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Form 990



Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

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

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

OMB No 1545-0047

2011

Open to Public Inspection

A For the 2011 calendar year, or tax year beginning 10-01-2011 and ending 09-30-2012

B Check if applicable

☐ Address change

☐ Name change

☐ Initial return

☐ Terminated

☐ Amended return

☐ Application pending

C Name of organization

NAPO INC

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address)

15000 COMMERCE PARKWAY NO C

Room/suite

City or town, state or country, and ZIP + 4

MOUNT LAUREL, NJ 08054

F Name and address of principal officer

SANDY STELTER CPO

15000 COMMERCE PARKWAY NO C

MOUNT LAUREL, NJ 08054

H(a) Is this a group return for affiliates?

☐ Yes ☒ No

H(b) Are all affiliates included?

☐ Yes ☐ No

If "No," attach a list (see instructions)

H(c) Group exemption number

I Tax-exempt status

☒ 501(c)(3) ☐ 501(c) () ☐ (insert no) ☐ 4947(a)(1) or ☐ 527

J Website:

WWW.NAPO.NET

K Form of organization

☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation

1996

M State of legal domicile

TX

Part I

Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities

DEVELOPING, LEADING AND PROMOTING PROFESSIONAL ORGANIZERS AND THE ORGANIZING INDUSTRY

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets

3 Number of voting members of the governing body (Part VI, line 1a)

3

10

4 Number of independent voting members of the governing body (Part VI, line 1b)

4

10

5 Total number of individuals employed in calendar year 2011 (Part V, line 2a)

5

0

6 Total number of volunteers (estimate if necessary)

6

120

7a Total unrelated business revenue from Part VIII, column (C), line 12

7a

22,106

7b Net unrelated business taxable income from Form 990-T, line 34

7b

13,167

Revenue

8 Contributions and grants (Part VIII, line 1h)

8

61,072

868,834

9 Program service revenue (Part VIII, line 2g)

9

695,902

801,987

10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)

10

42,879

36,504

11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)

11

30,307

29,432

12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)

12

1,630,160

1,736,757

Expenses

13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)

13

3,798

4,613

14 Benefits paid to or for members (Part IX, column (A), line 4)

14

0

0

15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)

15

1,200

0

16a Professional fundraising fees (Part IX, column (A), line 11e)

16a

0

0

16b Total fundraising expenses (Part IX, column (D), line 25)

16b

0

17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)

17

1,594,828

1,737,727

18 Total expenses Add lines 13–17 (must equal Part IX, column (A), line 25)

18

1,599,826

1,742,340

19 Revenue less expenses Subtract line 18 from line 12

19

30,334

-5,583

Net Assets or Fund Balances

20 Total assets (Part X, line 16)

20

1,388,831

1,637,345

21 Total liabilities (Part X, line 26)

21

482,076

608,279

22 Net assets or fund balances Subtract line 21 from line 20

22

906,755

1,029,066

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.

Sign Here

Signature of officer

SANDY STELTER TREASURER

2013-06-06

Date

Paid Preparer's Use Only

Preparer's signature

MARIANNE MAK

Date

2013-06-06

Check if self-employed

☐

Preparer's taxpayer identification number (see instructions)

P00297744

Firm's name (or yours if self-employed), address, and ZIP + 4

BBD LLP

1835 MARKET STREET 26TH FLOOR

PHILADELPHIA, PA 19103

EIN

23-2896692

Phone no

(215) 567-7770

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

Cat No 11282Y

Form 990 (2011)

Part IIIStatement of Program Service Accomplishments

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

1

Briefly describe the organization’s mission

TO DEVELOP, LEAD AND PROMOTE PROFESSIONAL ORGANIZERS AND THE ORGANIZING INDUSTRY

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 \$ 608,296 including grants of \$ 4,613) (Revenue \$ 515,129)

ANNUAL CONFERENCE - CONFERENCE HELD FOR MEMBERS AND THE GENERAL PUBLIC IN ORDER TO EDUCATE ATTENDEES ON THE ART AND SCIENCE OF ORGANIZING

4b

(Code) (Expenses \$ 126,074 including grants of \$) (Revenue \$ 147,971)

EDUCATIONAL PROGRAMS- COURSES ARE DEVELOPED AND CONDUCTED BY THE EDUCATION COMMITTEE AND INCLUDE 4 LEVELS LEVEL 1 CLASSES (I E , 100, 101, ETC) ARE DESIGNED FOR BEGINNER ORGANIZERS LEVEL 2 CLASSES ARE DESIGNED FOR INTERMEDIATE ORGANIZERS, AND LEVEL 3 ARE INTENDED FOR ADVANCED ORGANIZERS LEVEL 4 CLASSES ARE DESIGNED FOR ORGANIZERS AT ALL LEVELS OR EXPERIENCE TELECLASS AND CLASSROOM FORMATS ARE OFFERED TO ACCOMMODATE DIFFERENT LEARNING STYLES AND BUDGET CONSTRAINTS

