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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
COMMERCIAL REAL ESTATE WOMEN - NORTHERN VIRGINIA INC

Number and street (or P O box, if mail is not delivered to street address)Room/suite
9900 MAIN STREET SUITE 400

City or town, state or province, country, and ZIP or foreign postal code
FAIRFAX, VA 220313900

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 ☒ \$ 118,489

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	46,244		
	2	Program service revenue including government fees and contracts		2	36,955		
	3	Membership dues and assessments		3	35,290		
	4	Investment income		4			
	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	118,489			
Expenses	10	Grants and similar amounts paid (list in Schedule O)		10	18,900		
	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	3,592		
	14	Occupancy, rent, utilities, and maintenance		14			
	15	Printing, publications, postage, and shipping		15	558		
	16	Other expenses (describe in Schedule O)		16	86,402		
	17	Total expenses. Add lines 10 through 16		17	109,452		
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)		18	9,037		
	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	85,941		
	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	94,978		

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	104,540	22	110,430
23 Land and buildings		23	
24 Other assets (describe in Schedule O)	14,016	24	19,814
25 Total assets	118,556	25	130,244
26 Total liabilities (describe in Schedule O)	32,615	26	35,266
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	85,941	27	94,978

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

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

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
SUSAN A CAUDLE PRESIDENT	2 00	0		
MEGAN PAWLOWSKI PRESIDENT-EL	2 00	0		
RUTH FIELDS TREASURER	2 00	0		
ANNA-LISA BROWN SECRETARY	2 00	0		
ERIN MCLAUGHLIN PAST PRESIDE	2 00	0		
STACEY JURAN DIRECTOR, CO	2 00	0		
ERICA BAZOW DIRECTOR, ME	2 00	0		
JAY PRUITT DIRECTOR, PR	2 00	0		
LISA K BRYDA DIRECTOR, PR	2 00	0		
MIRIAM BRODIE DIRECTOR, CO	2 00	0		
LAUREN KULISH DIRECTOR SPO	2 00	0		

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		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)		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)?		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		
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		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		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?		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?		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		
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 ☐ _____		
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		
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		No
41	List the states with which a copy of this return is filed ☐ _____		
42a	The organization's books are in care of ☐ <u>CREW NETWORK</u> Telephone no ☐ <u>(785) 832-1808</u> Located at ☐ <u>1301 WAKARUSA DR STE D LAWRENCE, KS</u> ZIP + 4 ☐ <u>66049</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)	Yes	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 ☐ _____		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		No
b	Did the organization operate one or more hospital facilities during the year? <i>If "Yes," Form 990 must be completed instead of Form 990-EZ</i>		No
c	Did the organization receive any payments for indoor tanning services during the year?		No
d	If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? <i>If "No," provide an explanation in Schedule O</i>		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		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)		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		2016-05-03 Date				
	RUTH FIELDS TREASURER Type or print name and title						
Paid Preparer Use Only	Prnt/Type preparer's name MICHELE C HAMMANN CPA		Preparer's signature		Date 2016-05-04	Check ☐ if self-employed	PTIN P00624381
	Firm's name ▶ SS&C SOLUTIONS INC					Firm's EIN ▶ 48-0969601	
	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							

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
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 10	CREW NETWORK NATIONAL DUES 17,900 1201 WAKARUSA DR, SUITE D LAWRENCE KS 66049
FORM 990-EZ, PART I, LINE 16	EXPENSES ADVERTISING/PR 2,691 TRAVEL 9,665 CONFERENCES 14,478 INSURANCE 453 ADMINISTRATIVE FEE 3,989 BANK & CREDIT CARD FEES 2,577 SPONSORSHIP EXPENSE 4,575 SUPPLIES 2,093 CHAPTER PAID DUES 465 HOLIDAY PARTY 2,251 NAIOP BUS TOUR 2,475 MEMBERSHIP EXPENSE 332 PROGRAM EXPE NSES 24,987 COMMUNITY EVENTS 871 WEB/COMPUTER EXPENSE 620 DEVELOPING SOCIAL MEDIA B 4,791 WINNING WAYS FEE 6,650 PANEL/CONVERSATIONS 2,439 TOTAL 86,402
FORM 990-EZ, PART II, LINE 24	ACCOUNTS RECEIVABLE 14,016 14,689 PREPAID EXPENSES AND DEFERRED CHARGES 0 5,125 TOTAL 14,016 19,814
FORM 990-EZ, PART II, LINE 26	ACCOUNTS PAYABLE AND ACCRUED EXPENSES 10,677 8,468 PREPAID DUES 7,725 7,500 PREPAID SPONSORSHIP REVENUE 14,213 19,298
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, LEADERSHI P 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 P ROFESSION MEMBERS ALSO PARTICIPATE IN COMMUNITY SERVICE PROJECTS AND PUBLISH QUARTERLY NE WSLETTERS TO INFORM OTHER MEMBERS OF CHAPTER ACTIVITIES AND INDUSTRY DEVELOPMENTS