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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)

OMB No 1545-0047

**2011**

Open to Public Inspection

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

**A** For the **2011** calendar year, or tax year beginning **JUL 1, 2011** and ending **JUN 30, 2012**

|                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                           |  |                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------|
| <b>B</b> Check if applicable:<br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization<br><b>BUILDING OWNERS AND MANAGERS INSTITUTE INTERNATIONAL, INC</b><br>Doing Business As<br>Number and street (or P.O. box if mail is not delivered to street address) Room/suite<br><b>ONE PARK PLACE 475</b><br>City or town, state or country, and ZIP + 4<br><b>ANNAPOLIS, MD 21401</b> |  | <b>D</b> Employer identification number<br><b>23-7070298</b> |
|                                                                                                                                                                                                                                                                                               | <b>E</b> Telephone number<br><b>(410) 974-1410</b>                                                                                                                                                                                                                                                                        |  |                                                              |
|                                                                                                                                                                                                                                                                                               | <b>G</b> Gross receipts \$ <b>4,631,102.</b>                                                                                                                                                                                                                                                                              |  |                                                              |
|                                                                                                                                                                                                                                                                                               | <b>H(a)</b> Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>H(b)</b> Are all affiliates included? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "No," attach a list. (see instructions)                                                 |  |                                                              |
|                                                                                                                                                                                                                                                                                               | <b>H(c)</b> Group exemption number ▶                                                                                                                                                                                                                                                                                      |  |                                                              |
| <b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527                                                                                              |                                                                                                                                                                                                                                                                                                                           |  |                                                              |
| <b>J</b> Website: ▶ <b>WWW.BOMI.ORG</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                           |  |                                                              |
| <b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶                                                                                                           |                                                                                                                                                                                                                                                                                                                           |  |                                                              |
| <b>L</b> Year of formation: <b>1970</b> <b>M</b> State of legal domicile: <b>PA</b>                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                           |  |                                                              |

## Part I Summary

|                                                                         |                                                                                                                                                  |           |            |           |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-----------|
| <b>Activities &amp; Governance</b>                                      | <b>1</b> Briefly describe the organization's mission or most significant activities: <b>SEE PART III, LINE 1.</b>                                |           |            |           |
|                                                                         | <b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets. |           |            |           |
|                                                                         | <b>3</b> Number of voting members of the governing body (Part VI, line 1a)                                                                       | <b>3</b>  | <b>14</b>  |           |
|                                                                         | <b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)                                                           | <b>4</b>  | <b>14</b>  |           |
|                                                                         | <b>5</b> Total number of individuals employed in calendar year 2011 (Part V, line 2a)                                                            | <b>5</b>  | <b>48</b>  |           |
|                                                                         | <b>6</b> Total number of volunteers (estimate if necessary)                                                                                      | <b>6</b>  | <b>14</b>  |           |
|                                                                         | <b>7 a</b> Total unrelated business revenue from Part VIII, column (C), line 12                                                                  | <b>7a</b> | <b>0.</b>  |           |
| <b>b</b> Net unrelated business taxable income from Form 990-T, line 34 | <b>7b</b>                                                                                                                                        | <b>0.</b> |            |           |
| <b>Revenue</b>                                                          | <b>8</b> Contributions and grants (Part VIII, line 1h)                                                                                           |           | <b>8</b>   | <b>14</b> |
|                                                                         | <b>9</b> Program service revenue (Part VIII, line 2g)                                                                                            |           | <b>9</b>   | <b>14</b> |
|                                                                         | <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)                                                                          |           | <b>10</b>  | <b>48</b> |
|                                                                         | <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)                                                               |           | <b>11</b>  | <b>14</b> |
|                                                                         | <b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)                                                     |           | <b>12</b>  | <b>48</b> |
| <b>Expenses</b>                                                         | <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)                                                                       |           | <b>13</b>  | <b>14</b> |
|                                                                         | <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)                                                                          |           | <b>14</b>  | <b>14</b> |
|                                                                         | <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)                                                      |           | <b>15</b>  | <b>48</b> |
|                                                                         | <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)                                                                         |           | <b>16a</b> | <b>14</b> |
|                                                                         | <b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>                                                                   |           | <b>16b</b> | <b>14</b> |
| <b>Net Assets or Fund Balances</b>                                      | <b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)                                                                           |           | <b>17</b>  | <b>48</b> |
|                                                                         | <b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)                                                              |           | <b>18</b>  | <b>14</b> |
|                                                                         | <b>19</b> Revenue less expenses. Subtract line 18 from line 12                                                                                   |           | <b>19</b>  | <b>48</b> |
|                                                                         | <b>20</b> Total assets (Part X, line 16)                                                                                                         |           | <b>20</b>  | <b>14</b> |
|                                                                         | <b>21</b> Total liabilities (Part X, line 26)                                                                                                    |           | <b>21</b>  | <b>14</b> |

## Part II Signature Block

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.

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                        |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------|
| <b>Sign Here</b> | Signature of officer:<br><b>JEFFREY A. HORN, PRESIDENT &amp; CEO</b><br>Type or print name and title                                                                                                                                                                                                                                                                                                                 |  | Date: <b>11/6/2012</b> |
|                  | <b>Paid Preparer</b><br>Print/Type preparer's name: <b>Terr. McKnight</b><br>Preparer's signature:<br>Date: <b>10/31/12</b><br>Check if self-employed: <input type="checkbox"/> PTIN: <b>P00543022</b><br>Firm's name: <b>GELMAN, ROSENBERG &amp; FREEDMAN</b><br>Firm's EIN: <b>52-1392008</b><br>Firm's address: <b>4550 MONTGOMERY AVE SUITE 650N BETHESDA, MD 20814-2930</b><br>Phone no.: <b>(301) 951-9090</b> |  |                        |

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

☒ Yes ☐ No

**Part III** Statement of Program Service Accomplishments

• Check if Schedule O contains a response to any question in this Part III

☒ X

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 organization's program service accomplishments for each of its three largest program services, as measured 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

4a (Code \_\_\_\_\_) (Expenses \$ 1,360,159. including grants of \$ \_\_\_\_\_) (Revenue \$ 4,398,606.)

**EDUCATIONAL ACTIVITIES AND GRADUATE SERVICES: DURING FISCAL YEAR 2012, BOMI INTERNATIONAL ENROLLED 2,096 (1,469 US AND 614 CN) NEW STUDENTS IN ITS PROFESSIONAL DESIGNATION PROGRAMS, SOLD 6,739 (4,969 US AND 1,770 CN) SELF-STUDY OR INSTRUCTED COURSES, AND ADMINISTERED 5,249 EXAMINATIONS. BOMI INTERNATIONAL ALSO CONFERRED 580 DESIGNATIONS FOR ITS REAL PROPERTY ADMINISTRATOR (RPA), FACILITIES MANAGEMENT ADMINISTRATOR (FMA), AND SYSTEMS MAINTENANCE ADMINISTRATOR (SMA) DESIGNATION PROGRAMS.**

**DURING FISCAL YEAR 2012, BOMI INTERNATIONAL PROCESSED 3 CONTINUING EDUCATION CREDIT APPLICATIONS AND 2 INSTRUCTOR APPLICATIONS WITH STATE REAL ESTATE COMMISSIONS FOR CLASSES OFFERED THROUGHOUT THE UNITED STATES. IN ADDITION, 9 CONTINUING EDUCATION CERTIFICATES WERE ISSUED**

4b (Code \_\_\_\_\_) (Expenses \$ 660,267. including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)

**SALES, MARKETING AND COMMUNICATIONS: THE SALES/SERVICE TEAM FIELDLED INQUIRES ABOUT BOMI INTERNATIONAL'S EDUCATIONAL PROGRAMS FROM REFERRALS, MAGAZINE ADS, ONLINE ADVERTISEMENT, EMAIL CAMPAIGNS, 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 BOMI INTERNATIONAL'S WEBSITE, SOCIAL MEDIA PLATFORMS SUCH AS FACEBOOK, TWITTER, AND LINKEDIN, DIRECT MAIL AND EMAIL CAMPAIGNS, EDUCATIONAL CATALOG, ENEWSLETTER, TRADE SHOW PROMOTIONS, AND BOARD OF TRUSTEES' COMMUNICATIONS.**

4c (Code \_\_\_\_\_) (Expenses \$ 694,557. including grants of \$ \_\_\_\_\_) (Revenue \$ \_\_\_\_\_)  
**CURRICULUM DEVELOPMENT:**

**NEW COURSEBOOK DEVELOPMENT/REVISION WORK IN PROGRESS DURING FY 2012 INCLUDED:**

- **MANAGING THE ORGANIZATION**
- **ENVIRONMENTAL HEALTH AND SAFETY ISSUES (US)**
- **REAL ESTATE INVESTMENT AND FINANCE (CANADIAN VERSION)**
- **SUSTAINABLE DESIGNATION PROJECT - ANALYSIS PHASE INITIATED**

**OTHER COURSEBOOK REVISION/PROJECT ACTIVITY:**

- **MANAGING THE ORGANIZATION PILOT COURSE HELD WITH FOCUS GROUP FOR REVISION FEEDBACK**

4d Other program services (Describe in Schedule O.)