4c

(Code) (Expenses \$ 67,422 including grants of \$) (Revenue \$ 42,473)

CERTIFICATION - CPO (CERTIFIED PROFESSIONAL ORGANIZERS) CERTIFICATION IS A VOLUNTARY, INDUSTRY-LED EFFORT THAT BENEFITS THE MEMBERS OF THE ORGANIZING PROFESSION, AS WELL AS THE PUBLIC IT IS A RECOGNITION OF PROFESSIONALS WHO HAVE MET SPECIFIC MINIMUM STANDARDS, AND PROVEN THROUGH EXAMINATION AND CLIENT INTERACTION THAT THEY POSSESS THE BODY OF KNOWLEDGE AND EXPERIENCE REQUIRED FOR CERTIFICATION THIS PROGRAM RECOGNIZES AND RAISES INDUSTRY STANDARDS, PRACTICES AND ETHICS FOR THE PUBLIC, WHILE THE CPO DESIGNATION IS NOT AN ENDORSEMENT OR RECOMMENDATION, CERTIFICATION OF PROFESSIONAL ORGANIZERS MAXIMIZES THE VALUE RECEIVED FROM THE PRODUCTS AND SERVICES PROVIDED BY A CPO

(Code) (Expenses \$ 48,314 including grants of \$) (Revenue \$ 4,626)

(1) NEWSLETTERNAPO NEWS IS THE OFFICIAL PUBLICATION OF THE NATIONAL ASSOCIATION OF PROFESSIONAL ORGANIZERS IT IS A BIMONTHLY NEWSLETTER DISTRIBUTED AS A BENEFIT OF MEMBERSHIP EVERY ISSUE OF NAPO NEWS CONTAINS FEATURE ARTICLES ON THE BUSINESS OR PROCESS OF ORGANIZING, NEWS ABOUT NAPO AND ITS MEMBERS, A CALENDAR OF EVENTS, AND OTHER NAPO MEMBER COMMUNICATIONS

(Code) (Expenses \$ 31,382 including grants of \$) (Revenue \$)

(2) LEADERSHIP FORUM IT IS HELD EVERY YEAR IN CONJUNCTION WITH CONFERENCE FOR NATIONAL BOARD MEMBERS AND COMMITTEE CHAIRS, CHAPTER PRESIDENTS AND SELECTED CHAPTER OFFICERS/BOARD MEMBERS THE GOAL OF THIS EVENT IS TO EDUCATE BOTH CURRENT AND FUTURE NAPO LEADERS, PROVIDE A FORUM TO MEET AND LEARN FROM EACH OTHER AND SHARE LEADERSHIP PERSPECTIVES, AND IMPART INFORMATION ABOUT NAPO AND ITS OPERATIONS

(Code) (Expenses \$ 12,062 including grants of \$) (Revenue \$ 55,671)

(3) PUBLIC AWARENESS (GET ORGANIZED MONTH) MONTH-LONG PROGRAM TO PROMOTE PUBLIC ORGANIZATIONAL AWARENESS AND INSPIRE INDIVIDUALS AND ORGANIZATIONS TO GET ORGANIZED

(Code) (Expenses \$ 110,265 including grants of \$) (Revenue \$)

(4) OTHER PROGRAMS [A] NAPO IN THE SCHOOLSA COMMUNITY OUTREACH PROGRAM THAT BRINGS PROFESSIONAL ORGANIZERS INTO THE SCHOOLS IN A TOTALLY INTERACTIVE CLASSROOM PRESENTATION, PROFESSIONAL ORGANIZERS TEACH STUDENTS THE BENEFITS OF BEING ORGANIZED AND BASIC ORGANIZING PRINCIPLES THE PROGRAM WAS DEVELOPED BY A TASK FORCE OF NAPO MEMBERS WHO HAVE PASSION FOR WORKING WITH AND EDUCATING STUDENTS [B] QUANTUM LEAPA SERVICE PROJECT OF THE NATIONAL ASSOCIATION OF PROFESSIONAL ORGANIZERS (NAPO) IT PROVIDES ORGANIZING TRAINING TO PEOPLE WHO ARE WELFARE-VULNERABLE OR IN A WELFARE-TO-WORK TRANSITION MADE UP OF VOLUNTEER PROFESSIONAL ORGANIZERS, THE TASK FORCE MEMBERS WORK THROUGH LOCAL AGENCIES AND OFFER SKILL-BUILDING SESSIONS ON PAPER, TIME AND MONEY MANAGEMENT [C]GOLDEN CIRCLETHIS PRESTIGIOUS DESIGNATION DEMONSTRATES TO THE GENERAL PUBLIC THAT OUR INDUSTRY RECOGNIZES ITS MEMBERS WHO HAVE ATTAINED AN ELEVATED LEVEL OF EXPERIENCE NAPO ACKNOWLEDGES THE EXPERTISE OF ITS MEMBERS WHO HAVE BEEN ENGAGED IN THE BUSINESS OF ORGANIZING FOR NO LESS THAN FIVE YEARS AND HAVE BEEN A NAPO MEMBER FOR A MINIMUM OF ONE YEAR

