

STATE OF MINNESOTA
Supplement To Unified Registration Statement
FOR CHARITABLE ORGANIZATION INITIAL REGISTRATION & ANNUAL REPORTING

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Annual Reporting Initial Registration

FEDERAL EIN NUMBER: _____

FOR YEAR ENDING: _____

SECTION ONE: REQUIRED INFORMATION FOR INITIAL REGISTRATION & ANNUAL REPORTING

All organizations **MUST** complete questions 1 & 2.

1. *Legal Name of Organization:* _____
2. Complete the following for the most recent twelve-month accounting year. *While this information should reflect the financials on the IRS Form 990, this section is required to be completed even if an IRS Form 990 is attached. Before completing this section, please refer to the Annual Report Instructions.*

INCOME

Contributions from the public
 Government Grants
 Other revenue

For Year Ending: _____

\$ _____
 \$ _____
 \$ _____
 \$ _____

TOTAL REVENUE

EXPENSES

Amount spent for program or charitable purposes
 Management/general expense
 Fund-raising expense

\$ _____
 \$ _____
 \$ _____
 \$ _____

TOTAL EXPENSES

EXCESS or DEFICIT \$ _____
 TOTAL Assets \$ _____
 TOTAL Liabilities \$ _____

END OF YEAR FUND BALANCE/NET WORTH (Assets minus Liabilities) \$ _____

SECTION TWO: REQUIRED FOR INITIAL REGISTRATION ONLY

1. Please attach a copy of the organization's IRS determination letter and formation documents (i.e. Articles of Incorporation).
2. **Attach** a list of the organization's officers, directors, trustees, and chief executive officer, including their titles, addresses, and total annual compensation paid to each. Attached

For Office Use Only: ARF \$25 \$50 \$75 990 EZ PF FES SIG BD SAL Audit

SECTION THREE: REQUIRED FOR ANNUAL REPORTING ONLY

All annual report filers must complete questions 1 and 2.

1. List the five highest paid directors, officers and employees of the organization and its related organization(s) who receive total compensation of \$50,000 or more, indicating their titles and total compensation paid to each. Total compensation includes salaries, fees, bonuses, fringe benefits, severance payments and deferred compensation paid by the organization and all related organizations. A "related organization" is an organization that controls, is controlled by or is under common control with another corporation. "Control" can exist through stock ownership or membership interests, the authority to appoint members, or the ability to direct the policies and management of other corporations. See Minn. Stat. § 317A.011, subd. 18.

	Name/Title	Compensation
1		
2		
3		
4		
5		

2. Attach a GAAP audit if total revenue exceeds \$750,000 or other threshold set by Minn. Stat. § 309.53. Attached Audit not included under the Food Shelf Exemption (excluding from total revenue the value of food donated to a nonprofit food shelf for redistribution at no cost).
3. Minnesota law requires that an organization file a copy of any IRS Form 990, 990-EZ, or 990-PF informational return that was filed with the IRS. Has the organization included with this annual report a copy of all IRS Form 990, 990-EZ or 990-PF informational returns that it filed with the IRS (excluding Schedule B or any other donor list required by the IRS)? Yes No

NOTE: By answering YES to the above question, you are attesting that the IRS informational return filed with this office is an exact copy, including all schedules and attachments, of the IRS informational return filed with the IRS (excluding Schedule B or any other donor list the IRS may require).

4. The following organizations must complete and return the statement of functional expenses below: 1) organizations that do not file a return with the IRS; 2) organizations that file a 990-EZ or 990-PF; and 3) organizations that file an IRS Form 990 that does not contain a completed functional expenses statement within the IRS Form 990.

Statement of Functional Expenses				
	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and organizations in the U.S.			
2	Grants and other assistance to individuals in the U.S.			
3	Grants and other assistance to governments, organizations, and individuals outside the U.S.			
4	Benefits paid to or for members			
5	Compensation of current officers, directors, trustees, and key employees			
6	Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B)			
7	Other salaries and wages			
8	Pension plan contributions (include section 401(k) and section 403(b) employer contributions)			
9	Other employee benefits			
10	Payroll taxes			
11	Fees for services (non-employees):			
	a Management			
	b Legal			
	c Accounting			
	d Lobbying			
	e Professional fundraising services			
	f Investment management fees			
	g Other			
12	Advertising and promotion			
13	Office expenses			
14	Information technology			
15	Royalties			
16	Occupancy			
17	Travel			
18	Payments of travel or entertainment expenses for any federal, state, or local public officials			
19	Conferences, conventions, and meetings			
20	Interest			
21	Payments to affiliates			
22	Depreciation, depletion, and amortization			
23	Insurance			
24	Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.)			
	a			
	b			
	c			
	d All other expenses			
25	Total functional expenses. Add lines 1 through 24d			
26	Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation			

Must be prepared in accordance with generally accepted accounting principles.
 Column A, Line 25 should equal line 17 of IRS Form 990-EZ
 The total of lines 1 through 24d should equal line 25.
 The total of lines 25b, 25c and 25d, should equal line 25a.

SECTION FOUR: REQUIRED FOR INITIAL REGISTRATION & ANNUAL REPORTING

BOARD OF DIRECTORS
SIGNATURES AND ACKNOWLEDGMENT

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the _____ (Title) and _____ (Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the _____ (Board of Directors, Trustees, or Managing Group) adopted on the _____ day of _____, 20____, approving the contents of the document, and do hereby certify that the _____ (Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Name (Print)

Name (Print)

Signature

Signature

Title

Title

Date

Date

*** NOTICE ***

Documents required to be filed are public records. Please do not include *social security numbers, driver's license numbers or bank account numbers* on the documents filed with this Office as they are not required, but could become part of the public records. A charitable organization is not required to file a list of its donors. If it is included, it may become part of the public file.