supplemental Financial Statements

► Attach to Form 990. To be completed by organizations that answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.

**Employer identification number** Name of the organization CONSTRUCTION SPECIFICATIONS INSTITUTE INC 53-0242938 Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Ves" to Form 990 Part IV line 6

	organization answered Tes to Form 33	o, raitiv, iiile o.	
		(a) Donor advised funds	(b) Funds and other accounts
L	Total number at end of year		
2	Aggregate Contributions to (during year)		
3	Aggregate Grants from (during year)		
1	Aggregate value at end of year		

- Did the organization inform all donors and donor advisors in writing that the assets held in donor advised ┌ No funds are the organization's property, subject to the organization's exclusive legal control?
- Did the organization inform all grantees, donors, and donor advisors in writing that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor or other impermissible private benefit?

Part II	Conservation Easements.	Complete if the or	ganızatıon answered	"Yes" to	Form 990,	Part IV,	<u>, lıne 7.</u>

- Purpose(s) of conservation easements held by the organization (check all that apply) Preservation of land for public use (e.g., recreation or pleasure) Preservation of an historically importantly land area Protection of natural habitat Preservation of certified historic structure
  - Preservation of open space
- Complete lines 2a-2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year
- Total number of conservation easements
- Total acreage restricted by conservation easements
- c Number of conservation easements on a certified historic structure included in (a)
- Number of conservation easements included in (c) acquired after 8/17/06

- Held at the End of the Year 2a 2b 2с 2d
- Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during 3 the taxable year 🕨
- Number of states where property subject to conservation easement is located
- Does the organization have a written policy regarding the periodic monitoring, inspection, violations, and enforcement of the conservation easements it holds?
- Staff or volunteer hours devoted to monitoring, inspecting and enforcing easements during the year 🕨
- 7 A mount of expenses incurred in monitoring, inspecting, and enforcing easements during the year 🕨 \$
- Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(ı) and 170(h)(4)(B)(ıı)?

- In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

#### Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

- If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items
- If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items
  - (i) Revenues included in Form 990, Part VIII, line 1

For Paperwork Reduction Act Notice, see the Intructions for Form 990

(ii) Assets included in Form 990, Part X

- If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items
- Revenues included in Form 990, Part VIII, line 1

Assets included in Form 990, Part X

Part	Organizations Maintaining Col	lections of Art, His	tori	<u>cal Treasu</u>	res, or Othei	· Similar Asse	ts (cor	itinued)
3	Using the organization's accession and other items (check all that apply)	records, check any of tl	ne fol	lowing that are	e a significant us	e of its collection		
а	Public exhibition	d	Γ	Loan or exch	ange programs			
b	Scholarly research	е	Γ	Other				
c	Preservation for future generations							
4	Provide a description of the organization's col Part XIV	lections and explain ho	w the	y further the o	rganızatıon's ex	empt purpose in		
5	During the year, did the organization solicit or assets to be sold to raise funds rather than to						Yes	Г No
Par	Trust, Escrow and Custodial A Part IV, line 9, or reported an amo				nızatıon answe	ered "Yes" to Fo	rm 99	0,
1a	Is the organization an agent, trustee, custodia included on Form 990, Part X?	an or other intermediary	for c	ontributions o	r other assets n	ot	Yes	Г No
b	If "Yes," explain why in Part XIV and complet	e the following table						
					<u> </u>	A mou	nt	
с	Beginning balance				1c			
d	Additions during the year				1d			
e	Distributions during the year				1e			
f	Ending balance				1f			
2a	Did the organization include an amount on For	m 990, Part X, line 21?				Γ,	Yes	No
	If "Yes," explain the arrangement in Part XIV							
Pa	rt V Endowment Funds. Complete if						Faur Vas	ro Do ok
1_	Reginning of wear halance	(a)Current Year (b	<b>)</b> Prior	rear   (c) i w	Years Back (d)T	hree Years Back (e)	rour rea	ars back
1a	Beginning of year balance							
Ь	Investment earnings or losses							
c d	Grants or scholarships							
e	Other expenditures for facilities							
-	and programs							
f	Administrative expenses							
g	End of year balance							
2	Provide the estimated percentage of the year	end balance held as						
а	Board designated or quasi-endowment 🕨							
ь	Permanent endowment 🕨							
С	Term endowment ►							
3a	Are there endowment funds not in the possess	sion of the organization	thata	are held and a	dmınıstered for t	he		
	organization by						Yes	No
	(i) unrelated organizations					3a(i)		
	(ii) related organizations					3a(ii)		
ь 4	If "Yes" to 3a(II), are the related organization: Describe in Part XIV the intended uses of the	·				3b		
	t VI Investments—Land, Buildings,				rt V Juno 10			
Ċ	TVI Investments—Land, Bundings,	and Equipment.						
	Description of investment			) Cost or other (investment)	(b)Cost or other basis (other)	(c) Depreciation	(d) Boo	
	Description of investment			· · · · · · · · · · · · · · · · · · ·			(-,	ok value
	Land						(=,	ok value
b	Land							ok value
b	Land				186,295	178,623		
b c d	Land				186,295 2,116,602	178,623 1,726,473		7,672 390,129
b c d	Land				2,116,602	,		7,672

