

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470,
Telephone: (916) 445-2021

WEB SITE ADDRESS:
<http://ag.ca.gov/charities/>

CHARITY
REGISTRATION FORM
STATE OF CALIFORNIA
OFFICE OF THE ATTORNEY GENERAL
REGISTRY OF CHARITABLE TRUSTS

(Government Code Section 12580-12599.5)



Official name and mailing address of organization:

Name of Organization _____

Address (Number and Street) _____

City or Town, State and ZIP Code _____

Federal Employer Identification Number: _____

Corporate or Organization Number: _____

1. Names and addresses of ALL trustees or directors and officers (attach a list if necessary):

2. Attach a statement fully describing the primary activity of the organization. (A copy of the material submitted with the application for Federal or State tax exemption will normally provide this information).

3. If the organization is based outside California, comment fully on the extent of activities in California and how the California activities relate to total activities. In addition, list all funds property and other assets held or expected to be held in California. Indicate whether or not you are monitored in your home state, and if so, by whom.

4. A) If assets (funds, property, etc.) have been received, enter the date first received: _____
B) If assets (funds, property, etc.) have not been received, enter the date when such receipts are expected: _____

Registration will be processed upon receipt of your first financial statement showing assets and/or revenue.

5. Annual accounting period adopted:

- Fiscal Year Ending _____
 Calendar Year _____

6. Attach your foundation documents as follows:

- A) Corporations - Furnish a copy of the Articles of Incorporation and all amendments and current bylaws. If incorporated outside California, enter the date the corporation qualified through the California Secretary of State's Office to conduct activities in California: _____
- B) Associations - Furnish a copy of the instrument creating the organization (Bylaws, Constitution, and/or Articles of Association).
- C) Trusts - Furnish a copy of the Trust Instrument or Will and Decree of Final Distribution.

7) Attach a copy of the Federal exemption determination letter, if available.

Signature _____ Title _____ Date _____

Address _____

Organization's Telephone Number _____ E-Mail Address _____

INSTRUCTIONS FOR PREPARING AND FILING REGISTRATION FORM

(Section references are to the California Government Code)

WHO MUST FILE

Every charitable (public benefit) corporation, association and trustee holding assets for charitable purposes or doing business in the State of California must register with the Attorney General, except those exempted by Section 12583. Corporations which are organized primarily as a hospital, a school, or a religious organization are exempted by Section 12583. If exemption is claimed, furnish complete substantiating details. Note: charitable remainder trusts should not register until the charitable interests vests (i.e., when distribution is made to charity.)

WHEN TO FILE

Pursuant to Section 12585, registration is required of every trustee subject to the Supervision of Trustees and Fundraisers for Charitable Purposes Act within six months after receipt of assets (cash or other forms of property) for the charitable purposes for which organized. Registration will be processed upon receipt of your most current Form 990, 990PF, or 990EZ showing revenue and/or assets.

FINANCIAL STATEMENTS (Item 5)

Financial statements must be furnished with this Registration Form for the most recently completed accounting period. We will accept legible copies of independent audit reports, financial statements or copies of Form 990, 990PF, or 990EZ, filed with the Internal Revenue Service or Form 199 filed with the California Franchise Tax Board. Financial reports for all future accounting periods must be on our Form RRF-1 with an attached copy of IRS Form 990, 990PF or 990EZ, if applicable.

WHERE TO FILE

Forward the completed form to the Registry of Charitable Trusts, P.O. Box 903447, Sacramento, CA 94203-4470. Retain one copy for your records.

If additional information is required, please refer to the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Government Code Sections 12580-12599.5), the Administrative Rules and Regulations pursuant to the Act (California Code of Regulations, Title 11, Sections 300 - 306 and 311). If you have questions regarding registration, or need assistance, you can reach us by telephone at (916) 445-2021, by fax at (916) 444-3651, or by e-mail on our web site at <http://ag.ca.gov/charities/>.

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REGISTRATION/RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
 11 Cal. Code Regs. Sections 311 and 312



Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code Section 12586.1.

RRF-1 EXTENSIONS WILL NOT BE GRANTED

<p>Enter State Charity Registration Number, Name, and Address of Organization:</p> <p>State Charity Registration Number: _____</p> <p>Name of Organization: _____</p> <p>Address (Number and Street): _____</p> <p>City or Town, State and Zip Code: _____</p>	<p>Check if:</p> <p><input type="checkbox"/> Change of address</p> <p><input type="checkbox"/> Amended report</p> <p>Corporate or Organization No. _____</p> <p>Federal Employer I.D. No. _____</p>
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PART A - ACTIVITIES	Yes	No
1. During your most recent full accounting period did your gross receipts or total assets equal \$100,000 or more?		
<p>Note: If the answer is yes, you are required by Title 11 of the California Code of Regulations, §§311 and 312, to attach a check in the amount of \$25.00 to this report. Make check payable to Department of Justice.</p>		
2. For your most recent full accounting period (beginning ____/____/____ ending ____/____/____) list: Gross receipts \$ _____ Total assets \$ _____ Actual _____ Estimated _____		

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT		
Note: If you answer "yes" to any of the questions below, you must attach a separate sheet providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.		
	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?		
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		
3. During this reporting period, did non-program expenditures exceed 50% of gross revenues?		
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.		
5. During this reporting period, were the services of a professional fund-raiser or fund-raising counsel used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.		
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.		
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.		
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fund-raiser.		
Organization's area code and telephone number (_____) _____		
Organization's e-mail address _____		

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of authorized officer	Printed Name	Title	Date
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Registration/Renewal Fee Report to Attorney General of California.

