



City of Tomball Application for Use of Hotel Occupancy Tax

Application Date: 7/11/2023
Name of Organization/Business: Greater Tomball Area Chamber of Commerce
Street Address: 29201 Quinn Road, Suite B
City: Tomball State: TX Zip Code: 77375
Contact Name: Brandy Beyer
Phone Number: 281.351.7222 Email: bbeyer@tomballchamber.org

Type of Organization/Business: Private/For-Profit Non-Profit
Purpose of organization/business: The Greater Tomball Area Chamber of Commerce provides resources and fosters relationships that empower businesses to prosper in Tomball and its surrounding communities.

Does your event/expenditure pass Part One of the statutory Hotel Occupancy Tax test listed below?

Defined specifically as directly enhancing and promoting tourism in Tomball and directly promoting the overnight accommodation industry in Tomball by increasing overnight stays.

Yes No

Does your event/expenditure pass Part Two of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one of more of the following categories?

Select all categories that apply.

- Establishment, improvement or maintenance of a convention or visitor center
- Administrative cost for facilitating convention registration
- Advertising, solicitations, and promotions that attracts tourists and delegates
- Encouragement, promotion, improvement, and application of the arts
- Historical restoration or preservation programs
- Signage directing tourists to attractions visited by hotel guests
- None of the above

Is this a new event/expenditure? Yes No

Name of the event/expenditure: Visitor Center

Website address of event/expenditure: www.tomballchamber.org

Date(s) of event/expenditure: Monday-Friday 8am-5pm

Location of event/expenditure: 29201 Quinn Road, Ste. B

Description of event/expenditure: daily handling of walk-ins, calls and emails for people looking to visit Tomball for events as well as making trips to look at homes for relocating

Estimated local attendees: 200 Estimated out of town attendees: 500

If approved, how will the grant funds be used? reimbursement for visitor center costs maintaining office, supplies for mailing visitor packets, staff to handle visitors

How will you measure the impact of your event on local overnight accommodations? by tracking calls and email requests for local hotel information

Amount of funding requested: \$ 10,000

Current operating budget for the event/expenditure: \$ 69,174

Total funding dedicated to advertising/promotion of event/expenditure: \$ _____

Organization's direct contribution to the operating and advertising budget: \$ 69,174

Please indicate all promotion efforts your organization will utilize to alert visitors of the event/expenditure:

- Paid Advertising Radio Television Brochures
 Social Media Newspaper Online/Digital Press Release

How do you intend to advertise or promote your event to gain overnight stays in Tomball? as a visitor center, chambers of commerce have a long standing history of being the first place visitors stop when they come to a new town.

The GTACC is publicized through our website, in the World Chamber of Commerce Directory, as a member of the US Chamber of Commerce, Texas Association of Business, Texas Chamber of Commerce Executives and the American Chamber of Commerce Executives.

1. I have read the entire information in this application packet and understand and will comply with all provisions therein; and that I intend to use the grant for the event/expenditure to directly enhance and promote the tourism and hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.
2. I will abide by all relevant local, state, and federal laws/regulations regarding the use of Hotel Occupancy Tax.
3. I understand that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.
4. Applicant acknowledges that if grant funds are awarded, the event organizers agree to allow the financials of this event to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

Applicant Signature: Brandy Beyer

Digitally signed by Brandy Beyer
Date: 2023.07.11 14:51:24 -05'00'

Applicant Name: Brandy Beyer

Required Documents:

- Itemized budget of expenditures for grant funds
- Organization's most recent annual budget
- Organization's most recent financial statements – must be audited for grants exceeding \$100,000
- List of Board of Directors/Event Committee with contact information
- IRS Form W-9 – required if not currently on file with the City of Tomball
- Any other information that supports the request for funding

Please submit applications by email to finance@tomballtx.gov or mail/deliver to:

City of Tomball
Attn: Finance Dept.
501 James Street
Tomball, Texas 77375

Visitor Center Budget

Rent	25,974.00
CAM Expense	12,000.00
Office Supplies/Postage	1,200.00
Personnel	30,000.00

Total Expenses: 69,174.00

Grant Request: 10,000.00

Greater Tomball Area Chamber of Commerce 2023 Budget Overview January through December 2023

