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Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

- Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions). All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form.
- The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No. 1545-1150

2011**Open to Public Inspection**

A For the 2011 calendar year, or tax year beginning January 1, 2011, and ending December 31, 20 11

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization
The Gateway Chapter of the Association of Legal Administrators
 Number and street (or P.O. box, if mail is not delivered to street address) Room/suite
c/o Lisa Lange, Stinson Morrison Hecker LLP, 7700 Forsyth Blvd. 1100
 City or town, state or country, and ZIP + 4
Clayton, MO 63105

D Employer identification number
43-1730693

E Telephone number
314-259-4543

F Group Exemption Number
►

G Accounting Method: ☒ Cash ☐ Accrual Other (specify) **►**

H Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: **►**

J Tax-exempt status (check only one) — ☐ 501(c)(3) ☒ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Check ☐ If the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ **►** \$

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I.)
 Check if the organization used Schedule O to respond to any question in this Part I ☒

1	Contributions, gifts, grants, and similar amounts received	1	0
2	Program service revenue including government fees and contracts	2	132286
3	Membership dues and assessments	3	10250
4	Investment income	4	142
5a	Gross amount from sale of assets other than inventory	5a	
b	Less: cost or other basis and sales expenses	5b	
c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
6	Gaming and fundraising events		
a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	
c	Less: direct expenses from gaming and fundraising events	6c	
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	
7a	Gross sales of inventory, less returns and allowances	7a	
b	Less: cost of goods sold	7b	
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	
8	Other revenue (describe in Schedule O)	8	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	142678
10	Grants and similar amounts paid (list in Schedule O)	10	102516
11	Benefits paid to or for members	11	
12	Salaries, other compensation, and employee benefits	12	
13	Professional fees and other payments to independent contractors	13	
14	Occupancy, rent, utilities, and maintenance	14	
15	Printing, publications, postage, and shipping	15	
16	Other expenses (describe in Schedule O)	16	32265
17	Total expenses. Add lines 10 through 16	17	134781
18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	7897
19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	125790
20	Other changes in net assets or fund balances (explain in Schedule O)	20	
21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	133687

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 106421

Form **990-EZ** (2011)

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13 ✓

Check if the organization used Schedule O to respond to any question in this Part II ☒

		(A) Beginning of year	(B) End of year
22	Cash, savings, and investments	122810	22 132138
23	Land and buildings		23 0
24	Other assets (describe in Schedule O)	2980	24 1549
25	Total assets	125790	25 133687
26	Total liabilities (describe in Schedule O)	0	26 0
27	Net assets or fund balances (line 27 of column (B) must agree with line 21)	125790	27 133687

Check if the organization used Schedule O to respond to any question in this Part III . . . ☒

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts; optional for others.)

28		
(Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	28a	11927
29		
(Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	29a	18466
30		
(Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	30a	10143
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/>	31a	94245
32 Total program service expenses (add lines 28a through 31a) ▶	32	134781

Check if the organization used Schedule O to respond to any question in this Part IV ☐[illegible]

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the Instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V ☐

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		✓
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		✓
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		✓
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		✓
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		✓
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a		
b Did the organization file Form 1120-POL for this year?		✓
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		✓
b If "Yes," complete Schedule L, Part II and enter the total amount involved		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9		
b Gross receipts, included on line 9, for public use of club facilities		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		✓
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		✓
41 List the states with which a copy of this return is filed. ▶ Missouri		
42a The organization's books are in care of ▶ Lisa Lange, Stinson Morrison Hecker LLP Telephone no. ▶ 314-259-4543 Located at ▶ 7700 Forsyth Blvd., Suite 1100, St. Louis, MO ZIP + 4 ▶ 63105		
b 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)? 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.	Yes	No
c At any time during the calendar year, did the organization maintain an office outside the U.S.? If "Yes," enter the name of the foreign country: ▶		✓
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43		
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		✓
c Did the organization receive any payments for indoor tanning services during the year?		✓
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		✓
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)		✓

- 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I

	Yes	No
46		✓

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

- 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II

	Yes	No
47		✓

- 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

	Yes	No
48		✓

- 49a Did the organization make any transfers to an exempt non-charitable related organization?

