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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 private foundation)

Do not enter Social Security numbers on this form as it may be made public. By law, the IRS generally cannot redact the information on the form.

Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

OMB No 1545-1150

2013

Open to Public Inspection

A For the 2013 calendar year, or tax year beginning 01-01-2013, and ending 12-31-2013

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

C Name of organization
COMMERCIAL REAL ESTATE WOMEN - NORTHERN VIRGINIA INC
Number and street (or P O box, if mail is not delivered to street address) Room/suite
1201 WAKARUSA DR SUITE D
City or town, state or province, country, and ZIP or foreign postal code
LAWRENCE, KS 66049

D Employer identification number
62-1301828
E Telephone number
(202) 285-8905
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.CREWNORTHERNVIRGINIA.ORG

J Tax-exempt status (check only one) ☐ 501(c)(3) ☒ 501(c)(6) ☐ (insert no) ☐ 4947(a)(1) or ☐ 527

K Form of organization ☒ Corporation ☐ Trust ☐ Association ☐ Other _____

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, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ. **\$ 93,269**

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	27,025
	2	Program service revenue including government fees and contracts	2	39,465
	3	Membership dues and assessments	3	26,685
	4	Investment income	4	79
	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)		
	6c	Less direct expenses from gaming and fundraising events		
Expenses	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	15
	8	Other revenue (describe in Schedule O)		
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	93,269
	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	3,475
Net Assets	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	565
	16	Other expenses (describe in Schedule O)	16	74,841
	17	Total expenses. Add lines 10 through 16	17	78,881
	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	14,388
	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	72,921
	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	87,309

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	86,163	22	91,516
23 Land and buildings		23	
24 Other assets (describe in Schedule O)	4,534	24	6,090
25 Total assets	90,697	25	97,606
26 Total liabilities (describe in Schedule O)	17,776	26	10,297
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	72,921	27	87,309

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 EDUCATE AND PROMOTE MEMBERS IN COMMERCIAL REAL ESTATE THE CHAPTER IS PART OF THE CREW NETWORK WHICH IS A BUSINESS NETWORKING ORGANIZATION ANY MONEY RAISED IS USED TO COVER THE COST OF MAINTAINING THE NETWORK AND PROVIDING ITS MEMBERS BUSINESS DEVELOPMENT, LEADERSHIP DEVELOPMENT, INDUSTRY RESEARCH AND CAREER OUTREACH

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 PROVIDES MONTHLY MEETINGS WITH SPEAKERS RELATED TO REAL ESTATE TOPICS FOR MEMBERS AND NON-MEMBERS ALSO PROVIDES NETWORKING OPPORTUNITIES FOR PROFESSIONALS WITHIN THE REAL ESTATE PROFESSION MEMBERS ALSO PARTICIPATE IN COMMUNITY SERVICE PROJECTS AND PUBLISH QUARTERLY NEWSLETTERS TO INFORM OTHER MEMBERS OF CHAPTER ACTIVITIES AND INDUSTRY DEVELOPMENTS
(Grants \$) 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

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	
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	
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, 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		
42a	The organization's books are in care of PAM NACHNANI Telephone no (202) 285-8905 Located at 3702 COLONIAL AVE ALEXANDRIA, VA ZIP + 4 22309		
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	
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	(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	▶	
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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 business address of each independent contractor	(b) Type of service	(c) Compensation

d	Total number of other independent contractors each receiving over \$100,000.	▶	
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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
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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		2014-05-12 Date		
	PAMELA NACHNANI TREASURER Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name MICHELE C HAMMANN CPA	Preparer's signature	Date 2014-05-12	Check ☐ if self-employed	PTIN P00624381
	Firm's name ▶ SS&C SOLUTIONS INC			Firm's EIN ▶	
	Firm's address ▶ 3320 CLINTON PARKWAY COURT SUITE 2 LAWRENCE, KS 66047			Phone no (785) 838-4484	

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

Software ID:

Software Version:

