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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
BUILDING OWNERS & MANAGERS ASSN-HI INC
DBA BOMA HAWAII

Number and street (or P O box, if mail is not delivered to street address)Room/suite
PO BOX 179364

City or town, state or country, and ZIP + 4
HONOLULU, HI 96817

D

Employer identification number

99-0184368

E Telephone number

(808) 988-1717

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:

BOMAHAWAII.COM

J Tax-exempt status

(check only one)

☐ 501(c)(3)

☒ 501(c)(6)

(insert no)

☐ 4947(a)(1)

☐ 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

\$ 191,359

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	45,375
	2	Program service revenue including government fees and contracts	2	29,945
	3	Membership dues and assessments	3	93,110
	4	Investment income	4	557
	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	-2,302
	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)	8	80
	8	Other revenue (describe in Schedule O)		
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		
	10	Grants and similar amounts paid (list in Schedule O)		
	11	Benefits paid to or for members	12	50,428
	12	Salaries, other compensation, and employee benefits		
Net Assets	13	Professional fees and other payments to independent contractors		
	14	Occupancy, rent, utilities, and maintenance		
	15	Printing, publications, postage, and shipping	16	90
	16	Other expenses (describe in Schedule O)		
	17	Total expenses. Add lines 10 through 16		
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)		
	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)	20	53,820
	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		
	22			

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	130,929	22	102,524
23 Land and buildings		23	
24 Other assets (describe in Schedule O)	77,061	24	77,203
25 Total assets	207,990	25	179,727
26 Total liabilities (describe in Schedule O)	154,170	26	123,829
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	53,820	27	55,898

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?
TO IMPROVE CONDITIONS PERTAINING TO THE OWNERSHIP AND OPERATION OF OFFICE BUILDINGS AND OTHER COMMERCIAL PROPERTIES REPRESENTED IN THE MEMBERSHIP OF THE CORPORATION, TO SECURE FOR THE MEMBERS OF THE CORPORATION THE BENEFITS OF DISCUSSION AND COOPERATION RESPECTING MATTERS OF COMMON INTEREST, AND TO PROMOTE, BY EVERY PROPER MEANS, THE WELFARE OF THE INDUSTRY THESE PROPERTIES REPRESENT

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 ORGANIZE FUNCTIONS TO REWARD EXCELLENCE IN BUILDING MANAGEMENT
(Grants \$ 0) If this amount includes foreign grants, check here

28a0

29 MAINTAIN WEBSITE TO EDUCATE AND INFORM MEMBERS ABOUT INDUSTRY DEVELOPMENTS
(Grants \$ 0) If this amount includes foreign grants, check here

29a0

30

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

30a

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

31a

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

32

Expenses

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

Part IV

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

Form 990-EZ (2012)

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	
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 <input type="checkbox"/> 37a 0		
b	Did the organization file Form 1120-POL for this year?	37b	
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	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 <input type="checkbox"/> , section 4912 <input type="checkbox"/> , section 4955 <input type="checkbox"/>		
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 <input type="checkbox"/>		
d	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization <input type="checkbox"/>		
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 <input type="checkbox"/>		
42a	The organization's books are in care of <input type="checkbox"/> NICOLE NAKO Telephone no <input type="checkbox"/> (808) 847-0143 Located at <input type="checkbox"/> PO BOX 179364 HONOLULU, HI ZIP + 4 <input type="checkbox"/> 96817		
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 <input type="checkbox"/> 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 <input type="checkbox"/>	42c	No
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here <input checked="" type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year <input type="checkbox"/> 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	
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	

		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

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

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

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

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

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>2013-08-01</div> <div>Date</div>		
	<div>MARC HIGUCHI PRESIDENT</div> <div>Type or print name and title</div>				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature LESTER J HEE CPA	Date	Check <input type="checkbox"/> if self-employed	PTIN P00988033
	Firm's name <input checked="" type="checkbox"/> HEE & CHING CPAS LLC			Firm's EIN <input checked="" type="checkbox"/> 27-4174400	
	Firm's address <input checked="" type="checkbox"/> 737 BISHOP STREET SUITE 2360 HONOLULU, HI 968133214			Phone no (808) 532-7322	

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

Part II Fundraising Events. Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		<u>GOLF TOURNAMENT</u> (event type)	 (event type)	 (total number)	(add col (a) through col (c))
Revenue	1	Gross receipts	22,292		22,292
	2	Less Contributions			
	3	Gross income (line 1 minus line 2)	22,292		22,292
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses	24,594		24,594
	10	Direct expense summary Add lines 4 through 9 in column (d) ▶			
	11	Net income summary Combine line 3, column (d), and line 10 ▶			
					(24,594)
					-2,302

Part III Gaming. Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/Instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col (a) through col (c))
Revenue	1	Gross revenue			
	2	Cash prizes			
	3	Non-cash prizes			
	4	Rent/facility costs			
	5	Other direct expenses			
Direct Expenses	6	Volunteer labor			
	7	Direct expense summary Add lines 2 through 5 in column (d) ▶			
	8	Net gaming income summary Combine lines 1 and 7 in column (d) ▶			

9 Enter the state(s) in which the organization operates gaming activities _____

a Is the organization licensed to operate gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain _____

10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain _____

Does the organization operate gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity operated in



a The organization's facility	13a	
b An outside facility	13b	

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records

Name 

Address 

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No


b If "Yes," enter the amount of gaming revenue received by the organization  \$ _____ and the amount of gaming revenue retained by the third party  \$ _____

c If "Yes," enter name and address of the third party

Name 

Address 

16 Gaming manager information

Name 


Gaming manager compensation  \$

Description of services provided 

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year  \$ _____

Part IV Supplemental Information. Complete this part to provide the explanations required by Part I, line 2b, columns (iii) and (v), and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also complete this part to provide any additional information (see instructions).