Ordinary Income/Expense	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL Jan - Dec 23
Income													
Rent Income	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	5,385.00	64,620.00
Capital Campaign	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
Health & Wellness	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00	1,000.00	1,000.00	2,000.00	1,000.00	1,000.00	1,000.00	10,000.00
Hotel/Motel Tax									35,000.00				35,000.00
First Friday	2,600.00	2,600.00	2,600.00	2,500.00	2,600.00	2,600.00	2,400.00	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00	30,900.00
Networking Breakfast	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	500.00	500.00	5,000.00
Women's Committee	900.00	900.00	0.00	900.00	400.00	900.00	0.00	400.00	23,000.00	900.00	900.00	800.00	30,000.00
Tomball Leadership Day					5,000.00								5,000.00
Interest Income	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	110.00	1,320.00
Membership Dues													
New	8,000.00	10,000.00	9,000.00	9,000.00	8,000.00	6,000.00	6,000.00	8,000.00	8,000.00	10,000.00	10,000.00	8,000.00	100,000.00
Allowance Non-Renewal	-5,577.75	-7,252.75	-3,396.00	-2,973.50	-2,399.00	-2,138.00	-2,610.25	-3,394.75	-4,483.25	-4,052.75	-2,283.50	-2,928.75	-43,490.25
Renewal	55,777.50	72,527.50	33,960.00	29,735.00	23,990.00	21,380.00	26,102.50	33,947.50	44,832.50	40,527.50	22,835.00	29,287.50	434,902.50
Total Membership Dues	58,199.75	75,274.75	39,564.00	35,761.50	29,591.00	25,242.00	29,492.25	38,552.75	48,349.25	46,474.75	30,551.50	34,358.75	491,412.25
Miscellaneous Income	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Publications/Products													
Magazine/Map/Website	500.00	500.00	10,000.00	11,000.00	10,000.00	1,000.00	1,000.00	0.00	1,000.00	500.00	0.00	0.00	24,000.00
Total Publications	500.00	0.00	10,000.00	11,000.00	0.00	0.00	1,000.00	0.00	1,000.00	500.00	0.00	0.00	24,000.00
Special Events													
Banquet	10,000.00	20,000.00											30,000.00
Golf Classic		10,000.00	20,000.00					5,000.00					30,000.00
Tomball Night						10,000.00	20,000.00	5,000.00					35,000.00
Holiday Parade									3,000.00	15,000.00	12,000.00		30,000.00
Miss Tomball Pageant									4,000.00	18,000.00	13,000.00		35,000.00
Total Special Events	10,000.00	30,000.00	20,000.00	0.00	0.00	10,000.00	20,000.00	5,000.00	7,000.00	33,000.00	25,000.00	0.00	160,000.00
Total Income	81,294.75	118,869.75	81,259.00	59,256.50	47,686.00	51,837.00	62,987.25	55,647.75	128,044.25	93,569.75	68,246.50	46,953.75	895,652.25
Total Income	81,294.75	118,869.75	81,259.00	59,256.50	47,686.00	51,837.00	62,987.25	55,647.75	128,044.25	93,569.75	68,246.50	46,953.75	895,652.25
Gross Profit	81,294.75	118,869.75	81,259.00	59,256.50	47,686.00	51,837.00	62,987.25	55,647.75	128,044.25	93,569.75	68,246.50	46,953.75	895,652.25
Expense													
Building Expense													
Alarm	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
Cleaning	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	740.00	8,880.00
Electricity	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	900.00	10,800.00
Building Interest	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	1,780.00	21,360.00
Reimbursed by tenants	-1,400.00	-600.00	-700.00	-1,100.00	-700.00	-600.00	-1,200.00	-600.00	-600.00	-1,200.00	-600.00	-600.00	-9,900.00
Repairs/Maintenance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00

Greater Tomball Area Chamber of Commerce
2023 Budget Overview
 January through December 2023

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL
Total Building Expense	3,045.00	3,845.00	3,745.00	3,345.00	3,745.00	3,845.00	3,245.00	3,845.00	3,845.00	3,245.00	3,845.00	3,845.00	43,440.00
Accounting Expense		2,500.00	4,000.00	1,000.00	1,000.00	5,000.00					2,500.00		15,000.00
Advertising							1,000.00	500.00			1,000.00	500.00	3,000.00
Bad Debt Expense	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	6,000.00	50,000.00
Past Due Collections	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Health & Wellness		1,000.00			1,000.00			3,000.00		2,000.00			7,000.00
First Friday	2,500.00	2,600.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,400.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
Networking Breakfast	100.00	100.00	150.00	100.00	100.00	150.00	100.00	100.00	150.00	100.00	150.00	200.00	1,500.00
Women's Committee	900.00	900.00	900.00	900.00	900.00	900.00	0.00	900.00	2,000.00	900.00	900.00	10,800.00	20,000.00
Tomball Leadership Day			5,000.00										5,000.00
Young Professionals	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Bank Fees	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	11,400.00
Board of Directors	300.00	100.00			200.00				3,000.00	3,700.00			7,500.00
Dues and Subscriptions	2,292.00		600.00					750.00			45.00		3,687.00
Employee Expense													
SUTA	350.00	350.00	200.00	100.00									1,000.00
Development	600.00	1,550.00	1,500.00	1,500.00	1,500.00	2,000.00	1,550.00		300.00	1,500.00			12,000.00
FUTA	150.00	40.00	30.00	5.00									225.00
Group Insurance	3,716.00	3,716.00	3,716.00	3,716.00	3,716.00	3,716.00	3,716.00	3,716.00	4,000.00	4,000.00	4,000.00	4,000.00	45,728.00
Cell Phone Allowance	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	280.00	3,360.00
Payroll Services	450.00	600.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	450.00	5,550.00
Payroll Taxes	1,993.00	2,060.00	1,993.00	2,060.00	1,993.00	1,993.00	1,993.00	2,060.00	1,993.00	1,993.00	2,060.00	1,993.00	24,184.00
Salaries													
TACC	30,132.00	31,132.00	30,132.00	31,132.00	30,132.00	30,132.00	30,132.00	31,132.00	30,132.00	30,132.00	31,132.00	30,132.00	365,584.00
Bonus													18,279.20
Contract Labor	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	400.00		1,400.00
Total Salaries	30,132.00	31,332.00	30,332.00	31,132.00	30,332.00	30,332.00	30,132.00	31,332.00	30,132.00	30,332.00	31,532.00	48,411.20	385,263.20
Total Employee Expense	37,671.00	39,928.00	38,501.00	39,243.00	38,071.00	38,771.00	38,121.00	37,838.00	37,155.00	38,555.00	38,322.00	55,134.20	477,310.20
Insurance													
Worker's Compensation	41.50	41.50	41.50	41.50	41.50	41.50	41.50	41.50	41.50	41.50	41.50	41.50	498.00
Officer & Director Liability	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	153.66	1,843.92
General Liab.	663.66	663.66	663.66	663.66	663.66	663.66	663.66	663.66	663.66	663.66	663.66	663.66	7,963.92
Total Insurance	858.82	858.82	858.82	858.82	858.82	858.82	858.82	858.82	858.82	858.82	858.82	858.82	10,305.84
Membership/Misc. Expense	2,000.00	3,000.00	1,000.00	500.00	2,000.00	600.00	500.00	2,000.00	800.00	1,300.00	500.00	2,000.00	16,200.00
Office Equipment Expense													
Database		5,700.00											5,700.00
Computer Maintenance	300.00	1,200.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	4,500.00
Copier Lease	400.00	600.00	800.00	500.00	400.00	800.00	600.00	800.00	500.00	400.00	800.00	700.00	7,300.00
Pitney Bowes	528.30		591.60				528.30			528.30			2,166.50
Total Office Equip Expense	1,228.30	7,500.00	1,100.00	1,381.60	700.00	1,100.00	1,428.30	1,100.00	800.00	1,228.30	1,100.00	1,000.00	19,666.50

