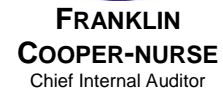




500 Mariner Avenue, Barrigada, Guam 96913
Telephone: (671) 300-1336
Fax: (671) 472-5001
Email: iao@gdoe.net



¹ Englund, S. P. (n.d.). Whose rules, school or pto? Retrieved from <https://www.ptotoday.com/pto-today-articles/article/167-whose-rules-school-or-ptotoday>

duties of the officers would need to be included in the PTO's bylaws to describe the levels of each officer's authority².

Per DRT, forming a PTO also require the following items: (1) Articles of Incorporation or Constitution, (2) By-laws, (3) Form 1023 or Form 1023-EZ, (4) Form SS-4 [EIN], (5) Form 8718 [User fee], (6) Form FCN 2-2-110 [Exemption], and (7) Treasurer of Guam Official Receipt. See Attachments 1 and 2.

Articles of Incorporation or Constitution. Incorporation is the first step in creating a non-profit organization. Incorporation gives credibility to your programs and services, and limits the liability of the organization's officers and directors.

Bylaws. Bylaws are rules that govern the PTO's operations. PTO Today recommends that bylaws include PTO name, purpose or mission, membership requirements, officer requirements, voting procedures, meetings, financial policies (i.e. conflicts of interest), amendment procedures, dissolution clause, and parliamentary authority (i.e. Robert's Rules of Order).

Form 1023 or Form 1023-EZ. Form 1023 or Form 1023-EZ are applications for tax exempt status per Section 501(c)(3) of the Internal Revenue Code. PTOs need to complete the Form 1023-EZ eligibility worksheet prior to completing Form 1023-EZ. Otherwise, PTOs need to complete and file Form 1023. Either form would need to be filed with the DRT within 27 months of the effective date of exempt status, or after the end of the month in which the PTO was legally formed.

EIN. EIN functions like a social security number for the PTO. To obtain this, the PTO must complete and file Form SS-4 with the Department of Revenue and Taxation (DRT).

User Fee. There is a user fee requirement with each application for a determination letter. A PTO must file Form 8718 with DRT to determine the fee (\$400, \$850, or \$3,000) and file the application.

FCN 2-2-110. This form is an Application for Recognition of Exemption under the Business Privilege Tax Law, as required by Title 11 of the Guam Code Annotated (GCA) §26203.

Treasurer of Guam Official Receipt. A receipt showing that the PTO has paid the required filing fee(s).

Additionally, the PTO should have its own bank account for depositing and withdrawing funds. Prior to opening a bank account, local banking institutions typically requires the PTO's: 1) EIN, 2) Charter or Articles of Incorporation, 3) Documentation listing the PTO officers, and 4) Government-issued photo ID and social security numbers of the individuals responsible for

² GWSCPA. (n.d.). Governance & policies. Retrieved from <http://www.nonprofitaccountingbasics.org/governance/governance-policies>

creating or authorizing transactions on behalf of the PTO³. If the PTO already has a bank account, then the bank may also require a document stating any changes in bank signatories.

2. Internal Controls

Internal control is a process, effected by an entity's board, management, and other personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting, and compliance⁴. The following guidance on internal controls were based on An Elected Official's Guide to Internal Controls⁵ and Fraud Prevention and PTO Today⁶.

Proper Authorization of Transactions. The PTO's written policies and procedures should clearly state which individuals have the authority to authorize each different type of transaction. Authorization should be obtained in advance, in writing (with the authorization date), and kept on file for inspection.

Segregation of Duties. Segregation of incompatible duties means that no one person should be in a position to commit an irregularity and conceal it. Ideally, no one person should be able to: a) *authorize* a transaction, b) *record* the transaction in the books of account, and c) *ensure* custody of the asset resulting from the transaction. For example, having two officers sign every check ensures that two leaders know and accept responsibility for how money is being spent.

Annual Budget. The budget is a working document listing the estimated cash receipts or income and expenses for the year. A PTO's budget should cover the following items: (1) budget period, (2) prior year program achievements and financial performance, (3) program and organizational goals during the budget period, (4) estimated revenue or income, (5) estimated expenses, (6) cash flow and cash reserves, and (7) alignment of revenue and expenses. The budget should be submitted by the PTO's executive committee and reviewed and approved by the PTO's governing board. The budget should be reported quarterly, in order to determine whether adjustments needed to be made. See sample budget on Attachment C.

Receipts. For each cash or checks received, numbered receipts should be issued sequentially and copies of the receipt should be kept on file. At least two people have to be present to receive cash and count the money at the end of an event. The two people must sign a form stating the amount of cash received and that the count was verified for accuracy. The form must be stored with the money in a cash box kept by the Treasurer. All cash or checks should be recorded in the account books and deposited into the PTO's bank account within the next business day. The bank validated deposit slip should be returned to the Treasurer to verify each deposit. Funds should always be deposited in the PTO's bank account and never to be commingled with personal or school funds.

