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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

OMB No. 1545-0047

2009

Open to Public Inspection

A For the 2009 calendar year, or tax year beginning **JUL 1, 2009** and ending **JUN 30, 2010**

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Terminated ☐ Amended return ☐ Application pending	Please use IRS label or print or type See Specific Instructions	C Name of organization BUILDING OWNERS AND MANAGERS INSTITUTE INTERNATIONAL, INC Doing Business As Number and street (or P.O. box if mail is not delivered to street address) Room/suite ONE PARK PLACE 475 City or town, state or country, and ZIP + 4 ANNAPOLIS, MD 21401 F Name and address of principal officer JEFFREY HORN SAME AS C ABOVE	D Employer identification number 23-7070298 E Telephone number (410) 974-1410 G Gross receipts \$ 4,752,453. H(a) Is this a group return for affiliates? ☐ Yes ☒ No H(b) Are all affiliates included? ☐ Yes ☐ No If "No," attach a list (see instructions) H(c) Group exemption number ▶
I Tax-exempt status ☒ 501(c) (3) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527		J Website: ▶ WWW.BOMI.ORG	
K Form of organization ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶		L Year of formation 1970 M State of legal domicile PA	

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities PART III, LINE 1 2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets 3 Number of voting members of the governing body (Part VI, line 1a) 14 4 Number of independent voting members of the governing body (Part VI, line 1b) 13 5 Total number of employees (Part V, line 2a) 49 6 Total number of volunteers (estimate if necessary) 15 7a Total gross unrelated business revenue from Part VIII, column (C), line 12 0. 7b Net unrelated business taxable income from Form 990-T, line 34 0.													
Revenue	8 Contributions and grants (Part VIII, line 1h) 9 Program service revenue (Part VIII, line 2g) 10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10, and 11e) 12 Total revenue Add lines 8 through 11 (must equal Part VIII, column (A), line 12)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Prior Year</th> <th>Current Year</th> </tr> </thead> <tbody> <tr> <td style="text-align:right">6,040.</td> <td style="text-align:right">1,070.</td> </tr> <tr> <td style="text-align:right">5,432,246.</td> <td style="text-align:right">4,589,257.</td> </tr> <tr> <td style="text-align:right">15,376.</td> <td style="text-align:right">29,430.</td> </tr> <tr> <td style="text-align:right">18,782.</td> <td style="text-align:right">11,207.</td> </tr> <tr> <td style="text-align:right">5,472,444.</td> <td style="text-align:right">4,630,964.</td> </tr> </tbody> </table>	Prior Year	Current Year	6,040.	1,070.	5,432,246.	4,589,257.	15,376.	29,430.	18,782.	11,207.	5,472,444.	4,630,964.
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6,040.	1,070.													
5,432,246.	4,589,257.													
15,376.	29,430.													
18,782.	11,207.													
5,472,444.	4,630,964.													
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) 14 Benefits paid to or for members (Part IX, column (A), line 4) 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 16a Professional fundraising fees (Part IX, column (A), line 11e) b Total fundraising expenses (Part IX, column (D), line 25) ▶ 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f) 18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25) 19 Revenue less expenses Subtract line 18 from line 12	<table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align:right">3,161,031.</td> <td style="text-align:right">2,978,227.</td> </tr> <tr> <td style="text-align:right">2,791,623.</td> <td style="text-align:right">2,534,756.</td> </tr> <tr> <td style="text-align:right">5,952,654.</td> <td style="text-align:right">5,512,983.</td> </tr> <tr> <td style="text-align:right">-480,210.</td> <td style="text-align:right">-882,019.</td> </tr> </tbody> </table>	3,161,031.	2,978,227.	2,791,623.	2,534,756.	5,952,654.	5,512,983.	-480,210.	-882,019.				
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Net Assets or Fund Balances	20 Total assets (Part X, line 16) 21 Total liabilities (Part X, line 26) 22 Net assets or fund balances Subtract line 21 from line 20	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Beginning of Current Year</th> <th>End of Year</th> </tr> </thead> <tbody> <tr> <td style="text-align:right">2,521,327.</td> <td style="text-align:right">2,230,087.</td> </tr> <tr> <td style="text-align:right">958,658.</td> <td style="text-align:right">1,391,905.</td> </tr> <tr> <td style="text-align:right">1,562,669.</td> <td style="text-align:right">838,182.</td> </tr> </tbody> </table>	Beginning of Current Year	End of Year	2,521,327.	2,230,087.	958,658.	1,391,905.	1,562,669.	838,182.				
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Part II Signature Block

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge. Signature of officer JEFFREY HORN, PRESIDENT & CEO Type or print name and title	Date 2/3/2011	
Paid Preparer's Use Only	Preparer's signature Firm's name (or yours if self-employed), address, and ZIP + 4 GELMAN, ROSENBERG & FREEDMAN 4550 MONTGOMERY AVE., SUITE 650 NORTH BETHESDA, MARYLAND 20814-2930	Date 2/2/11 Check if self-employed ☐ Preparer's identifying number (see instructions) EIN ▶ Phone no ▶ (301) 951-9090	

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC

Form 990 (2009)

23-7070298 Page 2

Part III Statement of Program Service Accomplishments

1 Briefly describe the organization's mission

BOMI WILL BE THE PREMIER INTERNATIONAL PROVIDER OF EDUCATIONAL
PRODUCTS AND SERVICES TO THE PROPERTY AND FACILITY MANAGEMENT
INDUSTRIES.