Greater Tomball Area Chamber of Commerce
2023 Budget Overview
 January through December 2023

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	TOTAL
													Jan - Dec 23
Office Supplies	200.00	700.00	700.00	500.00	800.00	800.00	500.00	400.00	1,000.00	200.00	500.00	200.00	6,500.00
Postage & Delivery	0.00	500.00	500.00	500.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00	100.00	3,100.00
Property Tax Expense	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	1,257.25	15,087.00
Income Tax Expense	387.25	387.25	387.25	387.25	387.25	387.25	387.25	387.25	387.25	387.25	387.25	387.25	4,647.00
Rent	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	115.00	1,380.00
Special Events													
Banquet		12,000.00											12,000.00
Golf Classic			3,000.00	8,000.00									11,000.00
Tomball Night					2,500.00		4,500.00	4,500.00				1,000.00	11,500.00
Holiday Parade											17,000.00		18,000.00
Miss Tomball Pageant											4,000.00		4,000.00
Scholarship Expense										500.00	12,500.00	3,000.00	16,000.00
Pageant - Other										500.00	16,500.00	3,000.00	20,000.00
Total Miss Tomball													
Total Special Events	0.00	12,000.00	3,000.00	8,000.00	2,500.00	0.00	4,500.00	4,500.00	0.00	500.00	33,500.00	4,000.00	72,500.00
Telephone Expenses	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	6,480.00
Travel & Entertainment	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
Total Expense	59,524.62	83,961.32	64,484.32	67,257.92	71,204.32	59,654.32	61,882.62	66,621.32	60,538.32	64,016.62	94,150.32	91,567.52	844,863.54
Net Ordinary Income	21,770.13	34,908.43	16,774.68	-8,001.42	-23,518.32	-7,817.32	1,104.63	-10,973.57	67,505.93	29,553.13	-25,903.82	-44,613.77	50,788.71
Principal Building Payment	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	3,815.00	45,780.00
xDepreciation Expense	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	1,705.00	20,460.00
Net Income	16,250.13	29,388.43	11,254.68	-13,521.42	-29,038.32	-13,337.32	-4,415.37	-16,493.57	61,985.93	24,033.13	-31,423.82	-50,133.77	-15,451.29

Greater Tomball Area Chamber of Commerce

Financial Statements and Independent Auditors' Report
for the Year Ended December 31, 2022 (Audited)
(with comparative totals for 2021 - Reviewed)



Tipton & Company
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report..... 1 - 2
Statement of Financial Position3
Statement of Activities4
Statement of Functional Expenses.....5
Statement of Cash Flows6
Notes to Financial Statements..... 7 - 13



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Greater Tomball Area Chamber of Commerce
Tomball, Texas

Opinion

We have audited the accompanying financial statements of Greater Tomball Area Chamber of Commerce (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greater Tomball Area Chamber of Commerce as of December 31, 2022, and the changes in their net assets and their cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Greater Tomball Area Chamber of Commerce and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Greater Tomball Area Chamber of Commerce's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered

material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Greater Tomball Area Chamber of Commerce's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Greater Tomball Area Chamber of Commerce's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified.

Report on Summarized Comparative Information

The 2021 financial statements were reviewed by us and our report thereon, dated April 14, 2022, stated we were not aware of any material modifications that should be made to those financial statements for them to be in conformity with accounting principles generally accepted in the United States of America. However, a review is substantially less in scope than an audit and does not provide a basis for the expression of an opinion on the financial statements. The summarized comparative information presented herein as of and for the year ended December 31, 2021, is consistent, in all material respects, with the reviewed financial statements from which it has been derived.