Part VIII Investments—Other Securities. See	Form 990, Part X, line 1		
<ul><li>(a) Description of security or cateory (including name of security)</li></ul>	( <b>b)</b> Book value		d of valuation year market value
Financial derivatives and other financial products		2223, 3,14 01	,
Closely-held equity interests			
Other			
Total. (Column (b) should equal Form 990, Part X, col (B) line 12 )			
Part VIII Investments—Program Related. Se	e Form 990, Part X, line		
(a) Description of investment type	(b) Book value		d of valuation year market value
		Cost of ella-of-	year market value
<b>Total.</b> (Column (b) should equal Form 990, Part X, col (B) line 13 ) Part IX Other Assets. See Form 990, Part X, li	no 15		
(a) Descri			(b) Book value
(2)	F *** ''		(=, ===================================
Total. (Column (b) should equal Form 990, Part X, col.(B) line	15.)		
Part X Other Liabilities. See Form 990, Part 3			
(a) Description of Liability	( <b>b</b> ) A mount		
Federal Income Taxes			
DUES COLLECTED FOR LOCAL CHAPTERS	46,538		
EMPLOYEE HEALTH BENEFIT RESERVE	105,619		
Total. (Column (b) should equal Form 990, Part X, col (B) line 25 )	152,157		
, , , , , , , , , , , , , , , , , , , ,	1 1 1 2 , 1 3 7		

Part	XI Reconciliation of Cl	hange in Net Assets from Fori	m 990	to F	inancial Stateme	nts	
1	Total revenue (Form 990, Part	VIII, column (A ), line 12)				1	4,528,062
2	Total expenses (Form 990, Par	t IX, column (A), line 25)				2	5,015,193
3	Excess or (deficit) for the year	Subtract line 2 from line 1				3	-487,131
4	Net unrealized gains (losses) or	n investments				4	-1,705,241
5	Donated services and use of fac	cilities				5	
6	Investment expenses					6	
7	Prior period adjustments					7	
8	Other (Describe in Part XIV)					8	1,661
9	Total adjustments (net) Add Iir	nes 4 - 8				9	-1,703,580
10	Excess or (deficit) for the year	per financial statements Combine line	s 3 and	1 9		10	-2,190,711
Part	XIII Reconciliation of Re	evenue per Audited Financial	State	men	ts With Revenue	per Re	turn
1	Total revenue, gains, and othe	r support per audited financial stateme	ents .			. 1	3,563,213
2	A mounts included on line 1 bu	t not on Form 990, Part VIII, line 12					
а	Net unrealized gains on invest	ments	. L	2a	-1,705,241		
b	Donated services and use of fa	acilities		2b			
c	Recoveries of prior year grants		. L	2c		]	
d	Other (Describe in Part XIV)		L	2d	-9,660	]	
e	Add lines <b>2a</b> through <b>2d</b> .					2e	-1,714,901
3	Subtract line ${f 2e}$ from line ${f 1}$ .					3	5,278,114
4	A mounts included on Form 99	O, Part VIII, line 12, but not on line 1					
а	Investment expenses not inclu	uded on Form 990, Part VIII, line 7b		4a		1	
b	Other (Describe in Part XIV)			4b	-750,052	1 1	
С	Add lines <b>4a</b> and <b>4b</b>					4c	-750,052
5		d <b>4c.</b> (This should equal Form 990, Par				5	4,528,062
Part		xpenses per Audited Financia		eme	nts With Expense		
1 2		audited financial statements t not on Form 990, Part IX, line 25				1	5,753,924
² a		cilities	1	2a			
b			•	2b		1	
c	, ,	Part IX, line 25	•	2c		┥ ┃	
d	Other (Describe in Part XIV)	·	•	2d	-11,321	1 1	
e	Add lines 2a through 2d				11,321		-11,321
3	Subtract line 2e from line 1 .					3	5,765,245
4		D, Part IX, line 25, but not on line <b>1:</b>					27. 2272.2
а		ided on Form 990, Part VIII, line 7b	1	4a			
ь			· .	4b	-750,052	<u> </u>	
С	Add lines <b>4a</b> and <b>4b</b>					4c	-750,052
5	Total expenses Add lines 3 an	d <b>4c.</b> (This should equal Form 990, Pa	rt I, lın	e 18)		5	5,015,193
Part	XIV Supplemental Inf		•	<u> </u>			, ,
		criptions required for Part II, lines 3, Part XII, lines 2d and 4b, and Part XI				art XIV	, lines 1b and 2b,
	Ident if ier	Return Reference			Explana	tion	
			I				