2 Did the organization undertake any significant 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 on Schedule O

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported

SEE SCHEDULE O FOR CONTINUATION(S)

4a (Code) (Expenses \$ 1,496,728. including grants of \$) (Revenue \$ 4,589,257.)

EDUCATIONAL ACTIVITIES AND GRADUATE SERVICES: DURING FISCAL YEAR 2010,
BOMI INTERNATIONAL ENROLLED 1,472 (1,094 US AND 378 CN) NEW STUDENTS IN
ITS PROFESSIONAL DESIGNATION PROGRAMS, SOLD 7,432 (5,643 US AND 1,789
CN) SELF-STUDY OR INSTRUCTED COURSES, AND ADMINISTERED 6,353
EXAMINATIONS NATIONALLY. BOMI ALSO CONFERRED 677 DESIGNATIONS FOR ITS
REAL PROPERTY ADMINISTRATOR (RPA), FACILITIES MANAGEMENT ADMINISTRATOR
(FMA), AND SYSTEMS MAINTENANCE ADMINISTRATOR (SMA) CURRICULUMS. DURING
FISCAL YEAR 2010, BOMI INTERNATIONAL PROCESSED 6 CONTINUING EDUCATION
CREDIT APPLICATIONS AND 1 INSTRUCTOR APPLICATION WITH STATE REAL ESTATE
COMMISSIONS FOR CLASSES OFFERED THROUGHOUT THE UNITED STATES, NONE WERE
DENIED. IN ADDITION, 38 CONTINUING EDUCATION CERTIFICATES WERE ISSUED
TO STUDENTS ATTENDING THESE CLASSES. BOMI ALSO FULFILLED 82 TRANSCRIPT

4b (Code) (Expenses \$ 1,151,039. including grants of \$) (Revenue \$)

SALES, MARKETING AND COMMUNICATIONS: THE SALES/SERVICE TEAM FIELD
ED INQUIRES ABOUT BOMI INTERNATIONAL'S EDUCATIONAL PROGRAMS FROM
REFERRALS, MAGAZINE ADS, AND DIRECT MAIL. IN ADDITION, THIS TEAM
RESPONDED TO DAILY CALLS FROM CURRENT STUDENTS AND GRADUATES. THE
CORPORATE SALES TEAM COORDINATED DIRECT ON-SITE TRAINING TO CORPORATE
CLIENTS. THE MARKETING COMMUNICATION TEAM TARGETED CURRENT STUDENTS,
GRADUATES AND PROSPECTS WITH PROMOTIONAL MATERIALS, SUCH AS THE
INSTITUTE'S WEB SITE, DIRECT MAIL CAMPAIGN, EDUCATIONAL CATALOG, TRADE
SHOW PROMOTIONS, AND BOARD OF TRUSTEES COMMUNICATIONS.

4c (Code) (Expenses \$ 782,795. including grants of \$) (Revenue \$)

CURRICULUM DEVELOPMENT: DURING THE FISCAL YEAR 2010 (JULY 2009 - JUNE
2010), THE EDUCATION DIVISION RELEASED FULLY REVISED AND NEW
COPYRIGHTED COURSE VERSIONS OF:

- ASSET MANAGEMENT (INTERNATIONAL/FM VERSION) - NEW COURSEBOOK
DEVELOPMENT INCLUDED:

- FUNDAMENTALS OF HVAC BUILDING AUTOMATION (BAS) WITH INTEGRATION
INITIATED INTO BOMI INTERNATIONAL'S PRODUCT LINE IN APRIL OF 2010.

A NEW EXPERIENCE REQUIREMENT FOR THE SMA DESIGNATION WAS DEVELOPED AND
APPROVED BY THE BOMI INTERNATIONAL BOARD OF TRUSTEES - MARCH 2010. THIS
REQUIREMENT WILL NOT BE IMPLEMENTED UNTIL JANUARY OF 2011.

4d Other program services (Describe in Schedule O)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses ► \$ 3,430,562.

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Form 990 (2009)

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Part 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)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities? <i>If "Yes," complete Schedule C, Part II</i>		X
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? <i>If "Yes," complete Schedule C, Part III</i>	N/A	
6 Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
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? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 Is the organization's answer to any of the following questions "Yes"? <i>If so, complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable</i>	X	
• Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>		
• Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		
• Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		
• Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		
• Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		
• Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48? <i>If "Yes," complete Schedule D, Part X</i>		
12 Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI, XII, and XIII</i>	X	
12A Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," completing Schedule D, Parts XI, XII, and XIII is optional</i>	Yes	No
		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? <i>If "Yes," complete Schedule F, Part I</i>	X	
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? <i>If "Yes," complete Schedule F, Part II</i>		X
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 "Yes," complete Schedule F, Part III</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20 Did the organization operate one or more hospitals? <i>If "Yes," complete Schedule H</i>		X

Form **990** (2009)

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Form 990 (2009)

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Part IV Checklist of Required Schedules (continued)

	Yes	No
21 Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X
22 Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
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? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25</i>	24a	X
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? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
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? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties, (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c An entity of which a current or former officer, director, trustee, or key employee of the organization (or a family member) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
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	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax exempt or taxable entity? <i>If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1</i>	34	X
35 Is any related organization a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35	X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19?	38	X