	Yes	No
49a		✓

- b If "Yes," was the related organization a section 527 organization?

	Yes	No
49b		✓

- 50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

- f Total number of other employees paid over \$100,000

- 51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation

- d Total number of other independent contractors each receiving over \$100,000 NONE

- 52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A

☐ Yes ☒ No

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.

Sign Here ☐ Donna Sobkowiak ☐ 3/15/12
Signature of officer Date
☐ Donna Sobkowiak, President
Type or print name and title

Paid Preparer Use Only
Print/Type preparer's name Preparer's signature Date Check ☐ if self-employed PTIN
Firm's name Firm's EIN
Firm's address Phone no

May the IRS discuss this return with the preparer shown above? See instructions ☐ Yes ☐ No

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

2011

**Open to Public
Inspection**

Name of the organization

the Gateway Chapter of the Association of Legal Administrators

Employer identification number

43-1730693

Part I, Line 10/Part III, Line 28 - presented annual workshop/conference for Chapter members to learn about new products/services - \$11,927

Part I, Line 10/Part III, Line 29 - awarded funds to members to attend the National and Regional educational conferences - \$18,466

Part I, Line 10/Part III, Line 30 - presented annual educational program for members and their managing partners - \$10,143

Part I, Line 10/Part III, Line 31 - presented educational meetings for members on topics relevant to legal management - \$16,422

Part I, Line 10/Part III, Line 31 - presented legal management forum on a variety of legal issues concerning legal managers - \$11,927

Part I, Line 10/Part III, Line 31 - Diversity Scholarship - \$2,000

Part I, Line 10/Part III, Line 31 - represented legal community by working with area children's agencies to promote well-being/develop - \$4,584

Part I, Line 10/Part III, Line 31 - hosted seminars/presentations to promote diversity to Chapter members & legal community - \$4,090

Part I, Line 10/Part III, Line 31 - hired another organization to conduct salary survey of the legal community - \$7,000

Part I, Line 10/Part III, Line 31 - social event to improve interaction among members and members of other legal organizations - \$1,896

Part I, Line 10/Part III, Line 31 - hosted social events to promote idea exchange between members and business partners - \$863

Part I, Line 10/Part III, Line 31 - hosted event to recognize contributions by business partners to the Chapter and legal community - \$2,707

Part I, Line 10/Part III, Line 31 - expenses of Officers to attend national and regional conferences and Chapter Leadership Institute - \$10,491

Part I, Line 16 - annual registration - \$10

Part I, Line 16 - bank charges - \$793

Part I, Line 16 - donations and memorials - \$4,471

Part I, Line 16 - gifts to officers, members and guest speakers - \$908

Part I, Line 16 - insurance (fidelity bond) - \$125

Part I, Line 16 - office supplies, software, hardware and postage - \$277

Part I, Line 16 - membership and recruiting expenses (copying of brochures) - \$376

Part I, Line 18 - St. Louis Diversity Job Fair - meetings and interviews between prosp. employers and diversity law students - \$24,229

Part I, Line 16 - website hosting/maintenance - \$1,077

Part II, Line 24 - trade from business partners - \$2,980

Part III - the primary purpose of the organization is to: (1) improve the quality of management in legal service organizations; (2) promote

and enhance the competence and professionalism of legal administrators and all members of the management team; (3) represent

professional legal management and managers to the legal community and to the community at large; (4) stimulate the exchange of

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

Cat. No. 51058K

Schedule O (Form 990 or 990-EZ) (2011)

Name of the organization

The Gateway Chapter of the Association of Legal Administrators

Employer identification number

43-1730693

information about all aspects of legal practice management; and (5) educate the legal profession about the value and the availability
of legal administrators.