4d

Other program services (Describe in Schedule O)

(Expenses \$ 202,023 including grants of \$) (Revenue \$ 60,297)

4e

Total program service expenses\$ 1,003,815

Part IV

Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A.</i> 	Yes	
2	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?		No
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>		No
4	Section 501(c)(3) organizations. 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>		No
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>		No
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> 		No
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? <i>If "Yes," complete Schedule D, Part II.</i> 		No
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> 		No
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> 		No
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> 		No
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> 		No
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> 		No
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> 		No
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> 		No
e	Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X.</i> 		No
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> 	Yes	
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> 	Yes	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional.</i> 		No
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E.</i>		No
14a	Did the organization maintain an office, employees, or agents outside of the United States?		No
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, Part I.</i>		No
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the U S ? <i>If "Yes," complete Schedule F, Part II and IV.</i>		No
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the U S ? <i>If "Yes," complete Schedule F, Part III and IV.</i>		No
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>		No
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>		No
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>		No
20a	Did the organization operate one or more hospitals? <i>If "Yes," complete Schedule H.</i>		No
b	If "Yes" to line 20a, did the organization attach its audited financial statement to this return? Note. All Form 990 filers that operated one or more hospitals must attach audited financial statements.		
20b			

Part IV

Checklist of Required Schedules (continued)

21	Did the organization report more than \$5,000 of grants and other assistance to governments and organizations in the United States on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21		No
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22		No
23	Did the organization answer "Yes" to Part VII, Section A, questions 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23		No
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer questions 24b–24d and complete Schedule K. If "No," go to line 25</i>	24a		No
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a		No
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b		No
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? <i>If "Yes," complete Schedule L, Part II</i>	26		No
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual? <i>If "Yes," complete Schedule L, Part III</i>	27		No
28	Was the organization a party to a business transaction with one of the following parties? (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)			
a	A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28a		No
b	A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>	28b		No
c	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 owner? <i>If "Yes," complete Schedule L, Part IV</i>	28c		No
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29		No
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30		No
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31		No
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32		No
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33		No
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1</i>	34		No
35a	Is any related organization a controlled entity of the filing organization within the meaning of section 512(b)(13)?	35a		No
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>	35b		No
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36		No
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37		No
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	38	Yes	

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. .	1c	
1a	39		
1b	0		
b. 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?		1c	
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. .	2b	
2a	0		
b. If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions).			
3a. Did the organization have unrelated business gross income of \$1,000 or more during the year?		3a	Yes
b. If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O.		3b	Yes
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account or securities account)? .	4a	No
b. If "Yes," enter the name of the foreign country: _____ 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?	5a	No
b. Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b	No
c. If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c	
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?	6a	No
b. If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b	
7 Organizations that may receive deductible contributions under section 170(c).			
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?		7a	No
b. If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b	
c. Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c	No
d. If "Yes," indicate the number of Forms 8282 filed during the year.		7d	
e. Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e	No
f. Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f	No
g. If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g	
h. If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h	
8 Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?			
9 Sponsoring organizations maintaining donor advised funds.			
a. Did the organization make any taxable distributions under section 4966?		9a	
b. Did the organization make a distribution to a donor, donor advisor, or related person?		9b	
10 Section 501(c)(7) organizations. Enter			
a. Initiation fees and capital contributions included on Part VIII, line 12.		10a	
b. Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities.		10b	
11 Section 501(c)(12) organizations. Enter			
a. Gross income from members or shareholders.		11a	
b. Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them).		11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?		12a	
b. If "Yes," enter the amount of tax-exempt interest received or accrued during the year.		12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a. Is the organization licensed to issue qualified health plans in more than one state? Note. All 501(c)(29) organizations must list in Schedule O each state in which they are licensed to issue qualified health plans, the amount of reserves required by each state, and the amount of reserves the organization allocated to each state.		13a	
b. Enter the aggregate amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans.		13b	
c. Enter the aggregate amount of reserves on hand.		13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?		14a	No
b. If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O.		14b	

Part VI

Governance, Management, and Disclosure

For each "Yes" response to lines 2 through 7b below, and for a "No" response to lines 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

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		
1b	Enter the number of voting members included in line 1a, above, who are independent		
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?		No
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?	Yes	
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		No
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		No
6	Did the organization have members or stockholders?	Yes	
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?	Yes	
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	Yes	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following		
8a	The governing body?	Yes	
8b	Each committee with authority to act on behalf of the governing body?	Yes	
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		No

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?	Yes	
10b	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?	Yes	
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	Yes	
11b	Describe in Schedule O the process, if any, used by the organization to review the Form 990		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	Yes	
12b	Were officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	Yes	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	Yes	
13	Did the organization have a written whistleblower policy?	Yes	
14	Did the organization have a written document retention and destruction policy?	Yes	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official		No
15b	Other officers or key employees of the organization		No
	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?		No
16b	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?		