Tipton & Company LLC

Tipton & Company LLC
Certified Public Accountants
Houston, Texas

June 21, 2023

Greater Tomball Area Chamber of Commerce

Statement of Financial Position

<i>As of December 31, (with comparative totals for 2021)</i>	Audited 2022	Reviewed 2021
Assets		
Cash and cash equivalents	\$ 588,088	\$ 459,950
Accounts receivable, net	35,249	40,848
Prepaid expenses	10,098	9,835
Property and equipment, net	855,120	884,005
Total Assets	\$ 1,488,555	\$ 1,394,638
Liabilities and Net Assets		
Liabilities		
Accrued expenses	\$ 28,729	\$ 16,531
Deferred revenues	175,798	149,885
Long-term debt	527,582	573,315
Deposits	8,300	8,300
Total Liabilities	740,409	748,031
Net Assets		
Without donor restrictions	748,146	646,607
Total Net Assets	748,146	646,607
Total Liabilities and Net Assets	\$ 1,488,555	\$ 1,394,638

Greater Tomball Area Chamber of Commerce

Statement of Activities

<i>Year ended December 31, (with comparative totals for 2021)</i>	Audited 2022	Reviewed 2021
Without Donor Restrictions		
Revenue and Support		
Membership dues	\$ 431,425	\$ 395,831
Special events revenue	176,519	139,640
Direct benefits to donors	(19,129)	(10,151)
Capital improvement campaign	33,000	36,000
First Friday luncheon	29,402	15,452
Networking Breakfast	4,980	4,035
Women's Committee	37,823	-
City of Tomball hotel tax revenue	35,000	35,000
Rental income	64,624	64,624
Tenant reimbursements	11,182	10,635
Ads and ad commission	17,665	20,767
Contributed nonfinancial assets	40,943	47,180
Interest income	1,424	2,217
Other income	14,099	66,636
Total Revenue and Support	878,957	827,866
Expenses		
Program Services		
Business resources	270,070	242,698
Advocacy	289,561	253,513
Total Program Services	559,631	496,211
Supporting Services		
General and administrative	100,685	104,706
Fundraising	117,102	127,292
Total Supporting Services	217,787	231,998
Total Expenses	777,418	728,209
Change in Net Assets	101,539	99,657
Net Assets, Beginning of Year	646,607	546,950
Net Assets, End of Year	\$ 748,146	\$ 646,607

The accompanying notes are an integral part of these financial statements.

Greater Tomball Area Chamber of Commerce
Statement of Functional Expenses

Year ended December 31, (with comparative totals for 2021)	Program Services			Supporting Services			Audited 2022 Total	Reviewed 2021 Total
	Business Resources	Advocacy	Total Program Services	General and Administrative	Fundraising	Total Supporting Services		
Payroll and related expenses								
Salaries	\$ 95,173	\$ 95,173	\$ 190,346	\$ 23,793	\$ 23,793	\$ 47,586	\$ 237,932	\$ 246,066
Payroll taxes	7,642	7,642	15,284	1,911	1,911	3,822	19,106	17,936
Employee benefits	13,174	13,174	26,348	3,294	3,294	6,588	32,936	39,274
Total payroll and related expenses	115,989	115,989	231,978	28,998	28,998	57,996	289,974	303,276
Other expenses								
Advertising	2,455	2,455	4,910	2,455	17,185	19,640	24,550	24,799
Bad debt	19,330	19,330	38,660	19,330	19,330	38,660	77,320	86,080
Bank fees	1,119	1,119	2,238	4,475	4,475	8,950	11,188	7,890
Board expenses	-	-	-	8,809	-	8,809	8,809	6,935
Building expenses	100	100	200	25	25	50	250	325
Computer maintenance	1,736	1,736	3,472	434	434	868	4,340	4,216
Contract labor	26,923	26,923	53,846	6,730	6,730	13,460	67,306	1,252
Depreciation	12,042	12,042	24,084	3,010	3,010	6,020	30,104	30,042
Dues and subscriptions	-	3,971	3,971	-	-	-	3,971	2,688
Employee development	2,720	2,720	5,440	680	680	1,360	6,800	9,632
Equipment lease	4,039	4,039	8,078	1,010	1,010	2,020	10,098	9,970
First Friday	31,047	-	31,047	-	-	-	31,047	18,442
Health committee	6,918	-	6,918	-	-	-	6,918	4,859
Insurance	4,017	4,017	8,034	1,004	1,004	2,008	10,042	9,616
Interest	8,563	8,563	17,126	2,141	2,141	4,282	21,408	30,086
Miscellaneous	3,810	5,079	8,889	3,810	-	3,810	12,699	14,082
Networking breakfast	159	-	159	-	-	-	159	280
Office supplies	2,558	2,558	5,116	640	640	1,280	6,396	4,884
Payroll service	2,359	2,359	4,718	590	590	1,180	5,898	5,522
Postage and delivery	916	458	1,374	458	1,220	1,678	3,052	2,707
Professional fees	-	-	-	7,505	-	7,505	7,505	13,565
Rent	544	544	1,088	136	136	272	1,360	1,200
Repairs and maintenance	7,214	7,214	14,428	1,804	1,804	3,608	18,036	25,614
Software	2,246	2,246	4,492	561	561	1,122	5,614	4,850
Special events	-	27,489	27,489	-	43,097	43,097	70,586	78,595
Taxes - income	-	-	-	2,160	-	2,160	2,160	4,515
Taxes - property	5,568	5,568	11,136	1,392	1,392	2,784	13,920	13,920
Telephone	2,675	2,675	5,350	668	669	1,337	6,687	6,540
Travel and entertainment	-	-	-	760	-	760	760	760
Utilities	4,403	4,403	8,806	1,100	1,100	2,200	11,006	10,510
Womens Committee	-	25,964	25,964	-	-	-	25,964	-
Young professionals	620	-	620	-	-	-	620	708
Total other expenses	154,081	173,572	327,653	71,687	107,233	178,920	506,573	435,084
Subtotal	270,070	289,561	559,631	100,685	136,231	236,916	796,547	738,360
Less: Direct benefit to donor	-	-	-	-	(19,129)	(19,129)	(19,129)	(10,151)
Total Expenses	\$ 270,070	\$ 289,561	\$ 559,631	\$ 100,685	\$ 117,102	\$ 217,787	\$ 777,418	\$ 728,209