Note. All Form 990 filers are required to complete Schedule O

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INTERNATIONAL, INC**

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Part 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	65	
1b	Enter the number of Forms W 2G included in line 1a Enter -0- if not applicable	0	
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
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	49	
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file this return (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O		
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)?		X
b	If "Yes," enter the name of the foreign country ► _____ See the instructions for exceptions and filing requirements for Form TD F 90 22 1, Report of Foreign Bank and Financial Accounts		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e	Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
g	For all contributions of qualified intellectual property, did the organization file Form 8899 as required?		
h	For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as required?		
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year? N/A	8	
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the organization make any taxable distributions under section 4966? N/A	9a	
b	Did the organization make a distribution to a donor, donor advisor, or related person? N/A	9b	
10	Section 501(c)(7) organizations. Enter		
a	Initiation fees and capital contributions included on Part VIII, line 12 N/A	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter		
a	Gross income from members or shareholders N/A	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	

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Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Section A. Governing Body and Management

	Yes	No
1a Enter the number of voting members of the governing body	14	
b Enter the number of voting members that are independent	13	
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	X
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	X
4 Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?	4	X
5 Did the organization become aware during the year of a material diversion of the organization's assets?	5	X
6 Does the organization have members or stockholders?	6	X
7a Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	7a	X
b Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	7b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8a	X
b Each committee with authority to act on behalf of the governing body?	8b	X
9 Is there any officer, director, 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	9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Does the organization have local chapters, branches, or affiliates?	10a	X
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?	10b	
11 Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form?	11	X
11A Describe in Schedule O the process, if any, used by the organization to review this Form 990		
12a Does the organization have a written conflict of interest policy? If "No," go to line 13	12a	X
b Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X
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	X
13 Does the organization have a written whistleblower policy?	13	X
14 Does the organization have a written document retention and destruction policy?	14	X
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?		
a The organization's CEO, Executive Director, or top management official	15a	X
b Other officers or key employees of the organization	15b	X
If "Yes" to line 15a or 15b, describe the process in Schedule O (See instructions.)		
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	X
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 **MD**

18 Section 6104 requires an organization to make its Forms 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.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: **SHERRY HEWITT - (410) 974-1410**
ONE PARK PLACE, NO. 475, ANNAPOLIS, MD 21401

Form 990 (2009)

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

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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. Report compensation for the calendar year ending with or within the organization's tax year. Use Schedule J-2 if additional space is needed.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees. See instructions for definition of "key employee."
- 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, and 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.

☐ Check this box if the organization did not compensate any current officer, director, or trustee

(A) Name and Title	(B) Average hours per week	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
VYETTA SUNDERLAND CHAIR	2.00	X		X				0.	0.	0.
J. BRADLEY KENNEDY VICE-CHAIR (THRU 4/10)	2.00	X		X				0.	0.	0.
MARK J. BOEHNLEIN SECRETARY/TREASURER	2.00	X		X				0.	0.	0.
DENNIS ADAMS FORMER CHAIR	1.00	X						0.	0.	0.
DOLORES BOCIAN VICE CHAIR ELECT	1.00	X						0.	0.	0.
HOWARD ARNDT TRUSTEE	1.00	X						0.	0.	0.
BILL CARNEY TRUSTEE (THRU 1/10)	1.00	X						0.	0.	0.
DAVE FAGONE TRUSTEE	1.00	X						0.	0.	0.
STORMY FRIDAY TRUSTEE	1.00	X						0.	0.	0.
JOHN GELSTON TRUSTEE	1.00	X						0.	0.	0.
JOSEPH HAVEY TRUSTEE	1.00	X						0.	0.	0.
LENNY JACHIMOWICZ TRUSTEE	1.00	X						0.	0.	0.
JEAN SAYLES JACOBSON TRUSTEE	1.00	X						0.	0.	0.
DON TAIT TRUSTEE	1.00	X						0.	0.	0.
RICK WERBER TRUSTEE	1.00	X						0.	0.	0.
H. MICHAEL DAY TRUSTEE (SEE SCHEDULE O)	1.00	X						18,600.	0.	0.
JEFFREY A. HORN PRESIDENT & CEO	40.00			X				172,735.	0.	7,793.

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
SHERRY L HEWITT COO/CFO	40.00			X				144,072.	0.	3,459.
AMY MCMONIGLE VP OF OPERATIONS	40.00				X			107,071.	0.	0.
RANDALL SABA DIR OF INFO TECH	40.00				X			106,855.	0.	3,831.
DANIEL OWINGS SR DIR SALES & MARKETING	40.00				X			121,003.	0.	0.
1b Total								670,336.	0.	15,083.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization **5**

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization

(A) Name and business address	(B) Description of services	(C) Compensation
VIATECH P.O. BOX 503433, ST. LOUIS, MO 63150	PRINTING & FULFILLMENT	288,603.
FOCUSED IMAGE, INC., 2941 FAIRVIEW PARK DRIVE, #750, FALLS CHURCH, VA 22042	MARKETING	151,500.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization **2**

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**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

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Part VIII Statement of Revenue