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

4e Total program service expenses **2,714,983.**

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

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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)?<br><i>If "Yes," complete Schedule A</i>                                                                                                                                                                      | X   |    |
| 2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?                                                                                                                                                                                                                           | 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 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>                                                                                                       |     | X  |
| 5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>                                                                               |     | X  |
| 6 Did the organization maintain any donor advised funds or any similar funds or accounts for which 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 temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>                                                                                                     |     | X  |
| 11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable                                                                                                                                                                  |     |    |
| a 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>                                                                                                                                                                       | X   |    |
| b 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>                                                                                                   |     | X  |
| c 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>                                                                                                   |     | X  |
| d 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>                                                                                                                      | X   |    |
| e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>                                                                                                                                                                                     | X   |    |
| f 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 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>                                                            | X   |    |
| 12a 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   |    |
| b Was the organization included in consolidated, independent audited financial statements for the tax year?<br><i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional</i>                                                                 |     | 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, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</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, Parts II and IV</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, Parts III and IV</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  |
| 20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>                                                                                                                                                                                                             |     | X  |
| b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?                                                                                                                                                                                                     |     |    |

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**Part IV Checklist of Required Schedules** (continued)

|                                                                                                                                                                                                                                                                                                                            | Yes      | No       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <b>21</b> Did the organization report more than \$5,000 of grants and other assistance to any government or organization in the United States on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>                                                                                         |          | <b>X</b> |
| <b>22</b> 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>                                                                                                           |          | <b>X</b> |
| <b>23</b> 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>                                                      | <b>X</b> |          |
| <b>24a</b> 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>                            |          | <b>X</b> |
| <b>24b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?                                                                                                                                                                                                               |          |          |
| <b>24c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?                                                                                                                                                                      |          |          |
| <b>24d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?                                                                                                                                                                                                         |          |          |
| <b>25a</b> <b>Section 501(c)(3) and 501(c)(4) organizations.</b> 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>                                                                                                     |          | <b>X</b> |
| <b>25b</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>                                      |          | <b>X</b> |
| <b>26</b> 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>                                                                    |          | <b>X</b> |
| <b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> |          | <b>X</b> |
| <b>28</b> 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)                                                                                                                     |          |          |
| <b>28a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>                                                                                                                                                                                                  |          | <b>X</b> |
| <b>28b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>                                                                                                                                                                               |          | <b>X</b> |
| <b>28c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>                                                                                   |          | <b>X</b> |
| <b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>                                                                                                                                                                                                  |          | <b>X</b> |
| <b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>                                                                                                                                  |          | <b>X</b> |
| <b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations?<br><i>If "Yes," complete Schedule N, Part I</i>                                                                                                                                                                                     |          | <b>X</b> |
| <b>32</b> 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>                                                                                                                                                                      |          | <b>X</b> |
| <b>33</b> 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>                                                                                                                      |          | <b>X</b> |
| <b>34</b> Was the organization related to any tax-exempt or taxable entity?<br><i>If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1</i>                                                                                                                                                                      |          | <b>X</b> |
| <b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?                                                                                                                                                                                                                         |          | <b>X</b> |
| <b>35b</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>                                                                                                              |          | <b>X</b> |
| <b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>                                                                                                                           |          | <b>X</b> |
| <b>37</b> 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>                                                                             |          | <b>X</b> |
| <b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19?<br><b>Note.</b> All Form 990 filers are required to complete Schedule O                                                                                                                            | <b>X</b> |          |

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**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response to any question in this Part V ☐

|     |                                                                                                                                                                                                                                                                              | Yes | No |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1a  | Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.                                                                                                                                                                                                |     |    |
| 1b  | Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.                                                                                                                                                                                             |     |    |
| 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.                                                                                               |     |    |
| b   | If at least one is reported on line 2a, did the organization file all required federal employment tax returns?<br><b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).                                          | X   |    |
| 3a  | Did the organization have unrelated business gross income of \$1,000 or more during the year?                                                                                                                                                                                |     | X  |
| 3b  | 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:<br>See instructions for 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  |
| 5b  | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?                                                                                                                                                             |     | X  |
| 5c  | If "Yes," to line 5a or 5b, did the organization file Form 8886-T?                                                                                                                                                                                                           |     |    |
| 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  |
| 6b  | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?                                                                                                                                |     |    |
| 7   | <b>Organizations that may receive deductible contributions under section 170(c).</b>                                                                                                                                                                                         |     |    |
| 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.                                                                                                                                                                                                           |     |    |
| e   | Did the organization 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   | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?                                                                                                                                             |     |    |
| h   | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?                                                                                                                                           |     |    |
| 8   | <b>Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.</b> 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 |    |
| 9   | <b>Sponsoring organizations maintaining donor advised funds.</b>                                                                                                                                                                                                             |     |    |
| a   | Did the organization make any taxable distributions under section 4966?                                                                                                                                                                                                      | N/A |    |
| b   | Did the organization make a distribution to a donor, donor advisor, or related person?                                                                                                                                                                                       | N/A |    |
| 10  | <b>Section 501(c)(7) organizations.</b> Enter                                                                                                                                                                                                                                |     |    |
| a   | Initiation fees and capital contributions included on Part VIII, line 12.                                                                                                                                                                                                    | N/A |    |
| b   | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.                                                                                                                                                                                 |     |    |
| 11  | <b>Section 501(c)(12) organizations.</b> Enter                                                                                                                                                                                                                               |     |    |
| a   | Gross income from members or shareholders.                                                                                                                                                                                                                                   | N/A |    |
| b   | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them).                                                                                                                                                 |     |    |
| 12a | <b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?                                                                                                                                                            |     |    |
| b   | If "Yes," enter the amount of tax-exempt interest received or accrued during the year.                                                                                                                                                                                       | N/A |    |
| 13  | <b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>                                                                                                                                                                                                      |     |    |
| a   | Is the organization licensed to issue qualified health plans in more than one state?<br><b>Note.</b> See the instructions for additional information the organization must report on Schedule O.                                                                             | N/A |    |
| b   | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans.                                                                                                                   |     |    |
| c   | Enter the amount of reserves on hand.                                                                                                                                                                                                                                        |     |    |
| 14a | Did the organization receive any payments for indoor tanning services during the tax year?                                                                                                                                                                                   |     | X  |
| b   | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O.                                                                                                                                                                   |     |    |

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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

Check if Schedule O contains a response to any question in this Part VI

☒ **X**

**Section A. Governing Body and Management**

|                                                                                                                                                                                                                                                                                                             | Yes | No       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
| 1a Enter the number of voting members of the governing body at the end of the tax year<br>If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O. | 14  |          |
| 1b Enter the number of voting members included in line 1a, above, who are independent                                                                                                                                                                                                                       | 14  |          |
| 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   | <b>X</b> |
| 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   | <b>X</b> |
| 4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?                                                                                                                                                                                          | 4   | <b>X</b> |
| 5 Did the organization become aware during the year of a significant diversion of the organization's assets?                                                                                                                                                                                                | 5   | <b>X</b> |
| 6 Did the organization have members or stockholders?                                                                                                                                                                                                                                                        | 6   | <b>X</b> |
| 7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?                                                                                                                                                       | 7a  | <b>X</b> |
| b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?                                                                                                                                                 | 7b  | <b>X</b> |
| 8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:                                                                                                                                                                         |     |          |
| a The governing body?                                                                                                                                                                                                                                                                                       | 8a  | <b>X</b> |
| b Each committee with authority to act on behalf of the governing body?                                                                                                                                                                                                                                     | 8b  | <b>X</b> |
| 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   | <b>X</b> |