Section C. Disclosure

17	List the States with which a copy of this Form 990 is required to be filed	AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY
18	Section 6104 requires an organization to make its Form 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you 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. See Additional Data Table.	
20	State the name, physical address, and telephone number of the person who possesses the books and records of the organization.	ASSOCIATION HEADQUARTERS INC 15000 COMMERCE PARKWAY STE C MOUNT LAUREL, NJ 08054 (856) 439-0500

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, and **current** key employees 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, or highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations

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

Check this box if neither the organization nor any related organizations compensated any current or former officer, director, or trustee

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional Trustee	Officer	Key employee	Highest compensated employee	Former			
(1) ANGELA WALLACE CPO PRESIDENT	1 00	X		X				0	0	0
(2) SUSAN LANNIS RESIGNED 924 INCOMING PRESIDENT	1 00	X		X				0	0	0
(3) SANDY STELTER CPO TREASURER	1 00	X		X				0	0	0
(4) SUSAN KOUSAK CPO SECRETARY	1 00	X		X				0	0	0
(5) MERYL ATUCH CORP ASSOC DIRECTOR	1 00	X						0	0	0
(6) KATE BROWN CPO DIRECTOR	1 00	X						0	0	0
(7) NICOLE CHAMBLIN CPO DIRECTOR	1 00	X						0	0	0
(8) MARY DYKSTRA CPO DIRECTOR	1 00	X						0	0	0
(9) ELLEN FAYE DIRECTOR	1 00	X						0	0	0
(10) BARRY FALCON CORP ASSOC DIRECTOR	1 00	X						0	0	0
(11) JODI GRANOK DIRECTOR	1 00	X						0	0	0
(12) LUCY ERDELAC EXECUTIVE DIRECTOR	40 00			X				0	0	0

Part VII

1b	Sub-Total			
c	Total from continuation sheets to Part VII, Section A			
d	Total (add lines 1b and 1c)	0	0	0

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 0

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

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) Name and business address	(B) Description of services	(C) Compensation
ASSOCIATION HEADQUARTERS INC 15000 COMMERCE PKWY STE C MT LAUREL, NJ 08054	MANAGEMENT SVCS	1,034,487

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 ▶1

Part VIII

Statement of Revenue

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514	
Contributions, gifts, grants and other similar amounts	1a	Federated campaigns . . .	1a					
	b	Membership dues	1b	857,757				
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	11,077				
	g	Noncash contributions included in lines 1a-1f \$ _____						
	h	Total. Add lines 1a-1f		868,834				
Program Service Revenue			Business Code					
	2a	ANNUAL CONFERENCE	900099	515,129	431,560		83,569	
	b	EDUC/CERTIFICATION	900099	190,244	190,244			
	c	PUB AWARENESS SPNSHIP	900099	55,671			55,671	
	d	ENHANCED LIST SALES	541800	36,317	18,837	17,480		
	e	NEWSLETTER	541800	4,626		4,626		
	f	All other program service revenue						
	g	Total. Add lines 2a-2f		801,987				
Other Revenue	3	Investment income (including dividends, interest and other similar amounts)						
	4	Income from investment of tax-exempt bond proceeds . . .		22,226			22,226	
	5	Royalties		927			927	
	6a	Gross rents	(i) Real	(ii) Personal				
		b	Less rental expenses					
		c	Rental income or (loss)					
		d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b	Less cost or other basis and sales expenses					
		c	Gain or (loss)					
		d	Net gain or (loss)		14,278			14,278
	8a	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c) See Part IV, line 18	a					
	b	Less direct expenses	b					
	c	Net income or (loss) from fundraising events . . .						
	9a	Gross income from gaming activities See Part IV, line 19	a					
	b	Less direct expenses	b					
	c	Net income or (loss) from gaming activities . . .						
	10a	Gross sales of inventory, less returns and allowances	a					
	b	Less cost of goods sold	b					
	c	Net income or (loss) from sales of inventory . . .						
Miscellaneous Revenue		Business Code						
11a	MEMBERSHIP PROCESSING	900099	28,450			28,450		
b	MISCELLANEOUS	900099	55				55	
c								
d	All other revenue							
e	Total. Add lines 11a-11d		28,505					
12	Total revenue. See Instructions		1,736,757	640,641	22,106	205,176		

