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Form 990-EZ

Department of the Treasury
Internal Revenue Service

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

OMB No 1545-1150

2012

Open to Public Inspection

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
AE PRONET

Number and street (or P O box, if mail is not delivered to street address)Room/suite
636 DARCEY DRIVE

City or town, state or country, and ZIP + 4
WINTER PARK, FL 32792

D Employer identification number
94-3100067

E Telephone number
(407) 870-2030

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.AEPRONET.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 ☒ \$ 185,315

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 <input checked="" type="checkbox"/>			
Revenue	1	Contributions, gifts, grants, and similar amounts received	117,958
	2	Program service revenue including government fees and contracts	65,952
	3	Membership dues and assessments	
	4	Investment income	604
	5a	Gross amount from sale of assets other than inventory	5c
	5b	Less cost or other basis and sales expenses	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	
	6	Gaming and fundraising events	6d
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	
	6b	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)	
Expenses	6c	Less direct expenses from gaming and fundraising events	
	6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	7c
	7a	Gross sales of inventory, less returns and allowances	
	7b	Less cost of goods sold	
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	630
	8	Other revenue (describe in Schedule O)	
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	185,144
	10	Grants and similar amounts paid (list in Schedule O)	
	11	Benefits paid to or for members	
	12	Salaries, other compensation, and employee benefits	51,629
Net Assets	13	Professional fees and other payments to independent contractors	2,602
	14	Occupancy, rent, utilities, and maintenance	981
	15	Printing, publications, postage, and shipping	261
	16	Other expenses (describe in Schedule O)	119,697
	17	Total expenses. Add lines 10 through 16	175,170
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	9,974
	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)	282,253
	20	Other changes in net assets or fund balances (explain in Schedule O)	
	21	Net assets or fund balances at end of year Combine lines 18 through 20	292,227

For Paperwork Reduction Act Notice, see the separate instructions.

Cat No 10642I

Form 990-EZ (2012)

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
22 Cash, savings, and investments	282,334	22	293,937
23 Land and buildings		23	
24 Other assets (describe in Schedule O)	885	24	811
25 Total assets	283,219	25	294,748
26 Total liabilities (describe in Schedule O)	966	26	2,521
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	282,253	27	292,227

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?
A/E PRONET IS AN ASSOCIATION OF INSURANCE BROKERS DEDICATED TO IMPROVING THE QUALITY AND EDUCATION OF AGENTS AND BROKERS SPECIALIZING IN INSURING ARCHITECTS AND ENGINEERS, PROVIDING RISK MANAGEMENT INFORMATION TO DESIGN PROFESSIONALS, AND EDUCATING THE INSURANCE COMPANIES ON SPECIFIC NEEDS OF ARCHITECTS AND ENGINEERS

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 a/e ProNet distributed educational publications that it had previously produced to its members, clients of its members and other interested parties. The association continues to sell its educational publications to its members at cost to distribute free of charge to their clients and interested parties and at a nominal profit to non-members. The association maintains a web site that contains a significant amount of risk management information that supports the practice of design professionals. This information is available at no cost to users of the web site. The information contained on the web site is updated on a periodic basis to keep the information timely. This web site was expanded recently with additional educational material and a Blog, Facebook and Twitter has been added to serve the communication and educational mission a/e ProNet sponsors an annual professional development seminar for the insurance/risk management committees of the national professional societies of AIA, NSPE and ACEC. The seminar is provided at no cost to the members of these committees. A monthly newsletter is provided to the members at no cost for distribution to their clients. This newsletter provides educational information in support of the risk management service of the association. The publications of a/e ProNet contain educational courses that members of the design profession can take to meet the learning unit credits as required by the AIA and state licensing boards. Some of the association's publications have been used as text books in a university a/e ProNet has sponsored events at the meetings and conventions of other non profits organizations such as engineering and architect groups to educate other professional in risk management and related topics.
(Grants \$ 148,895) If this amount includes foreign grants, check here

29

(Grants \$) If this amount includes foreign grants, check here

30

(Grants \$) If this amount includes foreign grants, check here

31 Other program services (describe in Schedule O)
(Grants \$) If this amount includes foreign grants, check here

32 Total program service expenses (add lines 28a through 31a)

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

28a

29a

30a

31a

32 148,895

Part IV

List of Officers, Directors, Trustees, and Key Employees (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

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	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 Form 990-T 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 Form 1120-POL 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		
a	Initiation fees and capital contributions included on line 9	39a	0
b	Gross receipts, included on line 9, for public use of club facilities	39b	0
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911, section 4912, section 4955		
b	Section 501(c)(3) and 501(c)(4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	
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 CA		
42a	The organization's books are in care of DAVID JOHNSTON Telephone no (407) 870-2030 Located at 636 DARCEY DRIVE WINTER PARK, FL ZIP + 4 32792		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.	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 Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the tax year	43	
		Yes	No
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

		Yes	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		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 ☐

		Yes	No
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		
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		
49a	Did the organization make any transfers to an exempt non-charitable related organization?		
49b	If "Yes," was the related organization a section 527 organization?		