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, gifts, grants and other similar amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,070.				
	g Noncash contributions included in lines 1a-1f \$						
	h Total. Add lines 1a-1f			1,070.			
Program Service Revenue	2 a <u>COURSE FEES</u>	<u>Business Code</u> 611600		2930010.	2930010.		
	b <u>CANADIAN FEES</u>	611600		631,987.	631,987.		
	c <u>TUITION FEES</u>	611600		451,312.	451,312.		
	d <u>ENROLLMENT FEES</u>	611600		227,360.	227,360.		
	e <u>PROFESSIONAL DEV. FEES</u>	611600		222,220.	222,220.		
	f All other program service revenue	611600		126,368.	126,368.		
	g Total. Add lines 2a-2f			4589257.			
	3 Investment income (including dividends, interest, and other similar amounts)			50,919.			50,919.
4 Income from investment of tax-exempt bond proceeds							
5 Royalties							
Other Revenue	6 a Gross Rents	(i) Real	(ii) Personal				
	b Less rental expenses						
	c Rental income or (loss)						
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b Less cost or other basis and sales expenses						
	c Gain or (loss)						
	d Net gain or (loss)			-21,489.			-21,489.
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c) See Part IV, line 18	a					
	b Less direct expenses	b					
	c Net income or (loss) from fundraising events						
	9 a Gross income from gaming activities See Part IV, line 19	a					
	b Less direct expenses	b					
	c Net income or (loss) from gaming activities						
	10 a Gross sales of inventory, less returns and allowances	a					
	b Less cost of goods sold	b					
	c Net income or (loss) from sales of inventory						
	Miscellaneous Revenue		Business Code				
	11 a <u>MISCELLANEOUS</u>	<u>900099</u>		11,207.			11,207.
	b _____						
c _____							
d All other revenue							
e Total. Add lines 11a-11d			11,207.				
12 Total revenue See instructions			4630964.	4589257.	0.	40,637.	

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.

All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do 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	(D) 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	385,052.	21,750.	363,302.	
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	2,177,343.	1,596,719.	580,624.	
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	210,235.	130,445.	79,790.	
10 Payroll taxes	205,597.	136,075.	69,522.	
11 Fees for services (non-employees)				
a Management				
b Legal	70,406.	64,651.	5,755.	
c Accounting	20,497.		20,497.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees	14,300.		14,300.	
g Other	662,484.	586,183.	76,301.	
12 Advertising and promotion	144,596.	144,566.	30.	
13 Office expenses	286,855.	154,218.	132,637.	
14 Information technology				
15 Royalties				
16 Occupancy	404,763.		404,763.	
17 Travel	180,847.	137,322.	43,525.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	115,411.		115,411.	
23 Insurance	10,802.		10,802.	
24 Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.)				
a <u>COST OF GOODS SOLD</u>	283,204.	283,204.		
b <u>EQUIPMENT RENTAL/MAINT.</u>	144,228.	10,764.	133,464.	
c <u>RECRUITING EXPENSE</u>	59,002.	53,302.	5,700.	
d <u>AWARD SUPPLIES</u>	47,411.	47,411.		
e <u>LOCAL BOMA SERVICES</u>	24,600.	24,600.		
f All other expenses	65,350.	39,352.	25,998.	
25 Total functional expenses Add lines 1 through 24f	5,512,983.	3,430,562.	2,082,421.	0.
26 Joint costs Check here ☐ 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				

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Form 990 (2009)

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Part X Balance Sheet

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	368,728.	1	179,574.
	2 Savings and temporary cash investments	528,345.	2	196,698.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	342,230.	4	301,933.
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees Complete Part II of Schedule L		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	78,353.	8	45,353.
	9 Prepaid expenses and deferred charges	61,484.	9	63,839.
	10a Land, buildings, and equipment cost or other basis Complete Part VI of Schedule D	1,786,846.		
	b Less accumulated depreciation	1,567,795.		
		314,525.	10c	219,051.
	11 Investments - publicly traded securities	792,518.	11	1,194,495.
	12 Investments - other securities See Part IV, line 11		12	
	13 Investments - program-related See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets See Part IV, line 11	35,144.	15	29,144.	
16 Total assets. Add lines 1 through 15 (must equal line 34)	2,521,327.	16	2,230,087.	
Liabilities	17 Accounts payable and accrued expenses	532,249.	17	630,237.
	18 Grants payable		18	
	19 Deferred revenue	151,858.	19	366,716.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability Complete Part IV of Schedule D		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified 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 to unrelated third parties		24	
	25 Other liabilities Complete Part X of Schedule D	274,551.	25	394,952.
	26 Total liabilities. Add lines 17 through 25	958,658.	26	1,391,905.
	Net Assets or Fund Balances	Organizations that follow SFAS 117, check here ☒ and complete lines 27 through 29, and lines 33 and 34.		
27 Unrestricted net assets		1,562,669.	27	838,182.
28 Temporarily restricted net assets			28	
29 Permanently restricted net assets			29	
Organizations that do not follow SFAS 117, check here ☐ and complete lines 30 through 34.				
30 Capital stock or trust principal, or current funds			30	
31 Paid-in or capital surplus, or land, building, or equipment fund			31	
32 Retained earnings, endowment, accumulated income, or other funds			32	
33 Total net assets or fund balances		1,562,669.	33	838,182.
34 Total liabilities and net assets/fund balances		2,521,327.	34	2,230,087.

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**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Form 990 (2009)

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Part XI Financial Statements and Reporting

- 1** Accounting method used to prepare the Form 990 ☐ Cash ☒ Accrual ☐ Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O
- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant?
- b** Were the organization's financial statements audited by an independent accountant?
- c** If "Yes" to line 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?
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O
- d** If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a consolidated basis, separate basis, or both
☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis
- 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?
- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits

	Yes	No
2a		X
2b	X	
2c	X	
3a		X
3b		

Form **990** (2009)

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2009

**Open to Public
Inspection**

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Employer identification number
23-7070298

Part I	Reason for Public Charity Status (All organizations must complete this part) See instructions
---------------	---

The organization is not a private foundation because it is (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☒ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II)

9 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See **section 509(a)(2).** (Complete Part III)

10 ☐ An organization organized and operated exclusively to test for public safety See **section 509(a)(4).**

11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2) See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h

a ☐ Type I b ☐ Type II c ☐ Type III Functionally integrated d ☐ Type III - Other

e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)

f ☐ If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box _____

g ☐ Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

(i) ☐ A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?