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

|                                                                                                                                                                                                                                                                                                | Yes | No       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
| 10a Did the organization have local chapters, branches, or affiliates?                                                                                                                                                                                                                         | 10a | <b>X</b> |
| b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?                                                                   | 10b |          |
| 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?                                                                                                                                                                | 11a | <b>X</b> |
| b Describe in Schedule O the process, if any, used by the organization to review this Form 990                                                                                                                                                                                                 |     |          |
| 12a Did the organization have a written conflict of interest policy? If "No," go to line 13                                                                                                                                                                                                    | 12a | <b>X</b> |
| b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?                                                                                                                                                          | 12b | <b>X</b> |
| c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done                                                                                                                                           | 12c | <b>X</b> |
| 13 Did the organization have a written whistleblower policy?                                                                                                                                                                                                                                   | 13  | <b>X</b> |
| 14 Did the organization have a written document retention and destruction policy?                                                                                                                                                                                                              | 14  | <b>X</b> |
| 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 | <b>X</b> |
| b Other officers or key employees of the organization                                                                                                                                                                                                                                          | 15b | <b>X</b> |
| 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 | <b>X</b> |
| b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take 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 (Section 501(c)(3)s only) available for public inspection. Indicate how you made 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 made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

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

132008  
01-23-12

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

Check if Schedule O contains a response to any question in this Part VII ☐

**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.

- 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, if any. 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 neither the organization nor any related organization compensated any current officer, director, or trustee

| (A)<br>Name and Title                              | (B)<br>Average hours per week (describe hours for related organizations in Schedule O) | (C)<br>Position<br>(do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|----------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|--------|----------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                                    |                                                                                        | Individual trustee or director                                                                               | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |                                                                      |                                                                           |                                                                                               |
| (1) DOLORES BOCIAN<br>CHAIRMAN OF BOARD            | 2.00                                                                                   | X                                                                                                            |                       | X       |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (2) GREG GRAINGER<br>VICE CHAIR OF BOARD           | 2.00                                                                                   | X                                                                                                            |                       | X       |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (3) DAVE FAGONE<br>SECRETARY/TREASURER             | 2.00                                                                                   | X                                                                                                            |                       | X       |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (4) VYETTA SUNDERLAND<br>IMMEDIATE FORMER CHAIRMAN | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (5) JEAN SAYLES JACOBSON<br>VICE CHAIRMAN ELECT    | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (6) HOWARD ARNDT<br>TRUSTEE                        | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (7) MARK BOEHNLEIN<br>TRUSTEE                      | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (8) DAVID CAPP<br>TRUSTEE (RESIGNED 06/18/12)      | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (9) MIKE DAY<br>TRUSTEE                            | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (10) ORYST DENEKA<br>TRUSTEE                       | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (11) LESLEY HEIEIS<br>TRUSTEE                      | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (12) JACQUELINE PARKS<br>TRUSTEE                   | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (13) DON TAIT<br>TRUSTEE                           | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (14) RICK WERBER<br>TRUSTEE (RESIGNED 09/21/11)    | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (15) TYLER WHITE<br>TRUSTEE                        | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (16) SARAH WRIGHT<br>TRUSTEE                       | 1.00                                                                                   | X                                                                                                            |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| (17) JEFFREY A. HORN<br>PRESIDENT & CEO            | 40.00                                                                                  |                                                                                                              |                       | X       |              |                              |        | 168,744.                                                             | 0.                                                                        | 8,434.                                                                                        |

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

| (A)<br>Name and title                                          | (B)<br>Average hours per week (describe hours for related organizations in Schedule O) | (C)<br>Position<br>(do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|--------|----------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                                                |                                                                                        | Individual trustee or director                                                                               | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |                                                                      |                                                                           |                                                                                               |
| (18) SHERRY L. HEWITT<br>COO & CFO                             | 40.00                                                                                  |                                                                                                              |                       | X       |              |                              |        | 140,700.                                                             | 0.                                                                        | 3,452.                                                                                        |
| (19) AMY MCMONIGLE<br>VP OF STUDENT & GRADUATE S               | 40.00                                                                                  |                                                                                                              |                       |         |              | X                            |        | 104,562.                                                             | 0.                                                                        | 1,949.                                                                                        |
| (20) RANDALL SABA<br>DIR OF INFORMATION TECHNOL                | 40.00                                                                                  |                                                                                                              |                       |         |              | X                            |        | 104,539.                                                             | 0.                                                                        | 4,104.                                                                                        |
| (21) HOLLY BENTLEY<br>DIRECTOR OF EDUCATION                    | 40.00                                                                                  |                                                                                                              |                       |         |              | X                            |        | 103,880.                                                             | 0.                                                                        | 0.                                                                                            |
|                                                                |                                                                                        |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
|                                                                |                                                                                        |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
|                                                                |                                                                                        |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
|                                                                |                                                                                        |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
|                                                                |                                                                                        |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| <b>1b Sub-total</b>                                            |                                                                                        |                                                                                                              |                       |         |              |                              |        | 622,425.                                                             | 0.                                                                        | 17,939.                                                                                       |
| <b>c Total from continuation sheets to Part VII, Section A</b> |                                                                                        |                                                                                                              |                       |         |              |                              |        | 0.                                                                   | 0.                                                                        | 0.                                                                                            |
| <b>d Total (add lines 1b and 1c)</b>                           |                                                                                        |                                                                                                              |                       |         |              |                              |        | 622,425.                                                             | 0.                                                                        | 17,939.                                                                                       |

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

|                                                                                                                                                                                                                                              | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>                                       |     | X  |
| <b>4</b> 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   |    |
| <b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual 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 Report compensation for the calendar year ending with or within the organization's tax year

| (A)<br>Name and business address                           | (B)<br>Description of services | (C)<br>Compensation |
|------------------------------------------------------------|--------------------------------|---------------------|
| PEARSON VUE<br>5601 GREEN VALLEY DR, BLOOMINGTON, MN 55437 | COMPUTER BASED TESTING         | 332,859.            |
| VIATECH<br>PO BOX 503433, SAINT LOUIS, MO 63150            | PRINTING & FULFILLMENT         | 264,657.            |
|                                                            |                                |                     |
|                                                            |                                |                     |
|                                                            |                                |                     |

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

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**Part VII Statement of Revenue**

|                                                           |                                                    |                                                                                                                                  |                                      | (A)<br>Total revenue | (B)<br>Related or<br>exempt function<br>revenue | (C)<br>Unrelated<br>business<br>revenue | (D)<br>Revenue<br>excluded from<br>tax under<br>sections 512,<br>513, or 514 |
|-----------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------|-------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------|
| Contributions, Gifts, Grants<br>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<br>similar amounts not included above                                                | 1f                                   | 10,170.              |                                                 |                                         |                                                                              |
|                                                           | g                                                  | Noncash contributions included in lines 1a-1f \$                                                                                 |                                      |                      |                                                 |                                         |                                                                              |
| h Total. Add lines 1a-1f                                  |                                                    |                                                                                                                                  |                                      | 10,170.              |                                                 |                                         |                                                                              |
| Program Service<br>Revenue                                | 2 a                                                | COURSE FEES                                                                                                                      | Business Code<br>611600              | 2608740.             | 2608740.                                        |                                         |                                                                              |
|                                                           | b                                                  | CANADIAN FEES                                                                                                                    | 611600                               | 643,837.             | 643,837.                                        |                                         |                                                                              |
|                                                           | c                                                  | TUITION FEES                                                                                                                     | 611600                               | 595,953.             | 595,953.                                        |                                         |                                                                              |
|                                                           | d                                                  | PROFESSIONAL DEV. FEES                                                                                                           | 611600                               | 214,616.             | 214,616.                                        |                                         |                                                                              |
|                                                           | e                                                  | ENROLLMENT FEES                                                                                                                  | 611600                               | 198,628.             | 198,628.                                        |                                         |                                                                              |
|                                                           | f                                                  | All other program service revenue                                                                                                | 611600                               | 136,832.             | 136,832.                                        |                                         |                                                                              |
|                                                           | g                                                  | Total. Add lines 2a-2f                                                                                                           |                                      | 4398606.             |                                                 |                                         |                                                                              |
|                                                           | 3                                                  | Investment income (including dividends, interest, and<br>other similar amounts)                                                  |                                      | 21,115.              |                                                 |                                         | 21,115.                                                                      |
| 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<br>assets other than inventory                                                                        | (i) Securities (ii) Other<br>180000. |                      |                                                 |                                         |                                                                              |
|                                                           | b                                                  | Less cost or other basis<br>and sales expenses                                                                                   | 180158.                              |                      |                                                 |                                         |                                                                              |
|                                                           | c                                                  | Gain or (loss)                                                                                                                   | -158.                                |                      |                                                 |                                         |                                                                              |
|                                                           | d                                                  | Net gain or (loss)                                                                                                               |                                      | -158.                |                                                 |                                         | -158.                                                                        |
|                                                           | 8 a                                                | Gross income from fundraising events (not<br>including \$ _____ of<br>contributions reported on line 1c) See<br>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<br>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<br>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                                                      | MISCELLANEOUS                                      | 900099                                                                                                                           | 21,211.                              |                      |                                                 | 21,211.                                 |                                                                              |
| b                                                         |                                                    |                                                                                                                                  |                                      |                      |                                                 |                                         |                                                                              |
| c                                                         |                                                    |                                                                                                                                  |                                      |                      |                                                 |                                         |                                                                              |
| d                                                         | All other revenue                                  |                                                                                                                                  |                                      |                      |                                                 |                                         |                                                                              |
| e                                                         | Total. Add lines 11a-11d                           |                                                                                                                                  | 21,211.                              |                      |                                                 |                                         |                                                                              |
| 12                                                        | Total revenue. See instructions.                   |                                                                                                                                  | 4450944.                             | 4398606.             | 0.                                              | 42,168.                                 |                                                                              |