The accompanying notes are an integral part of these financial statements.

Greater Tomball Area Chamber of Commerce

Statement of Cash Flows

<i>Year Ended December 31, (with comparative totals for 2021)</i>	Audited 2022	Reviewed 2021
Cash Flows From Operating Activities		
Change in net assets	\$ 101,539	\$ 99,657
Adjustments to reconcile change in net assets to net change in operating activities:		
Depreciation	30,104	30,042
Bad debt expense	77,320	86,080
Changes in assets and liabilities:		
Accounts receivable	(71,721)	(73,454)
Prepaid expenses	(263)	(413)
Accrued expenses	12,198	(1,480)
Deferred revenues	25,913	6,773
Total Adjustments	73,551	47,548
Net Change in Operating Activities	175,090	147,205
Cash Flows From Investing Activities		
Purchases of property and equipment	(1,219)	-
Net Change in Investing Activities	(1,219)	-
Cash Flows From Financing Activities		
Payments on long-term debt	(45,733)	(37,055)
Net Change in Financing Activities	(45,733)	(37,055)
Net Change in Cash and Cash Equivalents		
Cash and Cash Equivalents, beginning of year	459,950	459,950
Cash and Cash Equivalents, end of year	\$ 588,088	\$ 459,950
Supplemental Disclosures:		
Interest paid	\$ 21,408	\$ 30,086

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 1 – NATURE OF OPERATIONS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

The Greater Tomball Area Chamber of Commerce (the “Chamber”) is a not-for-profit organization of citizens who are investing their time and money in a community development program working together to improve the economic, civic, and cultural fortitude of the region, community, or area. The Chamber’s mission is to provide resources and foster relationships that empower businesses to prosper in Tomball and its surrounding communities.

The Chamber is supported through membership dues, contributions, rental income and other miscellaneous revenue. The Chamber conducts the following programs:

- *Business resources* – The Business Resources Division is dedicated to providing and promoting value added, quality networking events to the Chamber’s diverse membership, by ensuring inclusion through new member mentorship programs and by presenting opportunities for personal and business growth. This division invites members to become involved in the Chamber’s programs that will allow relationships to be formed and sustained through a variety of networking events.
- *Advocacy* – The Advocacy Division is committed to being a strong voice for the Chamber’s members and the greater Tomball area community. This will be accomplished by addressing public policy issues with participation from the public, members and elected officials, and holding open discussions about issues that affect the business community including: economic development, education, workforce development, energy and healthcare.

Basis of Accounting

The financial statements of the Chamber have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Chamber reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

- *Net assets without donor restrictions* are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Chamber, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations. Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.
- *Net assets with donor restrictions* are resources that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or use for a purpose specified by the donor. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-restricted endowment earnings are released when those earnings are appropriated with spending policies and are used for the specified purpose.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Cash and Cash Equivalents

The Chamber considers all monies in banks and highly liquid investments with maturities of three months or less from the date of purchase to be cash and cash equivalents. The carrying values of any cash and cash equivalents are deemed to approximate their fair values because of the short maturities of those financial instruments.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a provision for bad debt expense and an adjustment to a valuation allowance based on its assessment of the current status of individual accounts. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. At December 31, 2022 and 2021, the allowance for bad debts was \$7,021 and \$7,021, respectively.

Property and Equipment

The Chamber capitalizes all expenditures for property, plant and equipment in excess of \$500. Maintenance and repairs are charged to operations when incurred. Major improvements and renewals that extend the life of the asset are capitalized. Purchased property, plant and equipment are carried at cost and are depreciated using the straight-line method based on their estimated useful lives as follows:

Buildings and improvements	39 years
Computers and software	3-5 years
Office equipment	5-7 years
Furniture and fixtures	5-7 years

Donated Assets

Donated investments and other noncash donations are recorded as contributions at their fair values at the date of donation.