efile GRAPHIC print - DO NOT PROCESS

As Filed Data -

DLN: 93493133013410

OMB No 1545-0047

Schedule J (Form 990)

Department of the Treasury

Internal Revenue Service

**Compensation Information** For certain Officers, Directors, Trustees, Key Employees, and Highest

**Compensated Employees** ► Attach to Form 990. To be completed by organizations that answered "Yes" to Form 990, Part IV, line 23.

Open to Public Inspection

	me of the organization		Employer identificat	ion nur	nber	
CO	NSTRUCTION SPECIFICATIONS INSTITUTE INC		53-0242938			
Рa	rt I Questions Regarding Compensation	<u> </u>	33-0242930			
	Questions Regulating compensation	•			Yes	Νο
1a	Check the appropriate box(es) if the organization pro 990, Part VII, Section A, line 1a Complete Part III					
	First class or charter travel	Housing allowance or residence	for personal use			
	Travel for companions	Payments for business use of pe	rsonal residence			
	Tax idemnification and gross-up payments	Health or social club dues or init	iation fees			
	Discretionary spending account	Personal services (e g , maid, ch	nauffeur, chef)			
b	If line 1a is checked, did the organization follow a wi provision of all the expenses described above? If "N		rsement or	1b		
2	Did the organization require substantiation prior to rofficers, directors, trustees, and the CEO/Executive	· ·	•	2		
3	Indicate which, if any, of the following the organization organization's CEO/Executive Director Check all the contract of the	nat apply	the			
	Compensation committee	Written employment contract				
	Independent compensation consultant	Compensation survey or study				
	Form 990 of other organizations	Approval by the board or compe	nsation committee			
4	During the year, did any person listed in Form 990,	Part VII, Section A , line 1a				
а	Receive a severance payment or change of control p	payment?		4a		Νo
b	Participate in, or receive payment from, a suppleme	ntal nonqualified retirement plan?		4b		Νo
c	Participate in, or receive payment from, an equity-b	ased compensation arrangement?		4c		Νo
	If "Yes" to any of lines 4a-c, list the persons and pr	ovide the applicable amounts for each ite	m ın Part III			
	501(c)(3) and 501(c)(4) organizations only must co	mplete lines 5-8.				
5	For persons listed in form 990, Part VII, Section A, compensation contingent on the revenues of	line 1a, did the organization pay or accru	e any			
а	The organization?			5a		
b	Any related organization?			5b		
	If "Yes," to line 5a or 5b, describe in Part III					
6	For persons listed in form 990, Part VII, Section A, compensation contingent on the net earnings of	line 1a, did the organization pay or accru	e any			
а	The organization?			6a		
b	Any related organization?			6b		
	If "Yes," to line 6a or 6b, describe in Part III					
7	For persons listed in form 990, Part VII, Section A, payments not described in lines 5 and 6? If "Yes," o		non-fixed	7		
8	Were any amounts reported in Form 990, Part VII, p subject to the initial contract exception described in					

#### Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use Schedule J-1 if additional space needed.