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.

Sign Here	<div>*****</div> <div>Signature of officer</div>			<div>2013-03-11</div> <div>Date</div>	
	<div>DAVID JOHNSTON Executive Director</div> <div>Type or print name and title</div>				
Paid Preparer Use Only	Print/Type preparer's name		Preparer's signature Steven L Steward	Date	Check <input type="checkbox"/> if self-employed PTIN P00853646
	Firm's name <div>CROSS STEWARD & CO LLC</div>				Firm's EIN <div></div>
	Firm's address <div>601 N FERNCREEK AVE STE 210 ORLANDO, FL 328034839</div>				Phone no (407) 894-6771
May the IRS discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

efile GRAPHIC print - DO NOT PROCESS		As Filed Data -		DLN: 93492070005063	
<div>SCHEDULE O (Form 990 or 990-EZ)</div> <div>Department of the Treasury Internal Revenue Service</div>	<div>Supplemental Information to Form 990 or 990-EZ</div> <div>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.</div>				OMB No 1545-0047
					<div>2012</div> <div>Open to Public Inspection</div>
	Name of the organization AE PRONET			Employer identification number 94-3100067	

Identifier	Return Reference	Explanation
Form 990-EZ, Part II, Line 26 1	Total Liabilities 1	PAYROLL TAXES PAYABLE - Beginning \$966 PAYROLL TAXES PAYABLE - Ending \$2521
Form 990-EZ, Part II, Line 24 1002	Other Assets 1002	Furniture and Fixtures - Beginning \$885 Furniture and Fixtures - Ending \$811
Form 990-EZ, Part I, Line 16 13	Other Expenses 13	LICENSES & TAXES \$36
Form 990-EZ, Part I, Line 16 12	Other Expenses 12	BANK & FINANCE FEES \$143
Form 990-EZ, Part I, Line 16 10	Other Expenses 10	DUES/SUBSCRIPTIONS \$290
Form 990-EZ, Part I, Line 16 9	Other Expenses 9	COMMITTEE MEETING EXP \$311
Form 990-EZ, Part I, Line 16 8	Other Expenses 8	DEVELOPMENT-EDUC PRODUCTS \$350
Form 990-EZ, Part I, Line 16 7	Other Expenses 7	PAYROLL SVC FEES \$350
Form 990-EZ, Part I, Line 16 6	Other Expenses 6	GIFTS AND DONATIONS \$355
Form 990-EZ, Part I, Line 16 5	Other Expenses 5	CE COURSE EXP \$850
Form 990-EZ, Part I, Line 16 4	Other Expenses 4	MEALS & ENTERTAINMENT \$1315
Form 990-EZ, Part I, Line 16 3	Other Expenses 3	TELEPHONE \$1822
Form 990-EZ, Part I, Line 16 2	Other Expenses 2	NEWSLETTER EXP \$12000
Form 990-EZ, Part I, Line 16 1	Other Expenses 1	MEMBERSHIP MEETING EXP \$47505
Form 990-EZ, Part I, Line 16 1012	Other Expenses 1012	Insurance \$6289
Form 990-EZ, Part I, Line 16 1009	Other Expenses 1009	Depreciation \$424
Form 990-EZ, Part I, Line 16 1005	Other Expenses 1005	Travel \$2147
Form 990-EZ, Part I, Line 16 1003	Other Expenses 1003	Information Technology \$31099
Form 990-EZ, Part I, Line 16 1002	Other Expenses 1002	Office Expenses \$389
Form 990-EZ, Part I, Line 16 1001	Other Expenses 1001	Advertising and Promotion \$14022

Additional Data

Software ID: 12000229
Software Version: 2012v2.0
EIN: 94-3100067
Name: AE PRONET

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
Andy Prewitt Director	1 00	0		
MARK JACKSON Treasurer	1 00	0		
GREG D KUMM JR Director	1 00	0		
MICHAEL WELBEL Secretary	1 00	0		
EARLEEN THOMAS Director	1 00	0		
LESLIE PANCOAST President	5 00	0		
DAVID JOHNSTON Executive Direc	20 00	47,750		
LYNN CAMPBELL REC SECRETARY	1 00	0		
ERIC MOORE Vice President	1 00	0		
JEFF TODD President	1 00	0		
ROBERT COLEMAN Past President	1 00	0		