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Form 990-EZ

# Short Form

## 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)

► Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file Form 990 (see instructions)  
All other organizations with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may use this form

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

2012

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

A For the 2012 calendar year, or tax year beginning 01-01-2012

, and ending 12-31-2012

B Check if applicable

Address change

Name change

Initial return

Terminated

Amended return

Application pending

C Name of organization THE NEW HAMPSHIRE CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS	D Employer identification number 02-0348589
Number and street (or P O box, if mail is not delivered to street address) PO BOX 398	Room/suite
City or town, state or country, and ZIP + 4 KEENE, NH 03431	F Group Exemption Number ►

G Accounting Method  Cash  Accrual Other (specify) ► \_\_\_\_\_H Check ►  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)I Website: ► [www.aianh.org](http://www.aianh.org)J Tax-exempt status (check only one) —  501(c)(3)  501(c)( 6 ) (insert no)  4947(a)(1) or  527

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

L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ► \$ 161,693

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

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

Revenue	1 Contributions, gifts, grants, and similar amounts received . . . . .	1	
	2 Program service revenue including government fees and contracts . . . . .	2	111,094
	3 Membership dues and assessments . . . . .	3	43,846
	4 Investment income . . . . .	4	34
	5a Gross amount from sale of assets other than inventory . . . . .	5a	
	b Less cost or other basis and sales expenses . . . . .	5b	0
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) . . . . .	5c	
	6 Gaming and fundraising events		
	a Gross income from gaming (attach Schedule G if greater than \$15,000) . . . . .	6a	
Expenses	b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) . . . . .	6b	0
	c Less direct expenses from gaming and fundraising events . . . . .	6c	0
	d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) . . . . .	6d	
	7a Gross sales of inventory, less returns and allowances . . . . .	7a	
	b Less cost of goods sold . . . . .	7b	0
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . . .	7c	
	8 Other revenue (describe in Schedule O) . . . . .	8	6,719
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 . . . . . ►	9	161,693
	10 Grants and similar amounts paid (list in Schedule O) . . . . .	10	
Net Assets	11 Benefits paid to or for members . . . . .	11	
	12 Salaries, other compensation, and employee benefits . . . . .	12	84,444
	13 Professional fees and other payments to independent contractors . . . . .	13	525
	14 Occupancy, rent, utilities, and maintenance . . . . .	14	
	15 Printing, publications, postage, and shipping . . . . .	15	12,733
	16 Other expenses (describe in Schedule O) . . . . .	16	80,745
	17 Total expenses. Add lines 10 through 16 . . . . . ►	17	178,447
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9) . . . . .	18	-16,754
	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) . . . . .	19	99,812
	20 Other changes in net assets or fund balances (explain in Schedule O) . . . . .	20	
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 . . . . . ►	21	83,058

**Part II Balance Sheets** (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II 

	(A) Beginning of year	(B) End of year
<b>22 Cash, savings, and investments</b>	99,812	<b>22</b> 83,058
<b>23 Land and buildings</b>	23	
<b>24 Other assets (describe in Schedule O)</b>	24	
<b>25 Total assets</b>	99,812	<b>25</b> 83,058
<b>26 Total liabilities (describe in Schedule O)</b>	26	
<b>27 Net assets or fund balances</b> (line 27 of column (B) <b>must</b> agree with line 21)	99,812	<b>27</b> 83,058

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III 

What is the organization's primary exempt purpose?

ORGANIZATION PROVIDES EDUCATIONAL PROGRAMS TO APPROXIMATELY 240 MEMBERS, HOLDING REGULAR CONFERENCES AND MEETINGS TO PROMOTE THE PROFESSION

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

**28 EDUCATIONAL SERVICES - VARIOUS PROFESSIONAL EDUCATIONAL SEMINARS FOR ARCHITECTS MAINTAINING LICENSES OTHER MEETINGS AND CONVENTIONS TO EDUCATE MEMBERS AND PROMOTE THE PROFESSION**

(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	28a
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**29**

(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	29a
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**30**

(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	30a
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**31 Other program services (describe in Schedule O)**

(Grants \$ )	If this amount includes foreign grants, check here . . . ► <input type="checkbox"/>	31a
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**32 Total program service expenses** (add lines 28a through 31a) . . . ► 

32	32
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List each one even if not compensated (see the instructions for Part IV)