For each individual whose compensation must be reported in Schedule J, report compensation from the organization on row (i) and from related organizations described in the instructions on row (ii) Do not list any individuals that are not listed on Form 990, Part VII

Note. The sum of columns (B)(1)-(111) must equal the applicable column (D) or column (E) amounts on Form 990, Part VII, line 1a

(A) Name	(B) Breakdown o	f W-2 and/or 1099-MI:	SC compensation	compensation benefits (B)(I)-(D)		(E) Total of columns (B)(ı)-(D)	<b>(F)</b> Compensation reported in prior Form 990 or Form 990-EZ
	compensation	incentive compensation	compensation				
walter t marlowe (1		20,000	16,860	11,372	4,198	218,498	
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i	)						
(i							
(i	)						

### Part III Supplemental Information

Complete this part to provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 4c, 5a, 5b, 6a, 6b, 7, and 8 Also complete this part for any additional information

Ident if ier	Return Reference	Explanation
-		
	·	

As Filed Data -

# efile GRAPHIC print - DO NOT PROCESS

(Form 990)

**SCHEDULE 0** 

Department of the Treasury Internal Revenue Service

Name of the organization

CONSTRUCTION SPECIFICATIONS INSTITUTE INC

# **Supplemental Information to Form 990**

DLN: 93493133013410 OMB No 1545-0047

**Employer identification number** 

53-0242938

Inspection

▶ Attach to Form 990. To be completed by organizations to provide additional information for responses to specific questions for the Form 990 or to provide any additional information.

Return **Identifier Explanation** Reference CONSTRUCTION SPECIFIER - PUBLICATION WHICH PROVIDES TECHNICAL INFORMATION AND TOPICAL Form 990, Part III, Other Program line 4d ISSUES TO THE MEMBERSHIP, PERSONS IN THE INDUSTRY, AND GENERAL PUBLIC AS A WHOLE Services

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section A, line 6		The institute shall consist of individual professional, industry, associate, intermediate, student, retired members, members emeritus, distinguished members, and lifetime members. Firms or corporations are not eligible for membership. Professional Members. Professional members shall be technically experienced individuals whose primary function is to author, interpret, or enforce construction documents. Applicants shall have had not less than two years of experience in such work at the time of their application. Professional members shall be technically experienced individuals whose primary function is to use and/or comply with construction documents in the normal course of their work to construct projects. Applicants shall have had not less than two years of experience in such work at the time of their application industry members shall be eligible to vote and to hold any office in the institute. Associate Members. Associate members shall be those individuals whose primary function is to provide service, support and assistance to the construction industry. Applicants shall have had not less than two years of experience in such work at the time of their application. Associate members shall be eligible to vote and to hold any office in the institute. Intermediate Members intermediate members shall be individuals who are prospective professional, industry or associate members, but who lack the proper technical qualifications or the required experience for the respective full immembership classification, and who are interrested in the improvement of construction specifications, who are engaged in such specific work functions as established by the Board if eligible, intermediate members may petition for professional, industry or associate members hall have all the rights and privileges of professional, industry or associate members shall have all the rights and privileges of professional, industry or associate members which are no longer engaged in income-producing activities, have reached the age of sixty-five year

Identifier	Return Reference	Explanation
Form 990, Part VI, Section A, line 7a		One member from each geographical region shall be elected to the Board in accordance with the Bylaws. In addition, two Directors at Large shall be elected to the Board. The Institute Nominating Committee shall consist of seven members, one from each of five regions for a two-year term, two appointed one year and three the following year, in rotation among the regions and two Board members, appointed for one year terms. Not later than November 1 of the administrative year in which the term of the Director expires the following June 30, the Region Nominating Committee shall submit nominees for Director. Not more than four qualified members of that region may be submitted as nominees for Director. The Secretary shall validate the names submitted by the Region Nominating Committees as the nominees to appear on the election ballot for the office of Director of that particular region. In the event that a Region Nominating Committee should fail to act by the stipulated time, the Institute Nominating Committee shall select the names of not more than four qualified nominees from that region to be placed on the election ballot. Nominations of Officers, except President, and Directors at Large, shall be made by the Nominating Committee and may be made by written petition of voting members. Each nominating petition must be submitted to the Secretary, on the prescribed form, sent by trackable delivery service, and be received at the Institute office during the month of December. Each nomination shall be by separate petition, signed by not less than two percent (2%) of the voting members from each of four regions based upon the previous June 30 membership. Each petition shall be accompanied by full information required by the Board and by a signed statement from the proposed nominee, indicating a willingness to serve. A petition shall be considered valid if it complies with these Bylaws and contains the required information. The Nominating Committee shall make one or more nominations each for the office of President-elect, v

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section A, line 7b		Any action taken by the Secretary may, within a period of one year from the date of said action, be appealed to the Board for final determination. Appeals, may be filed by any member, or chapter of the institute, including the member or applicant directly concerned.