Donated Property and Equipment

Donations of property and equipment are recorded as contributions at fair value at the date of donation. Such donations are reported as increases in net assets without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Chamber reports expirations of donor restrictions when the donated or acquired assets are placed in service. The Chamber reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Deferred Revenue

Income from membership dues and subscription fees received in advance is deferred and recognized over the periods to which the dues and fees relate.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make certain estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities as of the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. The significant estimates included in the financial statements are the estimates of useful lives used for depreciating property and equipment items.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Membership Dues

Membership dues are recognized in the applicable membership period. Any unearned amounts are included in deferred revenue at the end of each accounting period.

Donated Services

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Chamber. Many individuals volunteer their time and perform a variety of tasks that assist the Chamber with program services and fundraising events. No amounts have been reflected in the financial statements for these donated services as the recognition criteria were not met.

Functional Allocation of Expenses

Expenses are categorized in the Statement of Activities as program services, management and general and fundraising. The Chamber's expenses are allocated on a functional basis among these benefited categories:

- Program service expenses: include direct and indirect (allocated) expenses for the various programs offered by the Chamber to fulfill member investment expectations. Expenses that can be identified with a specific program and support services are allocated directly according to their natural expenditure classification. Other expenses, that are common to several functions, are allocated to program services based on time and effort.
- Management and general expenses: include those expenses, ranging from office management to financial services, that are not directly identifiable with any other specific function but provide for the overall support and direction of the Chamber. Those expenses include the basic necessities to be an accredited, well rounded, and effective organization.
- Fundraising expenses: represent costs incurred in connection with fundraising efforts to continue the Chamber's mission. The membership dues alone are not adequate enough to accomplish the Chamber's goals; therefore, fundraising events are held to fill the gap between membership dues and total expenses.

Income Taxes

The Chamber is operating as a not-for-profit corporation, under Section 501(c)(6) of the Internal Revenue Code, and is not subject to income taxes with the exception of unrelated business income. The Chamber conducted unrelated business activities during the current year. Therefore, the Chamber paid \$2,160 and \$4,515 for federal income taxes in the years ended December 31, 2022 and 2021, respectively.

The Chamber applies the provisions of FASB ASC Topic 740, Income Taxes, which prescribes a recognition threshold and measurement attribute for financial statement recognition and measurement of a tax position taken or expected to be taken in a tax return. Topic 740 also provides guidance on de-recognition, classification, interest and penalties, accounting in interim periods, disclosures and transition. As of December 31, 2022 and 2021, no uncertain tax positions were identified.

Leases

From time to time the Chamber enters into contracts to lease office equipment. At contract inception, the Chamber determines if an arrangement contains a lease and recognizes right-of-use (ROU) assets and lease liabilities for leases with terms greater than twelve months. Leases with an initial term of twelve months or less and immaterial leases with obligations of less than \$15,000 are not recognized in the statement of financial position.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

Advertising Cost

Advertising costs are expensed when incurred. Advertising costs for the years ended December 31, 2022 and 2021 amounted to \$24,550 and \$24,799, respectively.

Newly Adopted Accounting Pronouncements

In September 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The ASU requires a not-for-profit organization to present contributed nonfinancial assets as a separate line item in the statement of activities and changes in net assets, apart from contributions of cash or other financial assets. It also requires a not-for-profit organization to disclose contributed nonfinancial assets recognized within the statement of activities and changes in net assets disaggregated by category that depicts the type of contributed nonfinancial assets and includes additional disclosure requirements for each category of contributed nonfinancial assets recognized. The Chamber adopted the new guidance effective January 1, 2022. There was no significant impact as a result of the implementation.

In February 2016, the FASB issued ASU No. 2016-02, *Leases (Topic 842)*. The ASU requires most leases to be recognized on the statement of financial position as lease assets and lease liabilities and requires both quantitative and qualitative disclosures regarding key information about leasing arrangements. The Chamber adopted the new guidance effective January 1, 2022. There was no significant impact as a result of the implementation.

NOTE 2 – LIQUIDITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2022, comprise the following:

<hr/>	
Financial assets:	
Cash and cash equivalents	\$588,088
Accounts receivable, net	35,249
<hr/>	
Financial assets available to meet cash needs for general expenditures within one year	\$623,337
<hr/>	

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Chamber considers all expenditures related to its ongoing program activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. The Chamber sets a goal of having financial assets on hand to meet a minimum of 90 days of normal operating expenses, which are, on average, around \$56,000. As part of its liquidity management, the Chamber has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due.

NOTE 3 – CONCENTRATION OF CREDIT RISKS

The Chamber maintains its cash balances in a local bank. These balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Management periodically assesses the financial condition of the financial institutions and believes that any possible credit risk is minimal. As of December 31, 2022 and 2021, the Chamber had approximately \$338,000 and \$210,000, respectively, of cash balances that were not insured by the FDIC. The Chamber has not experienced any losses in such accounts and believes the risk of future loss is mitigated by monitoring the balances and the financial institutions where the cash is deposited.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 4 – PROPERTY AND EQUIPMENT

As of December 31, 2022 and 2021, property, plant and equipment consisted of the following:

	Audited 2022	Reviewed 2021
Building and improvements	\$1,112,383	\$1,112,383
Computers and software	17,517	17,517
Office equipment	14,321	13,102
Furniture and fixtures	17,990	17,990
Land	145,000	145,000
Total property and equipment, gross	1,307,211	1,305,992
Less: Accumulated depreciation	(452,091)	(421,987)
Total property and equipment, net	\$855,120	\$884,005

Depreciation expense charged to operations for the years ended December 31, 2022 and 2021 was \$30,104 and \$30,042, respectively.

