

2009 ANNUAL CHAPTER FINANCIAL REPORT
 Short Form (For Chapters with 3 year Average Gross Receipts less than \$25,000)
 January 1 through December 31, 2009



Due Date: January 31, 2010

Chapter: Cincinnati #021
 (Name and Number)

Federal ID Number: 316077202

1. This report is to be used by the Society of Manufacturing Engineers Chapters whose three year average gross receipts are less than \$25,000.
2. Use your chapter's financial records to complete and submit this form no later than January 31st each year.
3. This report must be signed by the Chapter Chair and Treasurer. The Treasurer must also provide address and bank information as noted on the bottom of this form.
4. **MAIL TO: SME International Headquarters, ATTN: Member Services Department, One SME Drive, PO Box 930, Dearborn, MI 48121-0930. FAX TO: Member Services Department at (313) 425-3415.**
5. Reconcile your chapter bank and other accounts as of December 31st. Use your reconciled balances as the ending balances in this form.
6. The transfers in/out are used to show monetary transfers from one bank account/investment to another. If you properly show the "transfers in" as positive numbers and the "transfers out" as negative numbers, the total of all transfers in/out should be zero.
7. In the "Listing of Fixed Assets" schedule, include detail of all long-term assets (used for more than 1 year) by the chapter. For example, laptop computers, printers, fax machines, desks etc. This information is cumulative and should reflect total long-term assets held by the chapter.
8. **KEEP A COPY** of this report for a minimum of seven years. Forming chapters should send a copy of this financial form to their sponsoring senior chapter. The sponsoring chapter must include the forming chapter information in the report of the sponsoring chapter.

New Requirement -- Check Only One Box:

SME Headquarters will file our chapter Federal Form 990-N
 As an officer of this Society of Manufacturing Engineers chapter, I warrant that this Chapter's three year average gross receipts, including the gross receipts of any subordinate student chapters) are less than \$25,000 which entitles us to file the simpler Federal Form 990-N. I authorize the Society of Manufacturing Engineers, the parent organization, to file the Federal Form 990-N on our behalf, based on the information provided herein. I declare under penalty of perjury that the authorization and the information submitted for inclusion in the Federal Form 990-N are true and complete.

Our chapter will file Federal Form 990-N
 As an officer of this Society of Manufacturing Engineers chapter, I warrant that this Chapter's three year average gross receipts including the gross receipts of any subordinate student chapters) are less than \$25,000, which entitles us to file the simpler Federal Form 990. Under penalty of perjury, I declare that the information provided in this report is true and complete and that I will file the necessary Federal Form 990-N on behalf of this Chapter.

Signed: Dale Hutchinson (Signature on file)
 Treasurer

Signed: Edward M Vieth (Signature on file)
 Chair

Chapter Contact Information

Name Ed Vieth
 Address 968 Ligorio Ave
Cincinnati, OH 45218
 Phone 513-851-2683
 Fax _____
 Email evieth@zoomtown.com

Financial Information

Bank Name Fifth-Third Bank
 Account Number 7024311040
 Type: Checking Savings Other
 Bank Name _____
 Account Number _____
 Type: Checking Savings Other
 Bank Name _____
 Account Number _____
 Type: Checking Savings Other

PLEASE RETURN TO SME INTERNATIONAL HEADQUARTERS NO LATER THAN JANUARY 31, 2010
 SME Member Services Department, One SME Drive, P.O. Box 930, Dearborn, MI 48121 USA
 Phone (313) 271-1500 • FAX (313) 425-3415 • EMAIL service@sme.org

SME HQ USE ONLY: <input type="checkbox"/> Financial Form Complete		<input type="checkbox"/> Financial Form Needs Follow-up	
Received by: _____	Date: _____		
Confirmation Sent by: _____	Date: _____	Method: _____	