(ii) ☐ A family member of a person described in (i) above?

(iii) ☐ A 35% controlled entity of a person described in (i) or (ii) above?

h ☐ Provide the following information about the supported organization(s)

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

[illegible]

LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2009

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ☐						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2009. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐		
b 33 1/3% support test - 2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐		
17a 10% -facts-and-circumstances test - 2009. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐		
b 10% -facts-and-circumstances test - 2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ☐		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐		

Schedule A (Form 990 or 990-EZ) 2009

Part III Support Schedule for Organizations Described in Section 509(a)(2) (Complete only if you checked the box on line 9 of Part I)**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support (Add lines 9, 10c, 11, and 12)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2009. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2008. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Schedule A (Form 990 or 990-EZ) 2009

Schedule D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

- Complete if the organization answered "Yes," to Form 990,
Part IV, line 6, 7, 8, 9, 10, 11, or 12.
► Attach to Form 990. ► See separate instructions.

OMB No 1545-0047

2009
Open to Public
Inspection

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Employer identification number
23-7070298

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the
organization answered "Yes" to Form 990, Part IV, line 6

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		☐ Yes ☐ No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?		☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7

1 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 important land area
☐ Protection of natural habitat	☐ Preservation of a certified historic structure
☐ Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► _____

4 Number of states where property subject to conservation easement is located ► _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ► _____

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ► \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 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

1a 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

b 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	► \$ _____
(ii) Assets included in Form 990, Part X	► \$ _____

2 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

a Revenues included in Form 990, Part VIII, line 1	► \$ _____
b Assets included in Form 990, Part X	► \$ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply)

- a ☐ Public exhibition
 b ☐ Scholarly research
 c ☐ Preservation for future generations
 d ☐ Loan or exchange programs
 e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection?

☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table

- c Beginning balance
 d Additions during the year
 e Distributions during the year
 f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21?

☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV

Part V Endowment Funds. Complete if the organization answered "Yes" to Form 990, Part IV, line 10

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
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

- a Board designated or quasi-endowment ► _____ %
 b Permanent endowment ► _____ %
 c Term endowment ► _____ %

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by

- (i) unrelated organizations
 (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIV the intended uses of the organization's endowment funds

Part VI Investments - Land, Buildings, and Equipment. See Form 990, Part X, line 10

Description of investment	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		14,075.	9,677.	4,398.
d Equipment		636,734.	437,980.	198,754.
e Other		1,136,037.	1,120,138.	15,899.
Total. Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c))				219,051.

Schedule D (Form 990) 2009

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of year market value
Financial derivatives		
Closely-held equity interests		
Other _____		
Total (Col (b) must equal Form 990, Part X, col (B) line 12.) ►		

(a) Description of investment type	(b) Book value	(c) Method of valuation Cost or end-of-year market value
Total (Col (b) must equal Form 990, Part X, col (B) line 13.) ►		

[illegible]

1	(a) Description of liability	(b) Amount
	Federal income taxes	
	DEFERRED RENT	394,952.
	Total. (Column (b) must equal Form 990, Part X, col (B) line 25.)	394,952.

**BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Schedule D (Form 990) 2009

23-7070298 Page 4

Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements

1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	4,630,964.
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	5,512,983.
3	Excess or (deficit) for the year Subtract line 2 from line 1	3	-882,019.
4	Net unrealized gains (losses) on investments	4	157,532.
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV)	8	
9	Total adjustments (net) Add lines 4 through 8	9	157,532.
10	Excess or (deficit) for the year per audited financial statements Combine lines 3 and 9	10	-724,487.

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements	1	4,788,496.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains on investments	2a	157,532.
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	157,532.
3	Subtract line 2e from line 1	3	4,630,964.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue Add lines 3 and 4c. (This must equal Form 990, Part I, line 12)	5	4,630,964.

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements	1	5,512,983.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	0.
3	Subtract line 2e from line 1	3	5,512,983.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses Add lines 3 and 4c. (This must equal Form 990, Part I, line 18)	5	5,512,983.

Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b and 2b, Part V, line 4, Part X, line 2, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X: IN JUNE 2006, THE FINANCIAL ACCOUNTING STANDARDS BOARD

(FASB) RELEASED FASB ASC 740-10, INCOME TAXES, THAT PROVIDES GUIDANCE FOR REPORTING UNCERTAINTY IN INCOME TAXES. FOR THE YEAR ENDED JUNE 30, 2010, BOMI HAS DOCUMENTED ITS CONSIDERATION OF FASB ASC 740-10 AND DETERMINED THAT NO MATERIAL UNCERTAIN TAX POSITIONS QUALIFY FOR EITHER RECOGNITION OR DISCLOSURE IN THE FINANCIAL STATEMENTS.

Schedule D (Form 990) 2009

932054
02-01-10

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Schools

- **Complete if the organization answered "Yes" to Form 990, Part IV, line 13,
or Form 990-EZ, Part VI, line 48.**
- **Attach to Form 990 or Form 990-EZ.**

OMB No 1545-0047

2009

**Open to Public
Inspection**

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Employer identification number
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- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?
- 3** Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Schedule O (Form 990).