NOTE 5 – RENTAL INCOME

From time to time the Chamber enters into contracts to lease office space to lessees. As the lessor, the Chamber is required to first determine whether the lease is an operating lease or a finance lease. A finance lease is one in which the risks and rewards inherent in the asset are transferred to the lessee. An operating lease is one in which the risks and rewards inherent in the asset are not transferred to the lessee. Only finance leases are required to be capitalized on the statement of financial position.

The Chamber leases office space to three other organizations as follows and has determined that these leases are operating leases:

	Current monthly rent	Lease initiation	Lease expiration	Lease renewal	Renewal expiration
TEDC	\$1,506	9/1/2008	10/31/2013	11/1/2013 11/1/2018	10/31/2018 10/31/2023
TRHF	\$3,729	11/1/2012	10/31/2017	11/1/2017	10/31/2022
TRHF	\$3,869	11/1/2017	10/31/2022	11/1/2022	10/31/2024
Envirocon	\$150	4/1/2016	3/31/2020	4/1/2020	3/31/2024

For the years ended December 31, 2022 and 2021, rental income was \$64,624 and \$64,624, respectively.

Future minimum rentals expected to be collected are as follows:

For the years ending December 31,	
2023	\$ 63,288
2024	39,140
2025	-
Total	\$ 102,428

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 6 – LEASE AGREEMENTS

The Chamber has entered into noncancelable operating leases that expire in 2024 and 2026. For the years ended December 31, 2022 and 2021, the total rental expense under these leases was \$11,458 and \$11,170, respectively. The Chamber’s lease arrangements are not recognized in the statement of financial position as the total obligation is less than \$15,000. Future minimum lease payments are as follows:

For the years ending December 31,	
2023	6,651
2024	2,749
2025	1,969
2026	492
Thereafter	-
Total	\$11,862

NOTE 7 – LONG-TERM DEBT

The Chamber had a note payable due in monthly installments to a financial institution for an office building in the amount of \$6,729 for 83 months beginning January 10, 2010 through November 10, 2016. This note was secured by the Quinn Road office building, with interest at 5% through October 9, 2021. On December 10, 2016, a balloon payment of any unpaid principal and interest became due and payable, at which time the loan was modified to require monthly installments of \$5,595 at the same interest rate and terms and to become due and payable on December 10, 2023. Effective October 10, 2021, the interest rate was modified to 4%, requiring the same monthly installments and due date. The Chamber intends to refinance the debt.

As of December 31, 2022 and 2021, the balance was \$527,582 and \$573,315, respectively. Future scheduled maturities of the note payable are as follows:

For the years ending December 31,	
2023	\$ 527,582
Thereafter	-
Total	\$527,582

NOTE 8 – CONCENTRATIONS

For the years ended December 31, 2022 and 2021, respectively approximately fifty-one percent (51%) and forty-eight percent (48%) of the Chamber’s total revenue and support came from membership dues.

The Chamber conducts its operations solely in the greater Tomball area, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in membership dues and revenue.

Greater Tomball Area Chamber of Commerce

Notes to Financial Statements

NOTE 9 – CONTRIBUTED NONFINANCIAL ASSETS

For the years ended December 31, 2022 and 2021, the Chamber's contributed nonfinancial assets consist of the following:

	2022	2021
Advertising	\$22,720	\$25,270
Repairs and maintenance	6,600	6,600
Supplies	3,500	6,750
Venues	5,300	5,300
Miscellaneous	2,823	3,260
Total contributed nonfinancial assets	\$40,943	\$47,180

Contributed advertising and repairs and maintenance are used in the Chamber's administrative activities. Contributed supplies are used in the Chamber's fundraising activities. Contributed venue costs are used in the Chamber's program activities and fundraising activities. Other miscellaneous donated assets are used across all Chamber activities. All contributed nonfinancial assets are valued at fair market value at the date of donation.

NOTE 10 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through June 21, 2023, the date the financial statements were available to be issued. No events were identified that are required to be disclosed or would have a material impact on reported net assets or changes in net assets.