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) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the United States See Part IV, line 21	4,613	4,613		
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				
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				
8	Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9	Other employee benefits				
10	Payroll taxes				
11	Fees for services (non-employees)				
a	Management	848,127	398,620	449,507	
b	Legal				
c	Accounting				
d	Lobbying				
e	Professional fundraising See Part IV, line 17				
f	Investment management fees	6,719		6,719	
g	Other	25,989	16,805	9,184	
12	Advertising and promotion	2,125	125	2,000	
13	Office expenses	142,195	56,349	85,846	
14	Information technology	64,607	20,169	44,438	
15	Royalties				
16	Occupancy				
17	Travel	99,029	26,345	72,684	
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings	467,644	466,444	1,200	
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization				
23	Insurance	35,177	2,127	33,050	
24	Other expenses Itemize expenses not covered above (List miscellaneous expenses in line 24f If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O)				
a	PROFESSIONAL FEES	26,772	2,522	24,250	
b	MISCELLANEOUS	16,633	9,696	6,937	
c	UNRELATED BUS INC TAX	2,710		2,710	
d					
e					
f	All other expenses				
25	Total functional expenses. Add lines 1 through 24f	1,742,340	1,003,815	738,525	0
26	Joint costs. Check here if following SOP 98-2 (ASC 958-720) Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Part X

Balance Sheet

					(A)		(B)
					Beginning of year		End of year
Assets	1	Cash—non-interest-bearing			85,073	1	124,519
	2	Savings and temporary cash investments			197,186	2	219,486
	3	Pledges and grants receivable, net				3	
	4	Accounts receivable, net			38,948	4	5,046
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L				5	
	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). Complete Part II of Schedule L				6	
	7	Notes and loans receivable, net				7	
	8	Inventories for sale or use				8	
	9	Prepaid expenses and deferred charges			22,893	9	46,851
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a				
	b	Less: accumulated depreciation	10b			10c	
	11	Investments—publicly traded securities			1,042,685	11	1,241,443
	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			2,046	15	0
	16	Total assets. Add lines 1 through 15 (must equal line 34)			1,388,831	16	1,637,345
Liabilities	17	Accounts payable and accrued expenses			18,331	17	98,835
	18	Grants payable				18	
	19	Deferred revenue			463,745	19	509,444
	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				25	
	26	Total liabilities. Add lines 17 through 25			482,076	26	608,279
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here ☒ and complete lines 27 through 29, and lines 33 and 34.						
	27	Unrestricted net assets			906,755	27	1,007,989
	28	Temporarily restricted net assets				28	21,077
	29	Permanently restricted net assets				29	
	Organizations that do not follow SFAS 117, check here ☐ and complete lines 30 through 34.						
	30	Capital stock or trust principal, or current funds				30	
	31	Paid-in or capital surplus, or land, building or equipment fund				31	
	32	Retained earnings, endowment, accumulated income, or other funds				32	
	33	Total net assets or fund balances			906,755	33	1,029,066
	34	Total liabilities and net assets/fund balances			1,388,831	34	1,637,345

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	1,736,757
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,742,340
3	Revenue less expenses Subtract line 2 from line 1	3	-5,583
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	906,755
5	Other changes in net assets or fund balances (explain in Schedule O)	5	127,894
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	1,029,066

Part XII Financial Statements and Reporting

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

		Yes	No
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?		No
b	Were the organization's financial statements audited by an independent accountant?	Yes	
c	If "Yes," to 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	Yes	
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 separated 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?		No
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		

SCHEDULE A

(Form 990 or 990EZ)

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 NAPO INC	Employer identification number 31-1601644
--------------------------------------	--

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 **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 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	
Total									

Part II

Support Schedule for Organizations Described in IRC 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
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants ")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public Support. Subtract line 5 from line 4						

Section B. Total Support							
Calendar year (or fiscal year beginning in)		(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
7	Amounts from line 4						
8	Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9	Net income from unrelated business activities, whether or not the business is regularly carried on						
10	Other income (Explain in Part IV) Do not include gain or loss from the sale of capital assets						
11	Total support (Add lines 7 through 10)						
12	Gross receipts from related activities, etc (See instructions)					12	
13	First Five Years If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a 501(c)(3) organization, check this box and stop here						

Section C. Computation of Public Support Percentage			
14	Public Support Percentage for 2011 (line 6 column (f) divided by line 11 column (f))	14	
15	Public Support Percentage for 2010 Schedule A, Part II, line 14	15	
16a	33 1/3% support test—2011. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b	33 1/3% support test—2010. If the organization did not check the box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
17a	10%-facts-and-circumstances test—2011. If the organization did not check a box on line 13, 16a, or 16b and line 14 is 10% or more, and if the organization meets the "facts and circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts and circumstances" test The organization qualifies as a publicly supported organization		
b	10%-facts-and-circumstances test—2010. If the organization did not check a box on line 13, 16a, 16b, or 17a and line 15 is 10% or more, and if the organization meets the "facts and circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts and circumstances" test The organization qualifies as a publicly supported organization		
18	Private Foundation If the organization did not check a box on line 13, 16a, 16b, 17a or 17b, check this box and see instructions		

Part IIISupport Schedule for Organizations Described in IRC 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
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	856,095	880,877	872,901	924,045	950,749	4,484,667
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	542,561	496,756	493,672	534,970	640,641	2,708,600
3 Gross receipts from activities that are not an unrelated trade or business under section 513	99,216	58,780	51,879	51,875	57,325	319,075
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5	1,497,872	1,436,413	1,418,452	1,510,890	1,648,715	7,512,342
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0
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						0
c Add lines 7a and 7b						0
8 Public Support (Subtract line 7c from line 6)						7,512,342