EIN: 62-1301828

Name: COMMERCIAL REAL ESTATE WOMEN -
NORTHERN VIRGINIA INC

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

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation	(E) Expense account and other allowances
MARY MOORE PRESIDENT	2 00	0		
PAMELA NACHNANI TREASURER	2 00	0		
NANCY HOTT SECRETARY	2 00	0		
RUTH FIELDS PAST PRESIDE	2 00	0		
MEGAN PAWLOWSKI DIRECTOR, PR	2 00	0		
RACHAEL ROSSMEISL-STONE DIRECTOR, SP	2 00	0		
REBECCA SMITH-ZAKOWICZ PRESIDENT EL	2 00	0		
SUSAN CAUDLE DIRECTOR, MA	2 00	0		
JENIFER BUSH DIRECTOR, ME	2 00	0		
NEVA MURPHY DIRECTOR, CO	2 00	0		
ERIN MCLAUGHLIN DIRECTOR, PR	2 00	0		

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.

**▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at
www.irs.gov/form990.**

2013

**Open to Public
Inspection**

Name of the organization
COMMERCIAL REAL ESTATE WOMEN -
NORTHERN VIRGINIA INC

Employer identification number

62-1301828

990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990-EZ, PART I, LINE 8	OTHER / MISC INCOME 15 TOTAL 15
FORM 990-EZ, PART I, LINE 16	EXPENSES ADVERTISING/PR 2,000 TRAVEL 7,526 CONFERENCES/MEETINGS 9,199 INSURANCE 415 MEMBERSHIP EXPENSE 14,576 PROGRAM EXPENSE 28,234 CONTRIBUTIONS 1,198 WEB/COMPUTER EXPENSE 485 BANK & CREDIT CARD FEES 1,722 ADMINISTRATIVE FEE 6,175 SUPPLIES 511 PROFESSIONAL DEVELOPMENT 1,485 GIFTS & AWARDS 1,315 TOTAL 74,841
FORM 990-EZ, PART II, LINE 24	ACCOUNTS RECEIVABLE 2,974 5,890 PREPAID EXPENSES AND DEFERRED CHARGES 1,560 200 TOTAL 4,534 6,090
FORM 990-EZ, PART II, LINE 26	ACCOUNTS PAYABLE AND ACCRUED EXPENSES 4,181 2,477 PREPAID DUES 4,695 6,335 PREPAID SPONSORSHIP REVENUE 8,900 1,485
FORM 990-EZ, PART III	TO EDUCATE AND PROMOTE MEMBERS IN COMMERCIAL REAL ESTATE. THE CHAPTER IS PART OF THE CREW NETWORK WHICH IS A BUSINESS NETWORKING ORGANIZATION. ANY MONEY RAISED IS USED TO COVER THE COST OF MAINTAINING THE NETWORK AND PROVIDING ITS MEMBERS BUSINESS DEVELOPMENT, LEADERSHIP DEVELOPMENT, INDUSTRY RESEARCH AND CAREER OUTREACH.
FORM 990-EZ, PART III, LINE 28	PROVIDES MONTHLY MEETINGS WITH SPEAKERS RELATED TO REAL ESTATE TOPICS FOR MEMBERS AND NON-MEMBERS. ALSO PROVIDES NETWORKING OPPORTUNITIES FOR PROFESSIONALS WITHIN THE REAL ESTATE PROFESSION. MEMBERS ALSO PARTICIPATE IN COMMUNITY SERVICE PROJECTS AND PUBLISH QUARTERLY NEWSLETTERS TO INFORM OTHER MEMBERS OF CHAPTER ACTIVITIES AND INDUSTRY DEVELOPMENTS.

TY 2013 Compensation Explanation

Name: COMMERCIAL REAL ESTATE WOMEN -
NORTHERN VIRGINIA INC

EIN: 62-1301828

Person Name	Explanation
MARY MOORE	
PAMELA NACHNANI	
NANCY HOTT	
RUTH FIELDS	
MEGAN PAWLOWSKI	
RACHAEL ROSSMEISSLSTONE	
REBECCA SMITHZAKOWICZ	
SUSAN CAUDLE	
JENIFER BUSH	
NEVA MURPHY	
ERIN MCLAUGHLIN	