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

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
See Additional Data Table				

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

	<b>Yes</b>	<b>No</b>
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33	No
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34	No
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a	No
b If "Yes," to line 35a, has the organization filed a <b>Form 990-T</b> for the year? If "No," provide an explanation in Schedule O	35b	No
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c	No
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36	No
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	
b Did the organization file <b>Form 1120-POL</b> for this year?	37b	No
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	No
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39 Section 501(c)(7) organizations Enter	39a	0
a Initiation fees and capital contributions included on line 9	39b	0
b Gross receipts, included on line 9, for public use of club facilities		
40a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ►, section 4912 ►, section 4955 ►	40b	
b Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
c Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ►		
d Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization ►		
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	No
41 List the states with which a copy of this return is filed ►		
42a The organization's books are in care of ► CARMELA ISAAC Telephone no ► (603) 357-2863 Located at ► PO BOX 398 KEENE, NH ZIP + 4 ► 03431		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ► See the instructions for exceptions and filing requirements for <b>Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts</b> .	42b	No
c At any time during the calendar year, did the organization maintain an office outside the U.S.? If "Yes," enter the name of the foreign country ►	42c	No
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of <b>Form 1041</b> —Check here and enter the amount of tax-exempt interest received or accrued during the tax year ►	43	
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	No
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	No
c Did the organization receive any payments for indoor tanning services during the year?	44c	No
d If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	No
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	No
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b	No

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

**46** No

**Part VI Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

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

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

**47** Yes No

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

**48** Yes No

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

**49a** Yes No

**49b** If "Yes," was the related organization a section 527 organization?

**49b** Yes No

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

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

**f** Total number of other employees paid over \$100,000 ► \_\_\_\_\_

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

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
NONE		

**d** Total number of other independent contractors each receiving over \$100,000. ► \_\_\_\_\_

**52** Did the organization complete Schedule A? **NOTE:** All Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A ►  Yes  No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	***** Signature of officer CAROLYN ISAAK Executive Director Type or print name and title	2013-11-04 Date
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<b>Paid Preparer Use Only</b>	Print/Type preparer's name BELINDA S OSTER CPA MST	Preparer's signature BELINDA S OSTER CPA MST	Date	Check <input type="checkbox"/> if self-employed	PTIN P00033753
	Firm's name ► OSTER & WHEELER PC	Firm's EIN ►			
	Firm's address ► 86 WEST ST PO BOX 623 KEENE, NH 03431	Phone no (603) 352-4500			

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

## Additional Data

**Software ID:** 12000229  
**Software Version:** 2012v2.0  
**EIN:** 02-0348589  
**Name:** THE NEW HAMPSHIRE CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS

### Form 990EZ, Part IV - List of Officers, Directors, Trustees, and Key Employees

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SHANNON ALTHER AIA Vice President	0	0		
JAY LAWRENCE PURCELL AIA Treasurer	0	0		
DALE DOLLER AIA President	0	0		
HEATHER ROWAN Director	0	0		
Melissa Morancy Assoc AIA Assoc Director	0	0		
CALEB SLOAN AIA Secretary	0	0		
KAROLINA JABLONSKA-BURTT AIA President Elect	0	0		
JAMES A LOFT AIA Past President	0	0		
KATIE CASSIDY SUTHERLAND AIA Director	0	0		
SCOTT VLASAK AIA Director	0	0		
Paul Bourbeau AIA Director	0	0		
CAROLYN ISAAK Executive Direc	40 00	84,444		

**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.

**2012****Open to Public  
Inspection**

Name of the organization THE NEW HAMPSHIRE CHAPTER OF THE AMERICAN INSTITUTE OF ARCHITECTS	Employer identification number 02-0348589
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Identifier	Return Reference	Explanation
Form 990-EZ, Part I, Line 16 13	Other Expenses 13	MISCELLANEOUS \$35
Form 990-EZ, Part I, Line 16 12	Other Expenses 12	AIANE DUES \$435
Form 990-EZ, Part I, Line 16 10	Other Expenses 10	PUBLIC RELATIONS \$826
Form 990-EZ, Part I, Line 16 9	Other Expenses 9	INSURANCE \$873
Form 990-EZ, Part I, Line 16 8	Other Expenses 8	TELEPHONE \$995
Form 990-EZ, Part I, Line 16 7	Other Expenses 7	SUPPLIES \$1449
Form 990-EZ, Part I, Line 16 6	Other Expenses 6	BANK FEES \$1610
Form 990-EZ, Part I, Line 16 5	Other Expenses 5	CHAPTER MEETINGS \$3078
Form 990-EZ, Part I, Line 16 4	Other Expenses 4	OTHER MEETINGS \$4552
Form 990-EZ, Part I, Line 16 3	Other Expenses 3	WEBSITE \$11000
Form 990-EZ, Part I, Line 16 1	Other Expenses 1	ANNUAL AWARDS \$15555
Form 990-EZ, Part I, Line 16 1007	Other Expenses 1007	Conferences, Conventions, and Meetings \$25274
Form 990-EZ, Part I, Line 16 1005	Other Expenses 1005	Travel \$6928
Form 990-EZ, Part I, Line 16 1002	Other Expenses 1002	Office Expenses \$8135
Form 990-EZ, Part I, Line 8 1	Other Revenue 1	MISCELLANEOUS \$6719