Section B. Total Support						
Calendar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
9 Amounts from line 6	1,497,872	1,436,413	1,418,452	1,510,890	1,648,715	7,512,342
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	42,517	27,153	20,559	19,486	23,153	132,868
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	42,517	27,153	20,559	19,486	23,153	132,868
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on	34,344	53,484	36,556	27,390	13,167	164,941
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	1,246	1,431	74,506	30,307	28,505	135,995
13 Total support (Add lines 9, 10c, 11 and 12.)	1,575,979	1,518,481	1,550,073	1,588,073	1,713,540	7,946,146
14 First Five Years If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a 501(c)(3) organization, check this box and stop here	☐					

Section C. Computation of Public Support Percentage		
15 Public Support Percentage for 2011 (line 8 column (f) divided by line 13 column (f))	15	94.540 %
16 Public support percentage from 2010 Schedule A, Part III, line 15	16	93.860 %

Section D. Computation of Investment Income Percentage		
17 Investment income percentage for 2011 (line 10c column (f) divided by line 13 column (f))	17	1.670 %
18 Investment income percentage from 2010 Schedule A, Part III, line 17	18	2.070 %
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	☐	

Part IV **Supplemental Information.** Supplemental Information. Complete this part to provide the explanation required by Part II, line 10; Part II, line 17a or 17b; or Part III, line 12. Also complete this part for any additional information. (See instructions).

Facts And Circumstances Test

Explanation

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, 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 Inspection

Name of the organization
NAPO INC

Employer identification number
31-1601644

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

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

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

1

Purpose(s) of conservation easements held by the organization (check all that apply)

☐ Preservation of land for public use (e g , recreation or pleasure)☐ Preservation of an historically importantly land area
☐ Protection of natural habitat☐ Preservation of a certified historic structure
☐ Preservation of open space

2

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

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

3

Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the taxable 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 170(h)(4)(B)(ii)?

☐ Yes ☐ No

9

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

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

1a

If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items

b

If the organization elected, as permitted under SFAS 116, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1

► \$ _____

(ii) Assets included in Form 990, Part X

► \$ _____

2

If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items

a

Revenues included in Form 990, Part VIII, line 1

► \$ _____

b

Assets included in Form 990, Part X

► \$ _____

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

Cat No 52283D

Schedule D (Form 990) 2011

Part III

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

3

Using the organization's 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

	Amount
1c	
1d	
1e	
1f	

c

Beginning balance

d

Additions during the year

e

Distributions during the year

f

Ending balance

2a

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

☐ Yes

☐ No

b

If "Yes," explain the arrangement in Part XIV

Part V

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

	(a)Current Year	(b)Prior Year	(c)Two Years Back	(d)Three Years Back	(e)Four Years Back
1a	Beginning of year balance				
b	Contributions				
c	Investment earnings or losses				
d	Grants or scholarships				
e	Other expenditures for facilities and programs				
f	Administrative expenses				
g	End of year balance				

2

Provide the estimated percentage of the year end balance held as

a

Board designated or quasi-endowment ▶

b

Permanent endowment ▶

c

Term endowment ▶

3a

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

(i)

unrelated organizations

(ii)

related organizations

b

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

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

4

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

Part VI

Land, Buildings, and Equipment. 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
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a-1e (Column (d) should equal Form 990, Part X, column (B), line 10(c).)				0

Part XI Reconciliation of Change in Net Assets from Form 990 to Financial Statements		
1	Total revenue (Form 990, Part VIII, column (A), line 12)	11,736,757
2	Total expenses (Form 990, Part IX, column (A), line 25)	1,742,340
3	Excess or (deficit) for the year Subtract line 2 from line 1	-5,583
4	Net unrealized gains (losses) on investments	127,894
5	Donated services and use of facilities	
6	Investment expenses	
7	Prior period adjustments	
8	Other (Describe in Part XIV)	
9	Total adjustments (net) Add lines 4 - 8	127,894
10	Excess or (deficit) for the year per financial statements Combine lines 3 and 9	122,311

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return		
1	Total revenue, gains, and other support per audited financial statements	11,857,932
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12	
a	Net unrealized gains on investments2a127,894	
b	Donated services and use of facilities2b	
c	Recoveries of prior year grants2c	
d	Other (Describe in Part XIV)2d	
e	Add lines 2a through 2d2e127,894	
3	Subtract line 2e from line 131,730,038	
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 7b4a	
b	Other (Describe in Part XIV)4b6,719	
c	Add lines 4a and 4b4c6,719	
5	Total Revenue Add lines 3 and 4c. (This should equal Form 990, Part I, line 12)51,736,757	

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return		
1	Total expenses and losses per audited financial statements	1,735,621
2	Amounts included on line 1 but not on Form 990, Part IX, line 25	
a	Donated services and use of facilities2a	
b	Prior year adjustments2b	
c	Other losses2c	
d	Other (Describe in Part XIV)2d	
e	Add lines 2a through 2d2e0	
3	Subtract line 2e from line 131,735,621	
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 7b4a	
b	Other (Describe in Part XIV)4b6,719	
c	Add lines 4a and 4b4c6,719	
5	Total expenses Add lines 3 and 4c. (This should equal Form 990, Part I, line 18)51,742,340	

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, 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.