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section A, line 10		Form 990 is reviewed by the CFO

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section B, Inne 12c		AT THE BEGINNING OF EACH FISCAL YEAR, BOARD MEMBERS MUST SIGN THE CSI CODE OF CONDUCT AGREEMENT, WHICH SETS FORTH THE POSITION OF THE ORGANIZATION ON THE MANAGEMENT OF THE FOLLOWING CONFLICT OF INTEREST, CONFIDENTIALITY, MISCONDUCT, DISHONESTY, ANTI-FRAUD, ANTITRUST, WHISTLE BLOWER POLICIES, ETHICS, SEXUAL AND OTHER HARASSMENT, AND DISCRIMINATION, TO NAME A FEW EMPLOYEES AGREE TO THESE POLICIES UPON THEIR DATE OF HIRE AND SIGNIFY THEIR AGREEMENT BY SIGNING A DOCUMENT THAT ACKNOWLEDGES RECEIPT OF THE EMPLOYEE HANDBOOK, IN WHICH THESE POLICIES ARE COMMUNICATED EMPLOYEES MUST SIGN ANY SUBSEQUENT AGREEMENTS AS POLICIES ARE CHANGED AND AS THE HANDBOOK IS UPDATED

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section B, line 15		THE BOARD UTILIZES AN EVALUATION AND COMPENSATION COMMITTEE TO DETERMINE THE APPROPRIATE COMPENSATION FOR THE CEO THE COMMITTEE LOOKS AT COMPENSATION SURVEYS AND STUDIES, AND COMPARABLE INFORMATION FOR SIMILAR ASSOCIATIONS THE CEO HAS A WRITTEN EMPLOYMENT CONTRACT THE CEO'S COMPENSATION REQUIRES BOARD APPROVAL ALL OTHER STAFF COMPENSATION IS APPROVED BY THE BOARD INDIRECTLY VIA THE ANNUAL BUDGET PROCESS, IN WHICH THE COMPENSATION IS PRESENTED TO THE BOARD IN A LUMP SUM AS PART OF THE TOTAL BUDGETED OPERATING EXPENSES THE BOARD DOES NOT EVALUATE OR APPROVE ANY INDIVIDUAL STAFF COMPENSATION EXCEPT FOR THE CEO

ldentifier	Return Reference	Explanation
Form 990, Part VI, Section C, line 19		The Association makes its Form 990 and all other financial documents available upon request

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

DLN: 93493133013410

# **Related Organizations and Unrelated Partnerships**

2008

Open to Public Inspection

Schedule R (Form 990) 2008

Department of the Treasury

(Form 990)

**SCHEDULE R** 

► Attach to Form 990. To be completed by organizations that answerd "Yes" to Form 990, Part IV, lines 33, 34, 35, 36, or 37.

► See separate instructions.

Internal Revenue Service					Inspection
Name of the organization CONSTRUCTION SPECIFICATIONS INSTITUTE INC				Employer identi	fication number
				53-0242938	
Part I Identification of Disregarded Entities		,			
(A) Name, address, and EIN of disregarded entity	<b>(B)</b> Primary activity	(C) Legal domicile (state or foreign country)	<b>(D)</b> Total income	<b>(E)</b> End-of-year assets	<b>(F)</b> Direct controlling entity
Part II Identification of Related Tax-Exempt Organia	zations				
(A) Name, address, and EIN of related organization	<b>(B)</b> Primary activity	(C) Legal domicile (state or foreign country)	(D) Exempt Code section	(E) Public chanty status (if section 501(c)(3)	( <b>F)</b> Direct controlling entity
The Construction Specifications Institute Foundation Inc  110 south union street suite 100 Alexandria, VA22314 75-3090752	To Conduct Activities for Advancement within the Construction Industry	MD	501(c)(3)	509(a)(2)	Construction Specifications Institute