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

Form 990 (2011)

23-7070298 Page 10

**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).

Check if Schedule O contains a response to any question in this Part IX ☐

| Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.                                                                                                                        | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------|----------------------------------------|-----------------------------|
| 1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21                                                                                             |                       |                                 |                                        |                             |
| 2 Grants and other assistance to individuals in the United States. See Part IV, line 22                                                                                                               |                       |                                 |                                        |                             |
| 3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16                                                                  |                       |                                 |                                        |                             |
| 4 Benefits paid to or for members                                                                                                                                                                     |                       |                                 |                                        |                             |
| 5 Compensation of current officers, directors, trustees, and key employees                                                                                                                            | 356,606.              |                                 | 356,606.                               |                             |
| 6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)                                                       |                       |                                 |                                        |                             |
| 7 Other salaries and wages                                                                                                                                                                            | 1,790,239.            | 1,362,992.                      | 427,247.                               |                             |
| 8 Pension plan accruals and contributions (include section 401(k) and section 403(b) employer contributions)                                                                                          |                       |                                 |                                        |                             |
| 9 Other employee benefits                                                                                                                                                                             | 219,853.              | 162,179.                        | 57,674.                                |                             |
| 10 Payroll taxes                                                                                                                                                                                      | 155,407.              | 92,169.                         | 63,238.                                |                             |
| 11 Fees for services (non-employees)                                                                                                                                                                  |                       |                                 |                                        |                             |
| a Management                                                                                                                                                                                          |                       |                                 |                                        |                             |
| b Legal                                                                                                                                                                                               | 22,739.               | 1,643.                          | 21,096.                                |                             |
| c Accounting                                                                                                                                                                                          | 23,350.               |                                 | 23,350.                                |                             |
| d Lobbying                                                                                                                                                                                            |                       |                                 |                                        |                             |
| e Professional fundraising services. See Part IV, line 17                                                                                                                                             |                       |                                 |                                        |                             |
| f Investment management fees                                                                                                                                                                          |                       |                                 |                                        |                             |
| g Other                                                                                                                                                                                               | 509,409.              | 408,837.                        | 100,572.                               |                             |
| 12 Advertising and promotion                                                                                                                                                                          | 63,514.               | 63,444.                         | 70.                                    |                             |
| 13 Office expenses                                                                                                                                                                                    | 217,549.              | 99,620.                         | 117,929.                               |                             |
| 14 Information technology                                                                                                                                                                             |                       |                                 |                                        |                             |
| 15 Royalties                                                                                                                                                                                          |                       |                                 |                                        |                             |
| 16 Occupancy                                                                                                                                                                                          | 401,059.              |                                 | 401,059.                               |                             |
| 17 Travel                                                                                                                                                                                             | 177,531.              | 135,257.                        | 42,274.                                |                             |
| 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                                                                                                                                                          | 125,529.              | 29,303.                         | 96,226.                                |                             |
| 23 Insurance                                                                                                                                                                                          | 5,280.                |                                 | 5,280.                                 |                             |
| 24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.) |                       |                                 |                                        |                             |
| a <u>COURSE MATER./USER FEES</u>                                                                                                                                                                      | 262,752.              | 262,752.                        |                                        |                             |
| b <u>DP/EQUIP. SERV. CONTR.</u>                                                                                                                                                                       | 131,802.              | 4,294.                          | 127,508.                               |                             |
| c <u>AWARD SUPPLIES</u>                                                                                                                                                                               | 29,515.               | 29,515.                         |                                        |                             |
| d <u>LOCAL BOMA SERVICES</u>                                                                                                                                                                          | 20,400.               | 20,400.                         |                                        |                             |
| e All other expenses                                                                                                                                                                                  | 62,518.               | 42,578.                         | 19,940.                                |                             |
| 25 <b>Total functional expenses.</b> Add lines 1 through 24e                                                                                                                                          | 4,575,052.            | 2,714,983.                      | 1,860,069.                             | 0.                          |
| 26 <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.                              |                       |                                 |                                        |                             |

Check here ☐ if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

|                                                                                                                  |                                                                                                                                                                                                                                                                                 | (A)<br>Beginning of year                                                                                                                  |            | (B)<br>End of year |
|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------|
| <b>Assets</b>                                                                                                    | 1 Cash - non-interest-bearing                                                                                                                                                                                                                                                   | 161,292.                                                                                                                                  | 1          | 187,756.           |
|                                                                                                                  | 2 Savings and temporary cash investments                                                                                                                                                                                                                                        | 237,974.                                                                                                                                  | 2          | 25,522.            |
|                                                                                                                  | 3 Pledges and grants receivable, net                                                                                                                                                                                                                                            |                                                                                                                                           | 3          |                    |
|                                                                                                                  | 4 Accounts receivable, net                                                                                                                                                                                                                                                      | 317,562.                                                                                                                                  | 4          | 285,976.           |
|                                                                                                                  | 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)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions) |                                                                                                                                           | 6          |                    |
|                                                                                                                  | 7 Notes and loans receivable, net                                                                                                                                                                                                                                               |                                                                                                                                           | 7          |                    |
|                                                                                                                  | 8 Inventories for sale or use                                                                                                                                                                                                                                                   | 35,776.                                                                                                                                   | 8          | 30,130.            |
|                                                                                                                  | 9 Prepaid expenses and deferred charges                                                                                                                                                                                                                                         | 81,635.                                                                                                                                   | 9          | 71,473.            |
|                                                                                                                  | 10a Land, buildings, and equipment cost or other basis. Complete Part VI of Schedule D                                                                                                                                                                                          | 10a 1,794,252.                                                                                                                            |            |                    |
|                                                                                                                  | b Less accumulated depreciation                                                                                                                                                                                                                                                 | 10b 1,718,616.                                                                                                                            | 10c        | 75,636.            |
|                                                                                                                  | 11 Investments - publicly traded securities                                                                                                                                                                                                                                     | 932,721.                                                                                                                                  | 11         | 956,963.           |
|                                                                                                                  | 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                                                                                                                                                                                                                                           | 177,128.                                                                                                                                  | 15         | 397,190.           |
| 16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34)                                              | 2,096,134.                                                                                                                                                                                                                                                                      | 16                                                                                                                                        | 2,030,646. |                    |
| <b>Liabilities</b>                                                                                               | 17 Accounts payable and accrued expenses                                                                                                                                                                                                                                        | 661,451.                                                                                                                                  | 17         | 682,607.           |
|                                                                                                                  | 18 Grants payable                                                                                                                                                                                                                                                               |                                                                                                                                           | 18         |                    |
|                                                                                                                  | 19 Deferred revenue                                                                                                                                                                                                                                                             | 178,039.                                                                                                                                  | 19         | 189,428.           |
|                                                                                                                  | 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 (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D                                                                                                        | 475,734.                                                                                                                                  | 25         | 520,333.           |
|                                                                                                                  | 26 <b>Total liabilities.</b> Add lines 17 through 25                                                                                                                                                                                                                            | 1,315,224.                                                                                                                                | 26         | 1,392,368.         |
|                                                                                                                  | <b>Net Assets or Fund Balances</b>                                                                                                                                                                                                                                              | Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34. |            |                    |
| 27 Unrestricted net assets                                                                                       |                                                                                                                                                                                                                                                                                 | 780,910.                                                                                                                                  | 27         | 638,278.           |
| 28 Temporarily restricted net assets                                                                             |                                                                                                                                                                                                                                                                                 |                                                                                                                                           | 28         |                    |
| 29 Permanently restricted net assets                                                                             |                                                                                                                                                                                                                                                                                 |                                                                                                                                           | 29         |                    |
| Organizations that do not follow SFAS 117, check here <input type="checkbox"/> 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 <b>Total net assets or fund balances</b>                                                                      |                                                                                                                                                                                                                                                                                 | 780,910.                                                                                                                                  | 33         | 638,278.           |
| 34 <b>Total liabilities and net assets/fund balances</b>                                                         | 2,096,134.                                                                                                                                                                                                                                                                      | 34                                                                                                                                        | 2,030,646. |                    |