Identifier	Return Reference	Explanation
DESCRIPTION OF UNCERTAIN TAX POSITIONS UNDER FIN 48	PART X	UNCERTAIN TAX POSITIONS UNDER ASC 740 GAAP REQUIRES ENTITIES TO EVALUATE, MEASURE, RECOGNIZE AND DISCLOSE ANY UNCERTAIN INCOME TAX POSITIONS TAKEN ON THIER TAX RETURNS GAAP PRESCRIBES A MINIMUM RECOGNITION THRESHOLD THAT A TAX POSITION IS REQUIRED TO MEET IN ORDER TO BE RECOGNIZED IN THE FINANCIAL STATEMENTS THE ORGANIZATION BELIEVES IT HAD NO UNCERTAIN TAX POSITIONS AS DEFINED IN GAAP
PART XII, LINE 4B - OTHER ADJUSTMENTS		INVESTMENT MANAGEMENT FEE 6,719
PART XIII, LINE 4B - OTHER ADJUSTMENTS		INVESTMENT MANAGEMENT FEE 6,719

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 to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2011

Open to Public Inspection

Name of the organization
NAPO INC

Employer identification number
31-1601644

Identifier	Return Reference	Explanation
	FORM 990, PART VI, SECTION A, LINE 3	DELEGATION OF MANAGEMENT DUTIES TO MANAGEMENT COMPANY THE ORGANIZATION OUTSOURCES ITS ADMINISTRATIVE AND MANAGEMENT FUNCTIONS TO AN INDEPENDENT MANAGEMENT SERVICE COMPANY , INCLUDING THE POSITION OF EXECUTIVE DIRECTOR (NON-VOTING MEMBER OF THE BOARD) OF THE ORGANIZATION THE TOTAL FEES INCURRED FOR THE MANAGEMENT SERVICE COMPANY DURING THE TAX YEAR AMOUNTED TO \$848,127 AND ARE REPORTED ON FORM 990, PAGE 10, PART IX, LINE 11A
	FORM 990, PART VI, SECTION A, LINE 6	MEMBERS OF THE ORGANIZATION THE ORGANIZATION HAS ONE CLASS OF VOTING MEMBERS, ACTIVE MEMBERS AN ACTIVE MEMBER IS AN INDIVIDUAL WHO HAS EITHER COMPLETED THEIR PROVISIONAL MEMBERSHIP YEAR OR IS A NEW MEMBER TO NAPO, INC WITH MORE THAN ONE YEAR OF EXPERIENCE DOING BUSINESS PRIMARILY IN THE FIELD OF ORGANIZING SERVICES
	FORM 990, PART VI, SECTION A, LINE 7A	ELECTION OF MEMBERS OF GOVERNING BODY ALL ACTIVE MEMBERS ARE ENTITLED TO VOTING PRIVILEGES AND MAY HOLD OFFICE AND SERVE ON THE BOARD OF DIRECTORS
	FORM 990, PART VI, SECTION A, LINE 7B	DECISIONS OF GOVERNING BODY SUBJECT TO MEMBERSHIP APPROVAL REMOVAL OF A MEMBER OF THE GOVERNING BODY IS SUBJECT TO MAJORITY APPROVAL OF THE MEMBERSHIP ORGANIZATION
	FORM 990, PART VI, SECTION B, LINE 11	GOVERNING BODY REVIEW OF FORM 990 A COPY OF THE FORM 990, AS FILED, IS PROVIDED TO EACH BOARD MEMBER PRIOR TO ITS FILING FOR REVIEW
	FORM 990, PART VI, SECTION B, LINE 12C	MONITORING AND ENFORCEMENT OF CONFLICT OF INTEREST POLICY EACH YEAR ALL INDIVIDUALS ARE REQUIRED TO ADHERE TO THE CONFLICT OF INTEREST POLICY SET FORTH FOR BY THE ORGANIZATION ALL INDIVIDUALS ARE REQUIRED TO REVIEW NAPO'S CONFLICT OF INTEREST POLICY AND COMPLETE THE ASSOCIATED DISCLOSURE FORM ALL COMPLETED FORMS ARE KEPT ON FILE AT NAPO'S HEADQUARTERS PRIOR TO EACH BOARD MEETING, THE POLICY IS REVIEWED AND DISCUSSED WITH THE BOARD AND STAFF AND EVERYONE IS REQUIRED TO DISCLOSE ANY CONFLICTS THAT THEY MAY HAVE PRIOR TO THE START OF THE MEETING IF A MEMBER WERE TO HAVE A CONFLICT, THEY ARE REQUESTED TO UPDATE THEIR DISCLOSURE FORM ACCORDINGLY
	FORM 990, PART VI, SECTION C, LINE 19	PUBLIC AVAILABILITY OF OTHER DOCUMENTS COPIES OF THE ORGANIZATION'S GOVERNING DOCUMENTS, FINANCIAL STATEMENTS AND FORM 990 ARE PROVIDED UPON REQUEST
CHANGES IN NET ASSETS OR FUND BALANCES	FORM 990, PART XI, LINE 5	NET UNREALIZED GAINS ON INVESTMENTS 127,894