Cat No 50135Y

<b>(A)</b> Name, address, and EIN of related organization	Prim	<b>(B)</b> nary activity	(C) Legal domicile (state or foreign country)	( <b>D</b> ) Direct controlling entity	incom	(E) lominant le(related, lestment, related)	Share	<b>(F)</b> e of total income	<b>(G)</b> Share of end-of- year assets	(H Disprop allocat	l) ortionate tions?	(I) Code V—UBI amount on Box 20 of K-1	Gene mana part	agıng
										Yes	No		Yes	No
Part IV Identification of R	Related	l Organizations	Taxable as	a Corporation	ı or Tr	ust								
(A) Name, address, and EIN of related organ		(B) Primary activity		(C) Legal domicile (state or foreign country)		( <b>D</b> ) Direct contro	olling	(E) Type of entity (C corp, S corp or trust)	(F) Share of total income	end	( <b>G)</b> hare of l-of-yea assets	( <b>H)</b> Percentage r ownership		

(6)

Part V	<b>Transactions with Related Organizations</b>
	i i alibactionis with Related organizations

Fel	Note. Complete line 1 if any entity is listed in Parts II, III or IV				Yes	No
<b>1</b> Dı	During the tax year, did the orgranization engage in any of the following transactions with one or	more related organizations listed in Parts	II-IV?	+		
	Receipt of (i) interest (ii) annuities (iii) royalties (iv) rent from a controlled entity		<del> </del>	La		No
	Gift, grant, or capital contribution to other organization(s)		<u> </u>	Lb		No
	Gift, grant, or capital contribution from other organization(s)		1	Lc		No
	Loans or loan guarantees to or for other organization(s)		1	Ld		No
	Loans or loan guarantees by other organization(s)		1	le		No
f	Sale of assets to other organization(s)		1	Lf		No
	Purchase of assets from other organization(s)		1	Lg		No
	Exchange of assets		1	Lh		No
	Lease of facilities, equipment, or other assets to other organization(s)		1	1i		No
i	Lease of facilities, equipment, or other assets from other organization(s)		1	1j		No
	Performance of services or membership or fundraising solicitations for other organization(s)		<b>—</b>	Lk		No
	Performance of services or membership or fundraising solicitations by other organization(s)		1	11		No
	1 Sharing of facilities, equipment, mailing lists, or other assets		1	Lm	Yes	
	Sharing of paid employees		1	Ln	Yes	
0	Reimbursement paid to other organization for expenses		1	Lo		No
	Reimbursement paid by other organization for expenses		1	Lр		No
-						
q	O ther transfer of cash or property to other organization(s)		1	Lq		No
	O ther transfer of cash or property from other organization(s)		<u> </u>	1r		No
2	If the answer to any of the above is "Yes," see the instructions for information on who must co	omplete this line, including covered relation	nships and transaction thresholds			
_	(A)	(B)	(c)			
	Name of other organization(s)	Transaction type(a-r)	Amount Involved			
(1)		71 ( )				
(2)						
(3)						
(4)						
(5)						
			1			

### Part VI Unrelated Organizations Taxable as a Partnership

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships

									_	
<b>(A)</b> Name, address, and EIN of entity	<b>(B)</b> Primary activity	<b>(C)</b> Legal domicile (state or foreign country)	( <b>D</b> ) Are all partners section 501(c)(3) organizations?		<b>(E)</b> Share of end-of-year assets			( <b>G)</b> Code V—UBI amount on Box 20 of K-1	(H) General o managing partner?	)
			Yes	No		Yes	No		Yes	No
			•	•		•		Cabadul	D / Form	

