



EVERGREEN DISTRICT

Annual Financial Review

Last Updated: April 2021

The Annual Financial Review form is one of the three “required filings” that are due to the BHS Member Center each year for all chapters in Evergreen District. (do NOT send it to the District Secretary)

Each year, two chapter officers (usually the Treasurer and one other officer), must compile and attest to a summation of your previous year financials. The BHS and EVG web sites offer the form that you should use (the Annual Financial Review form). This form must be completed, signed and uploaded to the BHS Member Center. It would also be wise to

Email the form to financialfilings@barbershop.org

or send by postal mail to:

Barbershop Harmony Society
c/o Chapter Financial Filings
110 Seventh Avenue Nth
Nashville, TN 37203

It is a relatively brief form that takes only a few minutes to fill out and it should be completed as soon as possible after the first of the year. Most of the necessary information comes from your December bank statement. The preceding year document is due to the BHS Member Center by a February 28th deadline.

The other two “required filings” are your annual Secretary of State filing (biennial in Alaska) due on the anniversary of your last filing, and your 990-N which is due the IRS each year on May 15th.

Please see the “EVG Required Financial Filings Information” page for further explanation.

This (Financial Review) form is all that is required. Please do not send 25 pages of financial documents such as Profit and Loss Statements, Balance Sheets, and the like. It is NOT necessary to send full financials. The requirement is only this three-page form, and nothing more. Keep in mind that this form is a requirement BEFORE a show can be licensed by the District Secretary, so it is in your best interests NOT to wait until the last minute. Follow all deadlines and your chapter will be “golden”!

For information concerning your chapter’s Annual Financial Review, or other required filings, please contact the District Secretary, Chris Powell, secretary@EVGDistrict.com.