Additional Data

Software ID:
Software Version:
EIN: 31-1601644
Name: NAPO INC

Form 990, Part III - 4 Program Service Accomplishments (See the Instructions)

4d. Other program services				
(Code	) (Expenses \$	48,314	including grants of \$	) (Revenue \$ 4,626)
(1) NEWSLETTERNAPO NEWS IS THE OFFICIAL PUBLICATION OF THE NATIONAL ASSOCIATION OF PROFESSIONAL ORGANIZERS IT IS A BIMONTHLY NEWSLETTER DISTRIBUTED AS A BENEFIT OF MEMBERSHIP EVERY ISSUE OF NAPO NEWS CONTAINS FEATURE ARTICLES ON THE BUSINESS OR PROCESS OF ORGANIZING, NEWS ABOUT NAPO AND ITS MEMBERS, A CALENDAR OF EVENTS, AND OTHER NAPO MEMBER COMMUNICATIONS				
(Code	) (Expenses \$	31,382	including grants of \$	) (Revenue \$)
(2) LEADERSHIP FORUM IT IS HELD EVERY YEAR IN CONJUNCTION WITH CONFERENCE FOR NATIONAL BOARD MEMBERS AND COMMITTEE CHAIRS, CHAPTER PRESIDENTS AND SELECTED CHAPTER OFFICERS/BOARD MEMBERS THE GOAL OF THIS EVENT IS TO EDUCATE BOTH CURRENT AND FUTURE NAPO LEADERS, PROVIDE A FORUM TO MEET AND LEARN FROM EACH OTHER AND SHARE LEADERSHIP PERSPECTIVES, AND IMPART INFORMATION ABOUT NAPO AND ITS OPERATIONS				

Form 990, Part III - 4 Program Service Accomplishments (See the Instructions)

4d. Other program services				
(Code	) (Expenses \$	12,062	including grants of \$	) (Revenue \$ 55,671)
(3) PUBLIC AWARENESS (GET ORGANIZED MONTH) MONTH-LONG PROGRAM TO PROMOTE PUBLIC ORGANIZATIONAL AWARENESS AND INSPIRE INDIVIDUALS AND ORGANIZATIONS TO GET ORGANIZED				
(Code	) (Expenses \$	110,265	including grants of \$	) (Revenue \$)
(4) OTHER PROGRAMS [A] NAPO IN THE SCHOOLS A COMMUNITY OUTREACH PROGRAM THAT BRINGS PROFESSIONAL ORGANIZERS INTO THE SCHOOLS IN A TOTALLY INTERACTIVE CLASSROOM PRESENTATION, PROFESSIONAL ORGANIZERS TEACH STUDENTS THE BENEFITS OF BEING ORGANIZED AND BASIC ORGANIZING PRINCIPLES THE PROGRAM WAS DEVELOPED BY A TASK FORCE OF NAPO MEMBERS WHO HAVE PASSION FOR WORKING WITH AND EDUCATING STUDENTS [B] QUANTUM LEAP A SERVICE PROJECT OF THE NATIONAL ASSOCIATION OF PROFESSIONAL ORGANIZERS (NAPO) IT PROVIDES ORGANIZING TRAINING TO PEOPLE WHO ARE WELFARE-VULNERABLE OR IN A WELFARE-TO-WORK TRANSITION MADE UP OF VOLUNTEER PROFESSIONAL ORGANIZERS, THE TASK FORCE MEMBERS WORK THROUGH LOCAL AGENCIES AND OFFER SKILL-BUILDING SESSIONS ON PAPER, TIME AND MONEY MANAGEMENT [C] GOLDEN CIRCLE THIS PRESTIGIOUS DESIGNATION DEMONSTRATES TO THE GENERAL PUBLIC THAT OUR INDUSTRY RECOGNIZES ITS MEMBERS WHO HAVE ATTAINED AN ELEVATED LEVEL OF EXPERIENCE NAPO ACKNOWLEDGES THE EXPERTISE OF ITS MEMBERS WHO HAVE BEEN ENGAGED IN THE BUSINESS OF ORGANIZING FOR NO LESS THAN FIVE YEARS AND HAVE BEEN A NAPO MEMBER FOR A MINIMUM OF ONE YEAR				