**GREATER TOMBALL AREA CHAMBER OF COMMERCE
2023 BOARD OF DIRECTORS**

CHAIR OF THE BOARD

Shane Boatman*

Boatman Construction
27905 Commercial Park Rd., Ste. 100
Tomball, TX 77375
281.516.9826
713.539.0176 cell
srboatman@boatmanconst.com

Retiring in 2023

Raymond Francois* Chair Elect

Hampton Inn & Suites
14100 Medical Complex Dr.
Tomball, TX 77377
281.357.1500
352.215.8497 cell
raymond.francois@hilton.com

Janna Hoglund*

*Lone Star College-Tomball Community
Library*
30555 Tomball Parkway
Tomball, TX 77375
832.559.4205
832.633.7022 cell
janna.hoglund@hcpl.net

Scott Marquardt

Clarity Hearing
11439 Spring Cypress, Unit B
Tomball, TX 77377
936.273.4437
_____ cell
smarquardt@hearingwithclarity.com

Allison Mundy

Mundy Legal Services
500 W. Main St.
Tomball, TX 77375
281.466.4469
832.372.9033 cell
allison@mundylegalsvcs.com

Landon Reed

Harris County Precinct 3
5717 Louetta Rd.
Spring, TX 77379
713.274.3151
281.744.6986 cell
Landon.reed@pct3.hctx.net

Retiring in 2024

Renee Leslie*

RE/MAX Elite Properties
310 E. Main St.
Tomball 77375
281.639.5982 cell
renee@reneeleslie.com

Rob Marmerstein*

HCA Houston Healthcare Tomball
605 Holderrieth
Tomball, TX 77375
281.401.7601
409.550.8679 cell

Robert.marmerstein@hcahealthcare.com

Curtis Morris

425 W. Main St.
Tomball, TX 77375
281.216.5117 cell

Thinkbig48@gmail.com

Uriah Ortiz

Guardian Safe & Lock, LLC
27920 Tomball Parkway, Ste. 240
Tomball, TX 77375
832.534.8687
832.257.8675 cell

uriah@guardiansafeandlock.com

Dr. Martha Salazar-Zamora

Tomball ISD
310 S. Cherry St.
Tomball, TX 77375
281.357.3100

_____ cell
marthasalazarzamora@tomballisd.net

Retiring in 2025

Keith Barber

Houston Methodist Willowbrook Hospital
18220 SH 249
Houston, TX 77070
281.737.2500
281.541.4978 cell

kdbarber@houstonmethodist.org

Kyle Bertrand

Ardurra
11750 Katy Freeway, Ste. 300
Houston, TX 77079
713.541.3530

_____ cell
kbertrand@ardurra.com

Mikelyn Corkran

Sunflower Bank
1150 W. Main St.
Tomball, TX 77375
281.351.1020
281.743.0063 cell

Mikelyn.corkran@sunflowerbank.com

Al Herrera

Pristal's Automotive
21600 Telge Rd.
Tomball, TX 77377
281.351.9990
832.334.6450 cell

apristals@yahoo.com

Kim Laurence Salsler*

Emerge Marketing Consultants
5922 Capella Park Dr.
Spring, TX 77379
713.256.7364 cell

kim@emergeintoview.com

IMMEDIATE PAST CHAIRMAN OF THE BOARD

Dawna Dyson*

The Juice Plus+ Company
903 Scenic Trail
Tomball, TX 77375
281.381.0432 cell
dawna@ddyson.net

EX-OFFICIO BOARD MEMBERS

Dyanna McCoy
Simmons Bank
1100 W. Main St.
Tomball, TX 77375
281.351.4004
713.419.0769 cell

dmccoy@simmonsbank.com

Kelly Violette
*Tomball Economic
Development Corp.*
29201 Quinn Rd., Ste. B
PO Box 820
Tomball, TX 77377-0820
281.401.4086
281.889.1687 cell

kviolette@tomballtxedc.org

CHAMBER PRESIDENT

Bruce E. Hillegeist
*Greater Tomball Area
Chamber of Commerce*
P.O. Box 516
Tomball, TX 77377-0516
281.351.7222
281.782.1408 cell

bruceh@tomballchamber.org

Chamber Staff

Brandy Beyer
Vice President
*Greater Tomball Area
Chamber of Commerce*
P.O. Box 516
Tomball, TX 77377-0516
281.351.7222
713.594.3449 cell

bbeyer@tomballchamber.org

Amy Mason
Communications Director
*Greater Tomball Area
Chamber of Commerce*
P.O. Box 516
Tomball, TX 77377-0516
281.351.7222
713.412.1882 cell

amason@tomballchamber.org

Alex Wellbrock
Membership Development Director
*Greater Tomball Area
Chamber of Commerce*
P.O. Box 516
Tomball, TX 77377-0516
281.351.7222
979.665.9188 cell

awellbrock@tomballchamber.org

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Greater Tomball Area Chamber of Commerce	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 29201 Quinn Road, Ste. B; PO Box 516	Requester's name and address (optional)
6 City, state, and ZIP code Tomball, TX 77377-0516	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																															
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																															
<small>Note: If the account is in more than one name, see the Instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>																																															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> <tr> <td colspan="9" style="text-align: center;">or</td> </tr> <tr> <td colspan="9" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 20px;">7</td><td style="width: 20px;">4</td><td style="width: 20px;">-</td><td style="width: 20px;">1</td><td style="width: 20px;">4</td><td style="width: 20px;">9</td><td style="width: 20px;">5</td><td style="width: 20px;">1</td><td style="width: 20px;">2</td><td style="width: 20px;">5</td> </tr> </table>	Social security number																		or									Employer identification number									7	4	-	1	4	9	5	1	2	5
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or																																															
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7	4	-	1	4	9	5	1	2	5																																						

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶ Date ▶ <u>1/16/2020</u>

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.