SEE SCHEDULE O

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff?
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?
- d** Copies of all material used by the organization or on its behalf to solicit contributions?
- If you answered "No" to any of the above, please explain. If you need more space, use Schedule O (Form 990).

SEE SCHEDULE O

- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges?
- b** Admissions policies?
- c** Employment of faculty or administrative staff?
- d** Scholarships or other financial assistance?
- e** Educational policies?
- f** Use of facilities?
- g** Athletic programs?
- h** Other extracurricular activities?
- If you answered "Yes" to any of the above, please explain. If you need more space, use Schedule O (Form 990).

- 6a** Does the organization receive any financial aid or assistance from a governmental agency?
- b** Has the organization's right to such aid ever been revoked or suspended?
- If you answered "Yes" to either line 6a or line 6b, explain on Schedule O (Form 990).
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4 01 through 4 05 of Rev. Proc. 75 50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Schedule O (Form 990).

YES NO

1 X

2 X

3 X

4a X

4b X

4c X

4d X

5a X

5b X

5c X

5d X

5e X

5f X

5g X

5h X

6a X

6b X

7 X

LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990EZ.

Schedule E (Form 990 or 990-EZ) 2009

**Schedule F
(Form 990)**

Department of the Treasury
Internal Revenue Service

Statement of Activities Outside the United States

- Complete if the organization answered "Yes" to Form 990,
Part IV, line 14b, 15, or 16.
► Attach to Form 990. ► See separate instructions.

OMB No 1545-0047

2009

Open to Public
Inspection

Name of the organization

BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC

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23-7070298

Part I General Information on Activities Outside the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 14b

1 For grantmakers. Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☐ Yes ☐ No

2 For grantmakers. Describe in Part IV the organization's procedures for monitoring the use of grant funds outside the United States

3 Activities per Region (Use Schedule F-1 (Form 990) if additional space is needed)

(a) Region	(b) Number of offices in the region	(c) Number of employees or agents in region	(d) Activities conducted in region (by type) (i.e., fundraising, program services, grants to recipients located in the region)	(e) If activity listed in (d) is a program service, describe specific type of service(s) in region	(f) Total expenditures for region
EAST ASIA AND THE PACIFIC	0	0	PROGRAM SERVICE	ELECTRICAL SYSTEMS CLASS, DOMB PART 1 AND PART 2 CLASSES.	18,156.
Totals	0	0			18,156.

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

Schedule F (Form 990) 2009

**SCHEDULE J
(Form 990)**

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest
Compensated Employees

▶ Complete if the organization answered "Yes" to Form 990,
Part IV, line 23.

▶ Attach to Form 990. ▶ See separate instructions.

OMB No 1545-0047

2009

Open to Public
Inspection

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INC**

Employer identification number
23-7070298

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed in Form 990,
Part VII, Section A, line 1a Complete Part III to provide any relevant information regarding these items

- | | |
|--|--|
| ☐ First class or charter travel | ☐ Housing allowance or residence for personal use |
| ☐ Travel for companions | ☐ Payments for business use of personal residence |
| ☐ Tax indemnification and gross up payments | ☐ Health or social club dues or initiation fees |
| ☐ Discretionary spending account | ☐ Personal services (e g , maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or
reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all officers, directors,
trustees, and the CEO/Executive Director, regarding the items checked in line 1a?

3 Indicate which, if any, of the following the organization uses to establish the compensation of the organization's
CEO/Executive Director Check all that apply

- | | |
|--|---|
| ☐ Compensation committee | ☒ Written employment contract |
| ☐ Independent compensation consultant | ☐ Compensation survey or study |
| ☐ Form 990 of other organizations | ☒ Approval by the board or compensation committee |

4 During the year, did any person listed in Form 990, Part VII, Section A, line 1a, with respect to the filing
organization or a related organization

- a** Receive a severance payment or change-of-control payment?
- b** Participate in, or receive payment from, a supplemental nonqualified retirement plan?
- c** Participate in, or receive payment from, an equity-based compensation arrangement?

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III

Only section 501(c)(3) and 501(c)(4) organizations must complete lines 5-9.

5 For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation
contingent on the revenues of

- a** The organization?
- b** Any related organization?

If "Yes" to line 5a or 5b, describe in Part III

6 For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation
contingent on the net earnings of

- a** The organization?
- b** Any related organization?

If "Yes" to line 6a or 6b, describe in Part III

7 For persons listed in Form 990, Part VII, Section A, line 1a, did the organization provide any non-fixed payments
not described in lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported in Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the
initial contract exception described in Regs section 53 4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" to line 8, did the organization also follow the rebuttable presumption procedure described in
Regulations section 53 4958-6(c)?

	Yes	No
1b		
2		
4a		X
4b		X
4c		X
5a		X
5b		X
6a		X
6b		X
7		X
8		X
9		

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

Schedule J (Form 990) 2009

SCHEDULE O

(Form 990)

Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990**Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.

▶ Attach to Form 990

OMB No 1545-0047

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Inspection

Name of the organization

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INTERNATIONAL, INC

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23-7070298

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

REQUESTS. IN ADDITION, 370 RPA EXPERIENCE APPLICATIONS WERE APPROVED.

IN THIS SAME FISCAL YEAR, THE CONTINUING PROFESSIONAL DEVELOPMENT

PROGRAM HAD 3,043 PAID PARTICIPANTS. GRADUATE SERVICES ALSO PROCESSED

550 ADMINISTRATIVE COMPETENCY APPLICATIONS AND 4 COMPETENCY BY REVIEW

APPLICATIONS, AS WELL AS 203 REQUESTS FOR ACE CREDIT.