The purpose of the Form RRF-1 is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets. The Form RRF-1 is a short form calling for the most current information available to the charity and is designed to close the reporting delays on significant issues of charity fiscal accountability.

WHO MUST FILE A FORM RRF-1?

Every charitable nonprofit corporation, association or trustee holding assets for charitable purposes that is required to register with the Attorney General's Office is also required to annually file Form RRF-1 regardless of whether the corporation files Form 990s annually or is on extended reporting. Nonprofit corporations and organizations not required by law to register with the Attorney General are not required to file the RRF-1. These include:

- (1) a government agency,
- (2) a religious corporation sole,
- (3) a cemetery corporation regulated under Chapter 19 of Division 3 of the Business and Professions Code.
- (4) a political committee defined in Section 82013 of the California Government Code which is required to and which does file with the Secretary of State any statement pursuant to the provisions of Article 2 (commencing with Section 84200) of Chapter 4 of Title 9.
- (5) a charitable corporation organized and operated primarily as a religious organization, educational institution or hospital.
- (6) a health care service plan that is licensed pursuant to Section 1349 of the Health and Safety Code and reports annually to the Department of Managed Health Care.
- (7) corporate trustees which are subject to the jurisdiction of the Superintendent of Banks of the State of California or to the Comptroller of Currency of the United States. However, for testamentary trusts, such trustees should file a copy of a complete annual financial summary which is prepared in the ordinary course of business. See Probate Code Sections 16060-16063.

WHAT TO FILE

ALL REGISTERED charities, regardless of receipts or assets, except for those listed above as being exempt, must annually file the Registration/Renewal Fee Report (RRF-1) with the Attorney General's Registry of Charitable Trusts.

Four months and fifteen days after the close of the organization's calendar or fiscal year, charities with gross receipts or total assets over \$25,000 must file a copy of the IRS Form 990, 990-EZ, or 990-PF and attachments with the Attorney General's Registry of Charitable Trusts. IRS extensions for Form 990, 990-EZ, or 990-PF will be honored.

WHO MUST PAY A FEE

Charities and trustees registered with the Attorney General's Registry of Charitable Trusts that had gross receipts or total assets of **ONE-HUNDRED THOUSAND DOLLARS (\$100,000) OR MORE** during the reporting period must pay a \$25 annual fee when filing the Registration/Renewal Fee Report (RRF-1).

STATE CHARITY REGISTRATION NUMBER

The State Charity Registration Number is the Charitable Trust (CT) number assigned to an organization by the Registry of Charitable Trusts at the time of registration. The State Charity Registration Number consists of no more than six digits. If you do not know the organization's State Charity Registration Number, check the "Database Search" on the Charitable Trusts Website at <http://ag.ca.gov/charities/>. If you are unable to locate the State Charity Registration Number, leave that line blank and Registry staff will insert the number when it is received in the Registry of Charitable Trusts.

OTHER IDENTIFICATION NUMBERS

The corporate number is assigned by the Office of the Secretary of State and is stamped on the organization's Articles of Incorporation.

The organization number is assigned by the Franchise Tax Board for non-corporate entities. Both are seven digit numbers.

The Federal Employer Identification Number is assigned by the Internal Revenue Service. It is a nine digit number.

The following will assist you in responding to certain questions contained in the RRF-1 report:

PART B, QUESTION #1

If "yes," provide the following information on the attachment:

- 1) Full name of the director, trustee, or officer involved and relationship status with the organization.
- 2) Nature of the transaction, i.e., loan to director, contract with officer's business, etc.
- 3) Attach a copy of the board of directors' meeting minutes authorizing the transaction.
- 4) Include, if applicable, the date of transaction; purpose of transaction; amount of the loan or contract; interest rates; repayment terms; balance due; type of collateral provided; copy of contract, loan or other agreement; amount paid to director, trustee, or officer for the period; evidence of other bids received related to the transaction.

PART B, QUESTION #2

If "yes," provide the following information on the attachment:

- 1) Nature, date, amount of the loss.
- 2) Description of the steps the organization took to recover the loss. Attach a copy of any police and/or insurance report.
- 3) Description of the procedures the organization implemented to prevent a recurrence of the situation.

PART B, QUESTION #3

Nonprogram expenditures is any expenditure that is for purposes other than those charitable activities which the organization was created to conduct. Nonprogram expenditures usually include salaries, overhead, and fund-raising expenses.

PART B, QUESTION #4

If "yes," provide the following information on the attachment:

- 1) Description of the nature (i.e., fine, penalty, judgment) and circumstances that resulted in the payment. Also indicate the name and title of the person(s) responsible and why the payment was made with the organization's funds.
- 2) Name of the organization or government agency that issued the fine, penalty or judgment; date of payment; and the amount of the fine, penalty, or judgment.
- 3) Attach a copy of all communications with any governmental agency regarding the fine or penalty, or judgment.
- 4) Description of procedures the organization implemented to prevent a recurrence of the fine, penalty, or judgment.

PART B, QUESTION #5

If "yes," provide an attachment listing the name, address, telephone number, and e-mail address of the service provider.