Form 990 (2011)

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response to any question in this Part XI

☒

|   |                                                                                                               |   |            |
|---|---------------------------------------------------------------------------------------------------------------|---|------------|
| 1 | Total revenue (must equal Part VIII, column (A), line 12)                                                     | 1 | 4,450,944. |
| 2 | Total expenses (must equal Part IX, column (A), line 25)                                                      | 2 | 4,575,052. |
| 3 | Revenue less expenses Subtract line 2 from line 1                                                             | 3 | -124,108.  |
| 4 | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))                     | 4 | 780,910.   |
| 5 | Other changes in net assets or fund balances (explain in Schedule O)                                          | 5 | -18,524.   |
| 6 | Net assets or fund balances at end of year Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B)) | 6 | 638,278.   |

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response to any question in this Part XII

☐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 separate basis, consolidated 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 (2011)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

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

**2011**

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) |     |    |

| (i) Name of supported organization | (ii) EIN | (iii) Type of organization (described on lines 1-9 above or IRC section (see instructions)) | (iv) Is the organization in col. (i) listed in your governing document? |    | (v) Did you notify the organization in col. (i) of your support? |    | (vi) Is the organization in col. (i) organized in the U.S.? |    | (vii) Amount of support |
|------------------------------------|----------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----|------------------------------------------------------------------|----|-------------------------------------------------------------|----|-------------------------|
|                                    |          |                                                                                             | Yes                                                                     | No | Yes                                                              | No | Yes                                                         | No |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
|                                    |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |
| <b>Total</b>                       |          |                                                                                             |                                                                         |    |                                                                  |    |                                                             |    |                         |

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

Schedule A (Form 990 or 990-EZ) 2011

**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 or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                                | (a) 2007 | (b) 2008 | (c) 2009 | (d) 2010 | (e) 2011 | (f) Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")                                                                                                  |          |          |          |          |          |           |
| <b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf                                                                                                     |          |          |          |          |          |           |
| <b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge                                                                                             |          |          |          |          |          |           |
| <b>4 Total.</b> Add lines 1 through 3                                                                                                                                                                        |          |          |          |          |          |           |
| <b>5</b> 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) |          |          |          |          |          |           |
| <b>6 Public support.</b> Subtract line 5 from line 4                                                                                                                                                         |          |          |          |          |          |           |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                                           | (a) 2007 | (b) 2008 | (c) 2009 | (d) 2010 | (e) 2011 | (f) Total |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>7</b> Amounts from line 4                                                                                                                                                                                            |          |          |          |          |          |           |
| <b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources                                                                                 |          |          |          |          |          |           |
| <b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on                                                                                                             |          |          |          |          |          |           |
| <b>10</b> Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part IV.)                                                                                                              |          |          |          |          |          |           |
| <b>11 Total support.</b> Add lines 7 through 10                                                                                                                                                                         |          |          |          |          |          |           |
| <b>12</b> Gross receipts from related activities, etc. (see instructions)                                                                                                                                               |          |          |          |          | 12       |           |
| <b>13 First five years.</b> 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 <b>stop here</b> <input type="checkbox"/> |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---|
| <b>14</b> Public support percentage for 2011 (line 6, column (f) divided by line 11, column (f))                                                                                                                                                                                                                                                                                                                                       | <b>14</b> | % |
| <b>15</b> Public support percentage from 2010 Schedule A, Part II, line 14                                                                                                                                                                                                                                                                                                                                                             | <b>15</b> | % |
| <b>16a 33 1/3% support test - 2011.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization <input type="checkbox"/>                                                                                                                                                                            |           |   |
| <b>b 33 1/3% support test - 2010.</b> 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 <b>stop here.</b> The organization qualifies as a publicly supported organization <input type="checkbox"/>                                                                                                                                                                         |           |   |
| <b>17a 10% -facts-and-circumstances test - 2011.</b> 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 <b>stop here.</b> Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/>    |           |   |
| <b>b 10% -facts-and-circumstances test - 2010.</b> 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 <b>stop here.</b> Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization <input type="checkbox"/> |           |   |
| <b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>                                                                                                                                                                                                                                                                  |           |   |

Schedule A (Form 990 or 990-EZ) 2011

**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 or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                     | (a) 2007 | (b) 2008 | (c) 2009 | (d) 2010 | (e) 2011 | (f) Total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")                                                                        |          |          |          |          |          |           |
| <b>2</b> 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 |          |          |          |          |          |           |
| <b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513                                                                             |          |          |          |          |          |           |
| <b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf                                                                          |          |          |          |          |          |           |
| <b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge                                                                  |          |          |          |          |          |           |
| <b>6 Total.</b> Add lines 1 through 5                                                                                                                                             |          |          |          |          |          |           |
| <b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons                                                                                                |          |          |          |          |          |           |
| <b>b</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           |          |          |          |          |          |           |
| <b>c</b> Add lines 7a and 7b                                                                                                                                                      |          |          |          |          |          |           |
| <b>8 Public support.</b> (Subtract line 7c from line 6.)                                                                                                                          |          |          |          |          |          |           |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                                                                          | (a) 2007 | (b) 2008 | (c) 2009 | (d) 2010 | (e) 2011 | (f) Total |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>9</b> Amounts from line 6                                                                                                                                                                                                                           |          |          |          |          |          |           |
| <b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources                                                                                                              |          |          |          |          |          |           |
| <b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975                                                                                                                                       |          |          |          |          |          |           |
| <b>c</b> Add lines 10a and 10b                                                                                                                                                                                                                         |          |          |          |          |          |           |
| <b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on                                                                                                                  |          |          |          |          |          |           |
| <b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)                                                                                                                                              |          |          |          |          |          |           |
| <b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)                                                                                                                                                                                               |          |          |          |          |          |           |
| <b>14 First five years.</b> 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. <span style="float: right;">► <input type="checkbox"/></span> |          |          |          |          |          |           |

**Section C. Computation of Public Support Percentage**

|                                                                                                  |           |   |
|--------------------------------------------------------------------------------------------------|-----------|---|
| <b>15</b> Public support percentage for 2011 (line 8, column (f) divided by line 13, column (f)) | <b>15</b> | % |
| <b>16</b> Public support percentage from 2010 Schedule A, Part III, line 15                      | <b>16</b> | % |

**Section D. Computation of Investment Income Percentage**

|                                                                                                       |           |   |
|-------------------------------------------------------------------------------------------------------|-----------|---|
| <b>17</b> Investment income percentage for 2011 (line 10c, column (f) divided by line 13, column (f)) | <b>17</b> | % |
| <b>18</b> Investment income percentage from 2010 Schedule A, Part III, line 17                        | <b>18</b> | % |

**19a 33 1/3% support tests - 2011.** 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 - 2010.** 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 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, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

▶ Attach to Form 990. ▶ See separate instructions.