efile GRAPHIC print - DO NOT PROCESS | As Filed Data -

DLN: 93493133013410

OMB No 1545-0172

Department of the Treasury Internal Revenue Service

### **Depreciation and Amortization** (Including Information on Listed Property)

Attachment See separate instructions. Attach to your tax return. Sequence No 67 Name(s) shown on return **Identifying number** Business or activity to which this form relates CONSTRUCTION SPECIFICATIONS INSTITUTE INC Form 990 Page 10 53-0242938 **Election To Expense Certain Property Under Section 179 Note:** If you have any listed property, complete Part V before you complete Part I. 1 Maximum amount See the instructions for a higher limit for certain businesses 250,000 2 Total cost of section 179 property placed in service (see instructions) 2 800,000 3 Threshold cost of section 179 property before reduction in limitation (see instructions) 3 4 Reduction in limitation Subtract line 3 from line 2 If zero or less, enter -0-4 5 Dollar limitation for tax year Subtract line 4 from line 1 If zero or less, enter -0- If married filing separately, see instructions (b) Cost (business use (a) Description of property (c) Elected cost only) 7 Listed property Enter the amount from line 29 8 Total elected cost of section 179 property Add amounts in column (c), lines 6 and 7 9 Tentative deduction Enter the smaller of line 5 or line 8 9 10 Carryover of disallowed deduction from line 13 of your 2007 Form 4562 11 Business income limitation Enter the smaller of business income (not less than zero) or line 5 (see instructions) 11 12 Section 179 expense deduction Add lines 9 and 10, but do not enter more than line 11 12 13 Carryover of disallowed deduction to 2009 Add lines 9 and 10, less line 12 Note: Do not use Part II or Part III below for listed property. Instead, use Part V. Special Depreciation Allowance and Other Depreciation (Do not include listed property ) (See instructions ) 14 Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions) **15** Property subject to section 168(f)(1) election . 15 **16** Other depreciation (including ACRS) MACRS Depreciation (Do not include listed property.) (See instructions.) Section A 17 MACRS deductions for assets placed in service in tax years beginning before 2008 18 If you are electing to group any assets placed in service during the tax year into one or more . | general asset accounts, check here Section B-Assets Placed in Service During 2008 Tax Year Using the General Depreciation System (c) Basis for (b) Month and depreciation (a) Classification of (g)Depreciation (d) Recovery year placed in (business/investment (e) Convention (f) Method deduction property period service use only—see instructions) 19a 3-year property **b** 5-year property c 7 - year property d 10-year property e 15-year property f 20-year property g 25-year property 25 yrs S/L 27 5 yrs ΜМ S/L h Residential rental 27 5 yrs property ММ S/L ΜМ S/L i Nonresidential real 39 yrs property S/L ΜМ Section C—Assets Placed in Service During 2008 Tax Year Using the Alternative Depreciation System 20a Class life S/L **b** 12-year 12 yrs S/L **c** 40-year ММ S/L 40 yrs Part IV **Summary** (See instructions) 22 Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21 Enter here and on the appropriate lines of your return Partnerships and S corporations—see instr 23 For assets shown above and placed in service during the current year, enter the 23 portion of the basis attributable to section 263A costs

Form 4562 (2008) Page 2 Listed Property (Include automobiles, certain other vehicles, cellular telephones, certain computers, and Part V property used for entertainment, recreation, or amusement.) **Note:** For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable. Section A—Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.) 24a Do you have evidence to support the business/investment use claimed? Yes No 24b If "Yes," is the evidence written? Yes No (c) (i) (e) (b) Business/ (d) (h) (a) (g) Basis for depreciation Flected Type of property (list Date placed in investment Cost or other Recovery Method/ Depreciation/ section 179 (business/investment Convention deduction vehicles first) service basis use period cost use only) percentage 25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions) 25 26 Property used more than 50% in a qualified business use % % 27 Property used 50% or less in a qualified business use S/L -% S/L -28 Add amounts in column (h), lines 25 through 27 Enter here and on line 21, page 1 28 29 Add amounts in column (i), line 26 Enter here and on line 7, page 1 Section B—Information on Use of Vehicles Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles (a) (b) (c) (d) (e) (f) 30 Total business/investment miles driven during the Vehicle 2 Vehicle 3 Vehicle 4 Vehicle 1 Vehicle 5 Vehicle 6 year (do not include commuting miles) 31 Total commuting miles driven during the year 32 Total other personal(noncommuting) miles driven 33 Total miles driven during the year Add lines 30 through 32 34 Was the vehicle available for personal use Yes No Yes No Yes No Yes No Yes No Yes No during off-duty hours? 35 Was the vehicle used primarily by a more than 5% owner or related person? . . . . . **36** Is another vehicle available for personal use? Section C—Questions for Employers Who Provide Vehicles for Use by Their Employees Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons (see instructions) 37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your Yes No **38** Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners . . . 39 Do you treat all use of vehicles by employees as personal use? 40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received? \_ . . . . . . 41 Do you meet the requirements concerning qualified automobile demonstration use? (See instructions) . . . Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," do not complete Section B for the covered vehicles Part VI **Amortization** (b) (e) (d) (f) (c) (a) Date A mortization A mortizable Code A mortization for Description of costs amortization period or