FORM 990, PART III, LINE 4C, PROGRAM SERVICE ACCOMPLISHMENTS:

THE EDUCATION DIVISION DEVELOPED NEW EXAM AND PRACTICE REVIEW QUESTIONS

FOR THE FOLLOWING COURSES IN FY10:

- LAW & RISK TEST BANK 9/2/2009

- LAW & RISK PRACTICE ITEMS 9/2/2009

- LAW & RISK CN TEST & PRACTICE ITEMS 9/2/2009

- LEASING & MARKETING FOR PM TEST BANK 9/3/2009

- LEASING & MARKETING FOR PM PRACTICE ITEMS 9/3/2009

- DESIGN 2 TEST BANK 9/3/2009

- DESIGN 2 PRACTICE ITEMS 9/3/2009

- ASSET MANAGEMENT TEST ITEMS 5/18/2010

- ASSET MANAGEMENT PRACTICE ITEMS 5/18/2010

- FACILITIES PLANNING AND PROJECT MANAGEMENT PRACTICE ITEMS 4/15/2010

- FACILITIES PLANNING AND PROJECT MANAGEMENT TEST ITEMS 4/15/2010

- AIR HANDLING ITEM REVISIONS (112) 6/28/2010

26 EXAMS WERE RE-FORMATTED AND PROVIDED TO PEARSON VUE FOR CONVERSION

OF THE BOMI INTERNATIONAL EXAM PROCESS TO THE NEW TESTING CENTER MODEL

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

Schedule O (Form 990) 2009

932211
02-03-10

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990

Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.
▶ Attach to Form 990.

OMB No. 1545-0047

2009

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BETWEEN APRIL-NOVEMBER OF 2009.

THE FOLLOWING ONLINE INSTRUCTOR-LED CLASSES WERE OFFERED WITH 151

STUDENTS PARTICIPATING:

(SECTION NAME COURSE.NAME ACTIVE STUDENT COUNT START DATE)

- FIN-5202.04-II01 REAL ESTATE INVESTMENT AND FINANCE 13 5/4/2010

- BUS-5103.05-II01 ETHICS IS GOOD BUSINESS 14 5/4/2010

- BUSONL-5103.05-II01 ETHICS IS GOOD BUSINESS 11 9/1/2009

- SYSONL-4107.06-II01 ENERGY MANAGEMENT AND CONTROLS 15 9/1/2009

- SYSONL-4103.05-II01 AIR HANDLING, WATER TREATMENT AND PLUMBING SYS 30

9/1/2009

- SYS-5101.05-II01 THE DESIGN OPERATION AND MAINTENANCE, PART 1 25

1/5/2010

- SYS-4103.05-II01 AIR HANDLING, WATER TREATMENT AND PLUMBING SYS 11

1/5/2010

- SYS-4102.02-II01 REFRIGERATION SYSTEMS AND ACCESSORIES 7 1/5/2010

- SYS-4101.05-II01 BOILERS, HEATING SYS AND APP MATH 10 5/4/2010

- SYS-5102.05-II01 THE DESIGN OPERATION AND MAINTENANCE, PART II 15

5/4/2010

ONLINE INSTRUCTOR-LED COURSES WERE DEVELOPED IN FY10:

- ELECTRICAL SYSTEMS AND ILLUMINATION - MAY 2010

- BOILERS, HEATING SYSTEMS, AND APPLIED MATHEMATICS - MAY 2010

- THE DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS, PART I -

MAY 2010

- THE DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS, PART II -

SCHEDULE O
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990

Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.
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MAY 2010

- REAL ESTATE INVESTMENT AND FINANCE US - MAY 2010

- REAL ESTATE INVESTMENT AND FINANCE CAN - JUNE 2010

THE FOLLOWING ONLINE COURSE ASSESSMENTS WERE DEVELOPED IN FY10:

- THE ASSET MANAGEMENT ASSESSMENT WAS MODIFIED TO ALIGN WITH THE
RELEASE OF THE NEW COURSEBOOK VERSION

DUE TO A SHIFT IN STRATEGIC PRIORITIES AND OTHER OPERATIONAL FACTORS,
NEW WEBCAST PRODUCT DEVELOPMENT WAS ELIMINATED IN FY10.

SPECIAL EDUCATION PROGRAMS/PROJECTS IN FY 2010:

- 1 INSTRUCTOR DEVELOPMENT WORKSHOPS - JANUARY 2010 IN ANNAPOLIS, MD
- FACILITIES PROFESSIONAL LEADERSHIP SERIES- OFFERED ONLINE FOUR TIMES:
AUGUST, OCTOBER, JANUARY & APRIL 2010
- INSTRUCTOR RESOURCE WEB PAGE RESOURCES ESTABLISHED AND PUBLISHED IN
JANUARY 2010 AS PART OF THE REBRANDING INITIATIVE
- ONLINE INSTRUCTOR TRAINING AND ORIENTATION FOR 5 NEW INSTRUCTORS
COMPLETED
- ALL COURSE MATERIALS (25 STUDENT AND 25 INSTRUCTOR MANUALS) WERE
REBRANDED TO REFLECT THE NEW BRAND IDENTITY
- A NEW COURSE EVALUATION WAS CREATED AND ADDED TO THE EXAM PROCESS AT
PEARSON VUE TESTING CENTERS

FORM 990, PART VI, SECTION B, LINE 11: THE ORGANIZATION'S FORM 990 WAS

PREPARED BY THE OUTSIDE ACCOUNTANTS AND REVIEWED BY THE CEO AND CFO. THE

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

Schedule O (Form 990) 2009

932211
02-03-10

SCHEDULE O

(Form 990)

Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990**Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.
▶ Attach to Form 990.