Identifier	Return Reference	Explanation
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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

2012

**Open to Public
Inspection**

Name of the organization
BUILDING OWNERS & MANAGERS ASSN-HI INC
DBA BOMA HAWAII

Employer identification number

99-0184368

Identifier	Return Reference	Explanation
OTHER INVESTMENT INCOME	FORM 990-EZ, PART I, LINE 4	INTEREST INCOME 557
OTHER REVENUE	FORM 990-EZ, PART I, LINE 8	DESCRIPTION MISCELLANEOUS AMOUNT 80
PAYMENTS TO AFFILIATES	FORM 990-EZ, PART I, LINE 10	AFFILIATE NAME BOMA INTERNATIONAL AFFILIATE ADDRESS 1101 15TH STREET, NW, SUITE 800 WASHINGTON, DC 20005 PURPOSE OF PAYMENT INTERNATIONAL DUES AMOUNT OF PAYMENT 50,428
OTHER EXPENSES	FORM 990-EZ, PART I, LINE 16	DESCRIPTION MEMBERSHIP MEETINGS AMOUNT 33,771 DESCRIPTION SEMINAR EXPENSE AMOUNT 2,371 DESCRIPTION OFFICE EXPENSES AMOUNT 955 DESCRIPTION BANK CHARGES AMOUNT 1,761 DESCRIPTION INSURANCE AMOUNT 2,495 DESCRIPTION BUSINESS MEETINGS AMOUNT 3,570 DESCRIPTION TRAVEL EXPENSES AMOUNT 14,152 DESCRIPTION MEALS & ENTERTAINMENT AMOUNT 1,100 DESCRIPTION MISCELLANEOUS AMOUNT 759 DESCRIPTION WEBSITE MAINTENANCE AMOUNT 1,691 DESCRIPTION MEMBER EVENT EXPENSES AMOUNT 12,479 DESCRIPTION TRADE SHOW EXPENSE AMOUNT 506 DESCRIPTION COMMUNITY SERVICE AMOUNT 791 DESCRIPTION MEMBERSHIP DUES AMOUNT 3,103 TOTAL TO FORM 990-EZ, LINE 16 79,504
OTHER ASSETS	FORM 990-EZ, PART II, LINE 24	DESCRIPTION ACCOUNTS RECEIVABLE BEG OF YEAR AMOUNT 74,250 END OF YEAR AMOUNT 76,470 DESCRIPTION PREPAID EXPENSES BEG OF YEAR AMOUNT 2,534 END OF YEAR AMOUNT 456 DESCRIPTION FEDERAL TAX RECEIVABLE BEG OF YEAR AMOUNT 146 END OF YEAR AMOUNT 146 DESCRIPTION STATE TAX RECEIVABLE BEG OF YEAR AMOUNT 131 END OF YEAR AMOUNT 131
OTHER LIABILITIES	FORM 990-EZ, PART II, LINE 26	DESCRIPTION ACCOUNTS PAYABLE BEG OF YEAR AMOUNT 867 END OF YEAR AMOUNT 0 DESCRIPTION DEFERRED REVENUE BEG OF YEAR AMOUNT 151,960 END OF YEAR AMOUNT 113,189 DESCRIPTION GENERAL EXCISE TAX PAYABLE BEG OF YEAR AMOUNT 1,343 END OF YEAR AMOUNT 0 DESCRIPTION FORECAST MEETING PAYABLE BEG OF YEAR AMOUNT 0 END OF YEAR AMOUNT 10,640

TY 2012 Transfers Personal Benefits Contracts Declaration

Name: BUILDING OWNERS & MANAGERS ASSN-HI INC
DBA BOMA HAWAII

EIN: 99-0184368

Declaration: THE ORGANIZATION DID NOT, DURING THE YEAR, RECEIVE ANY FUNDS, DIRECTLY,OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT.THE ORGANIZATION, DID NOT, DURING THE YEAR, PAY ANY PREMIUMS, DIRECTLY,OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT.

Additional Data

Software ID:
Software Version:
EIN: 99-0184368
Name: BUILDING OWNERS & MANAGERS ASSN-HI INC
DBA BOMA HAWAII

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
JEFF SHINAGAWA PRESIDENT	6 80	0	0	0
MARC HIGUCHI PRESIDENT-ELECT	3 00	0	0	0
MICHELLE HARRIS SECRETARY/TREASURER	2 50	0	0	0
STEVE SULLIVAN DIRECTOR	1 70	0	0	0
JON TAVARES DIRECTOR	1 70	0	0	0
JODI WEBB DIRECTOR	1 70	0	0	0
KALANI MAIKA DIRECTOR	1 70	0	0	0
ANGELA HODGE DIRECTOR	1 70	0	0	0
KEITH MURAOKA DIRECTOR	1 70	0	0	0