OMB No 1545-0047

**2011**Open to Public  
InspectionName 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?                                                            |                         | <input type="checkbox"/> Yes <input type="checkbox"/> 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? |                         | <input type="checkbox"/> Yes <input type="checkbox"/> 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)

|                                                                                              |                                                                              |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Preservation of land for public use (e.g., recreation or education) | <input type="checkbox"/> Preservation of an historically important land area |
| <input type="checkbox"/> Protection of natural habitat                                       | <input type="checkbox"/> Preservation of a certified historic structure      |
| <input type="checkbox"/> 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, and not on a historic structure listed in the National Register | 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 (ASC 958), 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 (ASC 958), 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 (ASC 958) 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 <i>(continued)</i> |  |
|----------|----------------------------------------------------------------------------------------------------------------|--|

- 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 the 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

|               |                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------------|
| <b>Part V</b> | <b>Endowment Funds.</b> 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 current year end balance (line 1g, column (a)) held as

- a Board designated or quasi-endowment %
- b Permanent endowment %
- c Temporarily restricted endowment %

The percentages in lines 2a, 2b, and 2c should equal 100%

- 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**

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| <b>Part VI</b> | <b>Land, Buildings, and Equipment.</b> See Form 990, Part X, line 10 |
|----------------|----------------------------------------------------------------------|

| Description of property                                                                                | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|--------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| <b>1a</b> Land                                                                                         |                                      |                                 |                              |                |
| <b>b</b> Buildings                                                                                     |                                      |                                 |                              |                |
| <b>c</b> Leasehold improvements                                                                        |                                      | 14,075.                         | 14,075.                      | 0.             |
| <b>d</b> Equipment                                                                                     |                                      | 595,644.                        | 522,885.                     | 72,759.        |
| <b>e</b> Other                                                                                         |                                      | 1,184,533.                      | 1,181,656.                   | 2,877.         |
| <b>Total.</b> Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c)) |                                      |                                 |                              | 75,636.        |

Schedule D (Form 990) 2011

**Part VII Investments - Other Securities.** See Form 990, Part X, line 12.

| (a) Description of security or category<br>(including name of security) | (b) Book value | (c) Method of valuation<br>Cost or end-of-year market value |
|-------------------------------------------------------------------------|----------------|-------------------------------------------------------------|
| (1) Financial derivatives                                               |                |                                                             |
| (2) Closely-held equity interests                                       |                |                                                             |
| (3) Other                                                               |                |                                                             |
| (A)                                                                     |                |                                                             |
| (B)                                                                     |                |                                                             |
| (C)                                                                     |                |                                                             |
| (D)                                                                     |                |                                                             |
| (E)                                                                     |                |                                                             |
| (F)                                                                     |                |                                                             |
| (G)                                                                     |                |                                                             |
| (H)                                                                     |                |                                                             |
| (I)                                                                     |                |                                                             |
| <b>Total.</b> (Col (b) must equal Form 990, Part X, col (B) line 12.) ▶ |                |                                                             |

**Part VIII Investments - Program Related.** See Form 990, Part X, line 13

| (a) Description of investment type                                      | (b) Book value | (c) Method of valuation<br>Cost or end-of-year market value |
|-------------------------------------------------------------------------|----------------|-------------------------------------------------------------|
| (1)                                                                     |                |                                                             |
| (2)                                                                     |                |                                                             |
| (3)                                                                     |                |                                                             |
| (4)                                                                     |                |                                                             |
| (5)                                                                     |                |                                                             |
| (6)                                                                     |                |                                                             |
| (7)                                                                     |                |                                                             |
| (8)                                                                     |                |                                                             |
| (9)                                                                     |                |                                                             |
| (10)                                                                    |                |                                                             |
| <b>Total.</b> (Col (b) must equal Form 990, Part X, col (B) line 13.) ▶ |                |                                                             |

**Part IX Other Assets.** See Form 990, Part X, line 15

| (a) Description                                                   |                          | (b) Book value |
|-------------------------------------------------------------------|--------------------------|----------------|
| (1)                                                               | INVESTMENT IN CURRICULUM | 368,046.       |
| (2)                                                               | DEPOSITS                 | 29,144.        |
| (3)                                                               |                          |                |
| (4)                                                               |                          |                |
| (5)                                                               |                          |                |
| (6)                                                               |                          |                |
| (7)                                                               |                          |                |
| (8)                                                               |                          |                |
| (9)                                                               |                          |                |
| (10)                                                              |                          |                |
| Total. (Column (b) must equal Form 990, Part X, col (B) line 15.) |                          | 397,190.       |

**Part X Other Liabilities.** See Form 990, Part X, line 25

| 1.                                                                  | (a) Description of liability | (b) Book value |
|---------------------------------------------------------------------|------------------------------|----------------|
|                                                                     | (1) Federal income taxes     |                |
|                                                                     | (2) DEFERRED RENT            | 520,333.       |
|                                                                     | (3)                          |                |
|                                                                     | (4)                          |                |
|                                                                     | (5)                          |                |
|                                                                     | (6)                          |                |
|                                                                     | (7)                          |                |
|                                                                     | (8)                          |                |
|                                                                     | (9)                          |                |
|                                                                     | (10)                         |                |
|                                                                     | (11)                         |                |
| Total. (Column (b) must equal Form 990, Part X, col (B) line 25.) ▶ |                              | 520,333.       |

FIN 48 (ASC 740) Footnote. In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under

2. FIN 48 (ASC 740)

132053  
01-23-12

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

Schedule D (Form 990) 2011

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  | 4,450,944. |
| 2  | Total expenses (Form 990, Part IX, column (A), line 25)                                 | 2  | 4,575,052. |
| 3  | Excess or (deficit) for the year Subtract line 2 from line 1                            | 3  | -124,108.  |
| 4  | Net unrealized gains (losses) on investments                                            | 4  | -18,524.   |
| 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  | -18,524.   |
| 10 | Excess or (deficit) for the year per audited financial statements Combine lines 3 and 9 | 10 | -142,632.  |

**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  | 4,432,420. |
| 2 | Amounts included on line 1 but not on Form 990, Part VIII, line 12.            |    |            |
| a | Net unrealized gains on investments                                            | 2a | -18,524.   |
| 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 | -18,524.   |
| 3 | Subtract line 2e from line 1                                                   | 3  | 4,450,944. |
| 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  | 4,450,944. |

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

|   |                                                                                 |    |            |
|---|---------------------------------------------------------------------------------|----|------------|
| 1 | Total expenses and losses per audited financial statements                      | 1  | 4,575,052. |
| 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  | 4,575,052. |
| 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  | 4,575,052. |

**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, LINE 2: 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 YEARS ENDED JUNE 30, 2012**

**AND 2011, 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. THE FEDERAL FORM**

**990, RETURN OF ORGANIZATION EXEMPT FOR INCOME TAX, IS SUBJECT TO**

**EXAMINATION BY THE INTERNAL REVENUE SERVICE, GENERALLY THREE YEARS AFTER**

Schedule D (Form 990) 2011

**Part XIV** Supplemental Information (continued)

IT IS FILED.

**SCHEDULE E**  
**(Form 990 or 990-EZ)**

**Schools**

OMB No 1545-0047

**2011**

Open to Public  
Inspection

Department of the Treasury  
Internal Revenue Service

► 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.

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

Employer identification number  
**23-7070298**

**Part I**

- 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 Part II

**SEE PART II**

- 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 Part II

**SEE PART II**

- 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 Part II

**J BRADLEY KENNEDY FUND WAS ESTABLISHED IN FY 2011.**

- 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 Part II
- 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 Part II

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

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

BUILDING OWNERS AND MANAGERS INSTITUTE

Schedule E (Form 990 or 990-EZ) (2011) **INTERNATIONAL, INC**

23-7070298 Page 2

**Part II**

**Supplemental Information.** Complete this part to provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also complete this part to provide any other additional information.

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 E, LINE 4 - EXPLANATION OF RECORDS NON-MAINTENANCE:

BECAUSE BOMI INTERNATIONAL ACCEPTS ALL STUDENTS WHO ARE INTERESTED IN TAKING COURSES, WE DO NOT REQUEST NOR MAINTAIN THAT INFORMATION ON OUR STUDENT BODY. DURING FY 2011, WE ESTABLISHED THE J BRADLEY KENNEDY SCHOLARSHIP FUND IN HONOR OF A FORMER BOARD MEMBER. THE SCHOLARSHIP APPLICATIONS SPECIFICALLY STATE THAT "ALL APPLICATIONS WILL BE EVALUATED IN AN OBJECTIVE AND NONDISCRIMINATORY MANNER BY AN INDEPENDENT COMMITTEE OF EXPERIENCED MEMBERS OF THE INDUSTRY." OUR COMPETENCY COMMITTEE SERVED AS THE REVIEW COMMITTEE AND ITS EVALUATION GRID HAD A SIMILAR NONDISCRIMINATORY STATEMENT REGARDING THE EVALUATION PROCESS. THE SCHOLARSHIP RECIPIENTS WERE IDENTIFIED DURING FY 2011, BUT NO SCHOLARSHIP FUNDS WERE USED UNTIL FY 2012. DURING FY 2012, BOMI AWARDED TWO COURSE AWARDS AND ONE DESIGNATION PROGRAM.