OMB No 1545-0047

2009Open to Public
Inspection

Name of the organization

BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INCEmployer identification number
23-7070298

BOARD REVIEWED THE FINAL FORM BEFORE FILING WITH THE IRS. ONE OF THE AUDIT COMMITTEE'S RESPONSIBILITIES PER THE BOARD MANUAL IS REVIEW OF THE FORM 990.

FORM 990, PART VI, SECTION B, LINE 12C: BOMI HAS A CONFLICT OF INTEREST POLICY IN PLACE FOR BOARD MEMBERS AND LEADERSHIP TEAM MEMBERS THAT IS UPDATED ON AN ANNUAL BASIS. THE POLICY IS REFERENCED IN OUR EMPLOYEE HANDBOOK AND OUR BOARD OF TRUSTEES MANUAL. IF A POTENTIAL CONFLICT OF INTEREST ARISES DURING THE YEAR, IT WOULD BE ADDRESSED BY THE COO/CEO, PRESIDENT AND EXECUTIVE COMMITTEE OF THE BOARD. IF THE SITUATION INVOLVED AN EXECUTIVE COMMITTEE MEMBER, WE WOULD INVOLVE THE GOVERNANCE COMMITTEE AND/OR THE ENTIRE BOARD.

FORM 990, PART VI, SECTION B, LINE 15A: THE CEO HAD A REVIEW IN FY 2009 BY THE EXECUTIVE COMMITTEE, BUT THERE WAS NO SALARY INCREASE DUE TO ECONOMIC CONDITIONS. IN THE FUTURE, HIS PERFORMANCE AND SALARY ADJUSTMENTS, IF ANY, WILL BE COMPLETED BY THE EXECUTIVE COMMITTEE BASED ON WHATEVER DATA THEY FEEL IS SUFFICIENT TO SUBSTANTIATE THE INCREASE. WHEN THE CEO WAS HIRED, THE SALARY WAS DETERMINED BY THE EXECUTIVE COMMITTEE IN CONJUNCTION WITH THE SEARCH FIRM THAT KNEW THE MARKET AND, ACCORDINGLY, THE APPROPRIATE SALARY.

FOR THE LEADERSHIP TEAM, PERFORMANCE REVIEWS ARE COMPLETED ANNUALLY AND INCREASES ARE MADE ACCORDINGLY. THE PRESIDENT SIGNS OFF ON ALL LEADERSHIP TEAM INCREASES.

SCHEDULE O

(Form 990)

Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990**Complete to provide information for responses to specific questions on
Form 990 or to provide any additional information.

▶ Attach to Form 990.

OMB No 1545-0047

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Inspection

Name of the organization

BUILDING OWNERS AND MANAGERS INSTITUTE
INTERNATIONAL, INCEmployer identification number
23-7070298

ON OCCASION, WE COMPLETE A SALARY REVIEW VIA AN EXTERNAL SOURCE TO COMPARE
OUR SALARIES TO OTHER NOT FOR PROFIT COMPANIES OF SIMILAR SIZE. (THE LAST
ONE WAS COMPLETED IN MAY 2008).

IN ADDITION, THE BUDGET, WHICH IS APPROVED BY THE BOARD, INCLUDES AN
AVERAGE PERCENTAGE INCREASE FOR THE COMPANY.

FORM 990, PART VI, SECTION C, LINE 19: THE DOCUMENTS ARE AVAILABLE UPON
REQUEST. WE REPORT OUR FINANCIAL INFORMATION TO GUIDESTAR AND DUN &
BRADSTREET.

FORM 990, PART VII:

BOARD MEMBER COMPENSATION:

COMPENSATION TO BOARD MEMBERS FOR SERVICES PERFORMED IS BASED ON FAIR
MARKET VALUE AND IS THE SAME AMOUNT WE WOULD PAY TO NON-BOARD MEMBERS
FOR THE SAME SERVICES.

SCHEDULE E, LINE 3 - EXPLANATION OF NONDISCRIMINATION POLICY:

BOMI DOES NOT HAVE A PERIOD OF SOLICITATION OR PERIOD OF
REGISTRATION FOR STUDENTS AND, ACCORDINGLY, DOES NOT
PUBLICIZE ITS RACIALLY NONDISCRIMINATORY POLICY THROUGH
NEWSPAPER OR BROADCAST MEDIA. HOWEVER, BOMI DOES PUBLICIZE
THE RACIALLY NONDISCRIMINATORY POLICY ON ITS WEBSITE, IN BROCHURES AND
CATALOGS, AND OTHER WRITTEN REGISTRATION RELATED CORRESPONDENCE.

SCHEDULE O
(Form 990)

Department of the Treasury
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SCHEDULE E, LINE 4 - EXPLANATION OF RECORDS NON-MAINTENANCE:

**BOMI INTERNATIONAL DOES NOT REQUEST OR MAINTAIN THIS
INFORMATION ON ITS STUDENT BODY, NOR DOES IT PROVIDE DIRECT
SCHOLARSHIPS OR FINANCIAL ASSISTANCE.**