#### amount section this year beains percentage 42 A mortization of costs that begins during your 2008 tax year (see instructions) 43 A mortization of costs that began before your 2008 tax year 43 44 Total. Add amounts in column (f) See the instructions for where to report 44

# Software ID: Software Version:

**EIN:** 53-0242938

Name: CONSTRUCTION SPECIFICATIONS INSTITUTE INC

#### Form 990, Part VII - Section Aaa

Form 990, Part VII - Section Aaa											
		Posit t	<b>(C</b> tion ( hat a	chec		I			(E)	(F)	
<b>(A)</b> Name and Title	(B) Average hours per week	Individual Trustee or Prector	Institutional Trustee	Officei	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W- 2/1099MISC)	(E) Reportable compensation from related organizations (W- 2/1099- MISC)	Estimated amount of other compensation from the organization and related organizations	
gILMAN K M HU , PRESIDENT	1 00	Х		Х				0	0	0	
michael m davis , PRESIDENT ELECT	1 00	Х		Х				0	0	0	
tom r deines , VICE PRESIDENT	1 00	Х		Х				0	0	0	
GREGORY L MARKLING , VICE PRESIDENT	1 00	Х		х				0	0	0	
DAVID S PROUDFIT , VICE PRESIDENT	1 00	Х		х				0	0	0	
GREGORY W SPRINKEL , Vice PRESIDENT	1 00	X		x				0	0	0	
john patrick mccaffrey , secretary	1 00	Х		Х				0	0	0	
ELLEN KAY CREWS , treasurer	1 00	Х		Χ				0	0	0	
EUGENE A VALENTINE , immediate past president	1 00	X		x				0	0	0	
HOWARD A LEVINE , Director	1 00	Х						0	0	0	
scott tobias , director	1 00	Х						0	0	0	
MITCH A MILLER , Director	1 00	Х						0	0	0	
henry j zirkle , director	1 00	Х						0	0	0	
george wade bevier , director	1 00	Х						0	0	0	
jose a guaty , director	1 00	Х						0	0	0	
ROBERT B SWAN , Director	1 00	Х						0	0	0	
keith west , director	1 00	Х						0	0	0	
LANE J BEOUGHER , Director	1 00	Х						0	0	0	
DAVID G DIXON , director	1 00	X						0	0	0	
J GERALD CAPELL , Director	1 00	X						0	0	0	
john m griffithII , director	1 00	Χ						0	0	0	
daniel hargreaves , director	1 00	Х						0	0	0	
ROBERT OLSON , director	1 00	Х						0	0	0	
CORNELIUS H DAVISON JR , director	1 00	Х						0		0	
robert h mallory , director	1 00	X						0			
LOREN R BERRY , Director	1 00	X						0			
robert w sımmons , dırector	1 00	Х						0		0	
duane michael johnson , director	1 00	X					_	0	0	0	
janet j piccola , director	1 00	X						0	0	0	
walter t marlowe , executive director/CEO	40 00			Х				202,928	0	15,570	

### Form 990, Part VII - Section Aaa

orini bbo, rait till bection i									
<b>(A)</b> Name and Title	(B) Average hours per week	1	tion a Institutional Trustee	ched	Highest compensated employee	Former	(D) Reportable compensation from the organization (W- 2/1099MISC)	(E) Reportable compensation from related organizations (W- 2/1099- MISC)	(F) Estimated amount of other compensation from the organization and related organizations
Shannon MacGregor , Finance & O perations Dir	40 00			х			122,567	0	9,976
Roger J Grant , Technical Services Direc	40 00				х		125,689	0	7,40

Form 990, Part VIII - Statement of Revenue - 2a - 2g Program Service Revenue -

	Business Code	(A) Total Revenue	(B) Related or Exempt Function Revenue	(C) Unrelated Business Revenue	(D) Revenue Excluded from Tax under IRC 512, 513, or 514
a Membership Dues	900,099	2,833,562	2,833,562		
<b>b</b> EDUCATIONAL PROGRAMS	900,099	708,061	708,061		
c TECHNICAL PROGRAMS	900,099	435,546	435,546		
d PUBLICATIONS	541,800	417,238	76,202	341,036	
e CONVENTION	900,099	120,253	120,253		