**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

**2011**

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

☐ Travel for companions

☐ Tax indemnification and gross-up payments

☐ Discretionary spending account

☐ Housing allowance or residence for personal use

☐ Payments for business use of personal residence

☐ Health or social club dues or initiation fees

☐ 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 filing organization used to establish the compensation of the organization's CEO/Executive Director Check all that apply Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director Explain in Part III

☐ Compensation committee

☐ Independent compensation consultant

☐ Form 990 of other organizations

☒ Written employment contract

☐ Compensation survey or study

☒ 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 Regulations 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**

**4b**

**4c**

**5a**

**5b**

**6a**

**6b**

**7**

**8**

**9**

**X**

**X**

**X**

**X**

**X**

**X**

**X**

**X**

**X**

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

Schedule J (Form 990) 2011

# BUILDING OWNERS AND MANAGERS INSTITUTE

Schedule J (Form 990) 2011

INTERNATIONAL, INC

23-7070298

Page 2

## Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed

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

Note. The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

| (A) Name          | (B) Breakdown of W-2 and/or 1099-MISC compensation |                                     |                                     | (C) Retirement and other deferred compensation | (D) Nontaxable benefits | (E) Total of columns (B)(i)-(D) | (F) Compensation reported as deferred in prior Form 990 |
|-------------------|----------------------------------------------------|-------------------------------------|-------------------------------------|------------------------------------------------|-------------------------|---------------------------------|---------------------------------------------------------|
|                   | (i) Base compensation                              | (ii) Bonus & incentive compensation | (iii) Other reportable compensation |                                                |                         |                                 |                                                         |
| 1 JEFFREY A. HORN | (i) 168,744.                                       | 0.                                  | 0.                                  | 0.                                             | 8,434.                  | 177,178.                        | 0.                                                      |
|                   | (ii) 0.                                            | 0.                                  | 0.                                  | 0.                                             | 0.                      | 0.                              | 0.                                                      |
| 2                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 3                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 4                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 5                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 6                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 7                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 8                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 9                 | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 10                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 11                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 12                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 13                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 14                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 15                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |
| 16                | (i)                                                |                                     |                                     |                                                |                         |                                 |                                                         |
|                   | (ii)                                               |                                     |                                     |                                                |                         |                                 |                                                         |

**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  
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Name of the organization

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

Employer identification number

**23-7070298**

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

TO STUDENTS ATTENDING THESE CLASSES. BOMI ALSO FULFILLED 47 TRANSCRIPT  
REQUESTS. IN ADDITION, 319 RPA EXPERIENCE APPLICATIONS WERE APPROVED.  
IN THIS SAME FISCAL YEAR, THE CONTINUING PROFESSIONAL DEVELOPMENT  
PROGRAM HAD 2,640 PAID PARTICIPANTS. GRADUATE SERVICES ALSO PROCESSED  
246 ADMINISTRATIVE COMPETENCY APPLICATIONS FOR A TOTAL OF 504 COURSES,  
AND 1 COMPETENCY BY REVIEW APPLICATION, AS WELL AS REQUESTS FROM 21  
STUDENTS SEEKING ACE CREDIT FOR A TOTAL OF 94 COURSES.

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

- IMPLEMENTED A NEW COURSEBOOK RE-TEMPLATING PROJECT GIVEN THE CHANGES  
TO THE COURSEBOOK FORMAT IN MTO TO MOVE TOWARDS ALL COURSEBOOKS HAVING  
THE NEW DESIGN  
- FMA DESIGNATION COURSES (8) REVIEWED BY INDUSTRY LEADERS/SUBJECT  
MATTER EXPERTS TO IDENTIFY NECESSARY CHANGES TO RETAIN RELEVANCE FOR  
FUTURE INDUSTRY NEEDS

THE EDUCATION DEPARTMENT DEVELOPED NEW EXAM/PRACTICE REVIEW QUESTIONS  
AND REVISED EXAMS FOR THE FOLLOWING COURSES IN FY12:

|                                              |                      |
|----------------------------------------------|----------------------|
| <u>- MANAGING THE ORGANIZATION</u>           | <u>DECEMBER 2011</u> |
| <u>- FUNDAMENTALS OF FACILITY MANAGEMENT</u> | <u>AUGUST 2011</u>   |
| <u>- BUDGETING AND ACCOUNTING - US</u>       | <u>FEBRUARY 2012</u> |

THE EDUCATION DEPARTMENT PUBLISHED NEW EXAM QUESTIONS WITH OUR EXAM  
VENDOR PEARSON VUE FOR THE FOLLOWING BANKS IN FY 2012:

|                                    |                   |
|------------------------------------|-------------------|
| <u>- MANAGING THE ORGANIZATION</u> | <u>01/01/2012</u> |
|------------------------------------|-------------------|

|                          |                                                              |                                              |
|--------------------------|--------------------------------------------------------------|----------------------------------------------|
| Name of the organization | BUILDING OWNERS AND MANAGERS INSTITUTE<br>INTERNATIONAL, INC | Employer identification number<br>23-7070298 |
|--------------------------|--------------------------------------------------------------|----------------------------------------------|

- REAL ESTATE INVESTMENT AND FINANCE (US) 07/01/2011

- REAL ESTATE INVESTMENT AND FINANCE (CANADA) 06/01/2012

- BUDGETING AND ACCOUNTING (US) 07/01/2012

THE FOLLOWING ONLINE INSTRUCTOR-LED CLASSES WERE OFFERED IN FY 2011  
WITH 302 STUDENTS PARTICIPATING (COURSE SEMESTERS OVERLAP FISCAL  
YEARS):

SUMMER SEMESTER (MAY 2011-AUGUST 2011)

| ACTIVE COURSE SECTIONS                 | # PARTICIPANTS |
|----------------------------------------|----------------|
| ASSET MANAGEMENT                       | 4              |
| ENERGY MANAGEMENT AND CONTROLS         | 8              |
| REAL ESTATE INVESTMENT AND FINANCE US  | 4              |
| REAL ESTATE AND FINANCE CANADA         | 5              |
| ETHICS IS GOOD BUSINESS                | 12             |
| DESIGN OPERATIONS & MAINTENANCE PART I | 16             |
| TOTAL                                  | 49             |

FALL SEMESTER (SEPTEMBER 2011-DECEMBER 2011)

| ACTIVE COURSE SECTIONS                         | # PARTICIPANTS |
|------------------------------------------------|----------------|
| ASSET MANAGEMENT                               | 9              |
| AIR HANDLING, WATER TREATMENT & PLUMBING SYS   | 6              |
| BOILERS, HEATING SYSTEMS & APPLIED MATHEMATICS | 18             |
| DESIGN OPERATIONS & MAINTENANCE PART I         | 29             |
| FUNDAMENTALS OF FACILITIES MANAGEMENT          | 6              |
| REAL ESTATE INVESTMENT AND FINANCE             | 11             |
| FUNDAMENTALS OF REAL PROPERTY ADMINISTRATION   | 8              |
| ETHICS IS GOOD BUSINESS                        | 11             |
| TOTAL                                          | 98             |

|                          |                                                              |                                              |
|--------------------------|--------------------------------------------------------------|----------------------------------------------|
| Name of the organization | BUILDING OWNERS AND MANAGERS INSTITUTE<br>INTERNATIONAL, INC | Employer identification number<br>23-7070298 |
|--------------------------|--------------------------------------------------------------|----------------------------------------------|

