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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 foundations)

Do not enter social security numbers on this form as it may be made public.

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

OMB No 1545-1150

2015

Open to Public Inspection

A For the 2015 calendar year, or tax year beginning 01-01-2015, and ending 12-31-2015

B Check if applicable
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization
PALM BEACH CHAPTER AMERICAN
INSTITUTE OF ARCHITECTS INC
Number and street (or P O box, if mail is not delivered to street address) Room/suite
PO BOX 305
City or town, state or province, country, and ZIP or foreign postal code
WEST PALM BEACH, FL 33402

D Employer identification number
59-2503448
E Telephone number
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: ☒ N/A

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 ☒ \$ 107,470

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	4,122
	2	Program service revenue including government fees and contracts						2	68,182
	3	Membership dues and assessments						3	34,427
	4	Investment income						4	739
	5a	Gross amount from sale of assets other than inventory				5a			
	b	Less cost or other basis and sales expenses				5b			
	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			
	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			
	c	Less direct expenses from gaming and fundraising events				6c			
	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			
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)						7c		
8	Other revenue (describe in Schedule O)						8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8						9	107,470	
Expenses	10	Grants and similar amounts paid (list in Schedule O)						10	1,000
	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	64,205
	14	Occupancy, rent, utilities, and maintenance						14	272
	15	Printing, publications, postage, and shipping						15	1,693
	16	Other expenses (describe in Schedule O)						16	26,422
	17	Total expenses. Add lines 10 through 16						17	93,592
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)						18	13,878
	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	153,403
	20	Other changes in net assets or fund balances (explain in Schedule O)						20	-24,344
	21	Net assets or fund balances at end of year. Combine lines 18 through 20						21	142,937

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

Part III Statement of Program Service Accomplishments (see the instructions for Part III)		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations, optional for others)	
Check if the organization used Schedule O to respond to any question in this Part III ☐			
What is the organization's primary exempt purpose? EDUCATION			
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 See Additional Data Table			
Grants \$)	If this amount includes foreign grants, check here ☐	28a	
29			
Grants \$)	If this amount includes foreign grants, check here ☐	29a	
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	40,470

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

[illegible]

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 . 39a		
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), 501(c)(4), and 501(c)(29) 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), 501(c)(4), and 501(c)(29) 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), 501(c)(4), and 501(c)(29) 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 ▶ <u>FL</u>		
42a	The organization's books are in care of ▶ <u>AIA FLORIDA</u> Telephone no ▶ <u>(561) 790-2514</u> Located at ▶ <u>104 EAST JEFFERSON STREET TALLAHASSEE, FL</u> ZIP + 4 ▶ <u>32301</u>		
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 FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)	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		
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		
		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

		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	47	
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a	
b	If "Yes," was the related organization a section 527 organization?	49b	

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

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.

52 Did the organization complete Schedule A? **NOTE.** All Section 501(c)(3) organizations 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	***** Signature of officer		2016-04-21 Date				
	BECKY WILSON CAE EXECUTIVE DIRECTOR Type or print name and title						
Paid Preparer Use Only	Print/Type preparer's name KAREN E STEDMAN		Preparer's signature		Date 2016-04-20	Check ☒ if self-employed	PTIN P00187678
	Firm's name ▶ STEDMAN-FLEURY CPA					Firm's EIN ▶	
	Firm's address ▶ 3931 RCA BLVD SUITE 3101 PALM BEACH GARDENS, FL 33410					Phone no (561) 624-0522	
May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No							

Additional Data

Software ID:
Software Version:
EIN: 59-2503448
Name: PALM BEACH CHAPTER AMERICAN
INSTITUE OF ARCHITECTS INC

Form 990EZ, Part III - Statement of Program Service Accomplishments

Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.		Expenses (Required for 501(c)(3) and 501(c)(4) organizations and 4947(a)(1) trusts; optional for others.)	
TO PROMOTE PROFESSIONAL EXCELLENCE THROUGH ESTABLISHED PROGRAMS MEMBERS PARTICIPATE IN CONTINUING EDUCATION DEVELOPMENT SEMINARS PUBLIC AWARENESS OUTREACH AND DESIGN AWARD COMPETITION PROVIDES OPPORTUNITIES FOR PERSONAL 28 GRWOTH AND CAREER ADVANCEMENT SERVING APPROXIMATELY 268 MEMBERS (Grants \$ 1,000) If this amount includes foreign grants, check here . . . ☒ ☐		28a	38,332
29 WEBSITE DESIGN (Grants \$) If this amount includes foreign grants, check here . . . ☒ ☐		29a	2,138

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
VICKI SODERLUND PAST PRESIDE	1 00	0		
DAN SLOAN PRESIDENT	1 00	0		
CYNTHIA SPRAY PRESIDENT EL	1 00	0		
DAVID ERIK CHASE STATE DIRECT	1 00	0		
FRANCIS LUSSIER TREASURER	1 00	0		
NATE DAVEPORT AFFILIATE DI	1 00	0		
JIM ANSTIS STATE DIRECT	1 00	0		
IGNACIO J REYES STATE DIRECT	1 00	0		
MARK BEATTY ALTERNATE DI	1 00	0		
DENISE BAS-ARZUAGA SECRETARY	1 00	0		
LEE KVARNBERG CHAPTER DIRE	1 00	0		
MICHAEL SCHMITT CHAPTER DIRE	1 00	0		
BECKY WILSON CAE EXECUTIVE DI	1 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 990-EZ 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.

OMB No 1545-0047

2015

Open to Public Inspection

Name of the organization PALM BEACH CHAPTER AMERICAN INSTITUTE OF ARCHITECTS INC	Employer identification number 59-2503448
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990 Schedule O, Supplemental Information

Return Reference	Explanation
FORM 990-EZ, PART I, LINE 16	EXPENSES WEBSITE DESIGN 2,138 OFFICE SUPPLIES 192 MEMBERSHIP 45 STAFF TRAVEL 2,240 GOVERNANCE 4,843 MEMBERSHIP MEETINGS 788 DESIGN AWARDS 14,860 INSURANCE 1,316 TOTAL 26,422
FORM 990-EZ, PART I, LINE 20	PREPAID 2016 REVENUE -23,179 PR YR RETAINED EARNING ADJ -1,165
FORM 990-EZ, PART II, LINE 24	ACCOUNTS RECEIVABLE 0 -25 PREPAID EXPENSES AND DEFERRED CHARGES 0 1,280 TOTAL 0 1,255
FORM 990-EZ, PART II, LINE 26	ACCOUNTS PAYABLE AND ACCRUED EXPENSES 0 125 DEFERRED REVENUE 0 23,179 DUE TO FOUNDATION 0 5,250
FORM 990-EZ, PART III, LINE 28	TO PROMOTE PROFESSIONAL EXCELLENCE THROUGH ESTABLISHED PROGRAMS MEMBERS PARTICIPATE IN CO NTINUING EDUCATION DEVELOPMENT SEMINARS PBLIC AWARENESS OUTREACH AND DESIGN AWARD COMPET ITION PROVIDES OPPORTUNITIES FOR PERSONAL GRWOTH AND CAREER ADVANCEMENT SERVING APPROXIM ATELY 268 MEMBERS
FORM 990-EZ, PART III, LINE 31	WEBSITE DESIGN