## SPRING SEMESTER (JANUARY 2012-MAY 2012)

| ACTIVE COURSE SECTIONS                  | # PARTICIPANTS |
|-----------------------------------------|----------------|
| ASSET MANAGEMENT                        | 13             |
| BUDGETING AND ACCOUNTING                | 30             |
| DESIGN OPERATIONS & MAINTENANCE PART I  | 34             |
| DESIGN OPERATIONS & MAINTENANCE PART II | 18             |
| ELECTRICAL SYSTEMS AND ILLUMINATION     | 8              |
| FUNDAMENTALS OF FACILITIES MANAGEMENT   | 12             |
| REAL ESTATE INVESTMENT AND FINANCE US   | 23             |
| REFRIGERATION SYSTEMS & ACCESSORIES     | 6              |
| ETHICS IS GOOD BUSINESS                 | 11             |
| TOTAL                                   | 155            |

SIXTEEN COURSES ARE NOW AVAILABLE FOR ONLINE DELIVERY WITH THE  
FOLLOWING ONLINE INSTRUCTOR-LED COURSES BEING DEVELOPED/REVISED IN  
FY12:

- MANAGING THE ORGANIZATION - JANUARY 2012 (NEW)
- BUDGETING & ACCOUNTING - SEPTEMBER 2011 (NEW)

## OTHER ONLINE CURRICULUM DEVELOPMENT/DELIVERY ACTIVITY:

- ALL CERTIFICATE PROGRAMS CAN NOW BE COMPLETED ONLINE WITH THE  
ADDITION OF THE BUDGETING AND ACCOUNTING ONLINE COURSE
- ALL DESIGNATION COURSES THAT HAVE BEEN CONVERTED TO THE ONLINE  
INSTRUCTOR-LED FORMAT ARE NOW AVAILABLE EACH SEMESTER (16 COURSE  
OPTIONS) FOR STUDENTS
- AS PART OF THE ONLINE INSTRUCTOR-LED PROGRAM 70 SYNCHRONOUS, LIVE  
REVIEW SESSIONS ACROSS 3 SEMESTERS

- SUPPORTED 30 ONLINE INSTRUCTOR-LED COURSES OVER 3 SEMESTERS WITH 330

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE  
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# STUDENTS PARTICIPATING

- A NEW ONLINE PROFESSIONAL DEVELOPMENT TWO PART ONLINE SERIES TITLED  
SUSTAIN SMART WAS OFFERED AND SUPPORTED FOR 10 STUDENTS IN  
COLLABORATION WITH OUR PARTNER TRADE PRESS MEDIA GROUP

# COPYRIGHTS FILED AND UPDATED IN FY 2012

# COURSEBOOK COPYRIGHTS (INCLUDES STUDENT COURSEBOOK, ISM & POWERPOINTS)

- REAL ESTATE INVESTMENT AND FINANCE 2011 COPYRIGHTJULY 2011 FILED  
- MANAGING THE ORGANIZATION 2012 COPYRIGHTJANUARY 2012 FILED

# ONLINE COURSES

- ELECTRICAL SYSTEMS AND ILLUMINATION 2004 COPYRIGHTJULY 2011 FILED  
- REFRIGERATION SYSTEMS AND ACCESSORIES 2002 COPYRIGHTAUGUST 2011  
FILED

- BUILDING DESIGN AND MAINTENANCE 2006 COPYRIGHTNOVEMBER 2011 FILED  
- REAL ESTATE INVESTMENT AND FINANCE US - COPYRIGHT 2011JANUARY 2012  
FILED

- DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS PART I - 2005  
COPYRIGHT

- JANUARY 2012 FILED

- DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS PART II - 2005  
COPYRIGHT

- JANUARY 2012 FILED

# TOTAL COPYRIGHT SUBMISSIONS AS OF THE END OF FY 2012

- 70 "WORKS" SUBMITTED FOR ALL PRINTED MATERIALS

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

Employer identification number  
**23-7070298**

- 6 "WORKS" SUBMITTED FOR ONLINE COURSES
- 13 FILINGS STILL OUTSTANDING WITH THE COPYRIGHT OFFICE

#### SPECIAL EDUCATION PROGRAMS/PROJECTS IN FY 2012

- DEVELOPMENT OF THE FMA EXPERIENCE REQUIREMENT FOR IMPLEMENTATION IN  
FY 2012

- 3 INSTRUCTOR DEVELOPMENT WORKSHOPS WERE HELD IN THE FOLLOWING  
LOCATIONS: CHICAGO, ILLINOIS, BOSTON, MA AND LOS ANGELES, CA

- INSTRUCTOR DEVELOPMENT TASK FORCE'S NEW INSTRUCTOR AGREEMENT  
IMPLEMENTED FOR ALL COURSE SPONSORS AS OF 12/31/2012

- NEW ADDENDUMS SIGNED BY 72 BOMA LOCALS AS A RESULT OF THIS  
INITIATIVE

- PERFORMANCE METRICS IMPLEMENTED FOR INSTRUCTORS
- ONLINE INSTRUCTOR TRAINING AND ORIENTATION FOR 6 NEW ONLINE  
INSTRUCTORS COMPLETED

- RECRUITMENT PROCESS INITIATED FOR SMA/SMT INSTRUCTORS BASED ON NEW  
SALES VOLUMES

- STRATEGIC PLANNING SESSION HELD FOR INSTRUCTOR DEVELOPMENT  
INITIATIVES FOR FY 2013 WITH BOARD-BASED INSTRUCTOR DEVELOPMENT TASK  
FORCE

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

FORM 990, PART VI, SECTION B, LINE 12C: BOMI HAS A CONFLICT OF INTEREST

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE  
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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 IS ADDRESSED BY THE COO/CEO, PRESIDENT  
AND EXECUTIVE COMMITTEE OF THE BOARD. IF THE SITUATION INVOLVED AN  
EXECUTIVE COMMITTEE MEMBER, WE INVOLVE THE GOVERNANCE COMMITTEE AND/OR THE  
ENTIRE BOARD.

FORM 990, PART VI, SECTION B, LINE 15A: THE PRESIDENT & CEO HAD A REVIEW IN  
JANUARY 2009 AND JANUARY 2010 BY VYETTA SUNDERLAND, CHAIRMAN (E.C.), BUT NO  
SALARY INCREASES WERE APPROVED DUE TO ECONOMIC CONDITIONS. THERE WAS NO  
FORMAL WRITTEN REVIEW IN JANUARY 2011, BUT THE COMPANY WENT THROUGH A  
RIGHT-SIZING AND THE LEADERSHIP TEAM (L.T.) PAY WAS DECREASED. FOR FY  
2012, THERE WERE NO SALARY INCREASES, BUT, EFFECTIVE JULY 1, 2011, 5% OF  
THE 10% LEADERSHIP TEAM PAY REDUCTION IMPLEMENTED IN JANUARY 2011 WAS  
REINSTATED THROUGH THE FY 2012 BUDGET PROCESS. THERE WAS NO FORMAL WRITTEN  
REVIEW IN JANUARY 2012, BUT DOLORES BOCIAN, CHAIRMAN AS OF JUNE 30, 2012,  
WILL COMPLETE A WRITTEN REVIEW PRIOR TO HER TERM-END DATE, DUE TO HER  
RESIGNATION TO PURSUE OTHER OPPORTUNITIES, OF AUGUST 17, 2012.

IN THE FUTURE, THE PRESIDENT & CEO'S PERFORMANCE AND SALARY ADJUSTMENTS, IF  
ANY, WILL BE COMPLETED BY THE E.C. BASED ON WHATEVER DATA IT FEELS IS  
SUFFICIENT TO SUBSTANTIATE THE INCREASE. WHEN THE PRESIDENT/CEO WAS HIRED,  
THE SALARY WAS DETERMINED BY THE E.C. IN CONJUNCTION WITH THE SEARCH FIRM  
THAT KNEW THE MARKET AND, ACCORDINGLY, THE APPROPRIATE SALARY.

FOR THE L.T., PERFORMANCE REVIEWS ARE COMPLETED ANNUALLY AND INCREASES ARE  
MADE ACCORDINGLY. THE PRESIDENT/CEO SIGNS OFF ON ALL L.T. INCREASES.

Name of the organization **BUILDING OWNERS AND MANAGERS INSTITUTE  
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ON OCCASION, WE COMPLETE A SALARY REVIEW VIA AN EXTERNAL SOURCE TO COMPARE  
OUR SALARIES TO OTHER NOT-FOR-PROFIT COMPANIES OF SIMILAR SIZE.

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 XI, LINE 5, CHANGES IN NET ASSETS:

NET UNREALIZED LOSSES ON INVESTMENTS: -18,524.