Disbursements. For all expenses incurred, justification of expenses and prior approval and signature(s) on invoices and receipts by authorized PTO officers should be required. Funds raised

³ Writing, A. (n.d.). Banking rules for non-profit organizations. Retrieved from <http://smallbusiness.chron.com/banking-rules-non-profit-organizations-829.html>

⁴ U.S. Government Accountability Office (2014). Standards for internal control in the federal government. Retrieved from <http://www.gao.gov>

⁵ Gauthier, S. J. (1994). An elected official's guide to internal controls and fraud prevention. Chicago, IL: Government Finance Officers Association of the United States and Canada.

⁶ PTO Today (n.d.). Treasurer. Retrieved from <http://www.ptotoday.com/treasurer>

for the approved purpose must be spent for that purpose. Checks (drawn from the PTO's bank account) should be used for all disbursements and signed by two authorized PTO signatories. The checkbook should remain in safe custody by a designated PTO officer. Voided/cancelled checks should be kept on file. No one should be allowed to pre-sign or issue blank checks. Whenever there is a change in the bank signatories, the bank should be immediately notified. All disbursements should be recorded in the account books. ATM cards or credit cards drawn from the PTO's bank account are not permitted.

Reconciliation. Cash balance reported in bank statements should be reconciled (or matched) with cash balance reported in the books of account. Differences should be documented and corrected.

3. Accounting

The U.S. generally accepted accounting principles require the following financial statements from non-profit organizations: (1) Statement of Financial Position, (2) Statement of Activities, and (3) Statement of Cash Flows⁷. The Statement of Financial Position and Statement of Activities are required, by Guam law, to be annually published in a newspaper. Refer to Attachment D for sample statements. For further assistance, consult with an accounting professional.

Statement of Financial Position. Similar to a business's Balance Sheet, this report shows the PTO's assets (owned by the organization), liabilities (amounts owed), and net assets (total assets minus total liabilities).

Statement of Activities. Similar to a business's Income Statement, this report shows the PTO's revenues (fees earned from providing services or selling items), expenses (costs), change in net assets (total revenues minus total expenses), net assets beginning, net assets ending.

Statement of Cash Flows. Similar to a business's Statement of Cash Flows, this report shows the PTO's change in cash and cash equivalents during the accounting period. It consists of net cash from operating activities (those not reported under investing or financing activities), net cash from investing activities (purchase or sale of long-term assets), and net cash from financing activities (borrowing and repayments).

4. Annual Audit

PTOs should have an annual audit of its financial statement reports. An audit is an independent review of the PTO's financial control and reporting. The audit can be conducted by a member or volunteer with financial background or a paid professional⁸.

5. Reporting Requirement

⁷ Accounting Coach. (n.d.). Nonprofit accounting. Retrieved from <http://www.accountingcoach.com/nonprofit-accounting/explanation>

⁸ PTO Today. (n.d.). 5 smart financial controls. Retrieved from <http://www.ptotoday.com/pto-today-articles/article/395-5-smart-financial-controls>

DRT requires for non-profit organizations, such as PTOs, to file certain forms by certain dates. It would be helpful for PTOs to calendar these due dates.

Form 1099-MISC. This form must be filed by the PTO if it paid at least \$600 to a non-employee for services (including parts and materials) performed during the year. The PTO must issue Form 1099-MISC to the individuals or businesses by January 31 and to DRT by February 28 of each year. **Note:** The PTO must request a W-9 form from the individual or business before issuing them a check payment.

PTOs must file Form 990-N, Form 990-EZ, or Form 990 by the 15th day of the fifth month following the end of the PTO's fiscal year. To know which form to use, the PTO needs to calculate the amount of money it received that year (annual gross receipt). This amount is based on receipts, not profit.

Form 990-N. If the PTO received \$50,000 or less, then the PTO could complete and file Form 990-N.

Form 990-EZ. If the PTO received above \$50,000 but less than \$200,000, then the PTO could complete and file Form 990-EZ with Schedules A, G, and O.

Form 990. If the PTO received above \$200,000, then the PTO could complete and file Form 990 with Schedules A, G, and O.

FCN 2-2-111. This form is to be completed and filed with DRT within 90 days after the end of the PTO's accounting period. This form is mainly to report sources of income received during the year.

To obtain the most updated forms, please visit <https://www.irs.gov/uac/About-Form-990>, <https://www.irs.gov/uac/About-Form-990EZ>, or [https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard)). For more information on non-profit filing requirements, please visit DRT's office at 1240 Army Drive in Barrigada, Guam or its website at www.guamtax.com.

Additionally, 18 GCA §14102 requires for non-profit organizations, such as PTOs, to annually publish its financial report in a newspaper within 45 days of the close of its fiscal year. The financial report should include income and expenditures for the previous year and a balance sheet showing its assets and liabilities. If the PTO is found to be non-compliant, DRT shall revoke the PTO's license or charter and tax exempt status.

6. Retention of Documents

Documentation of each transaction allows for accountability and transparency of every dollar, creates a historic record for future planning, facilitates the annual audit, and organizes information. Documents should be designed to ensure that the PTO's accounting records are complete. Best practice is to keep the following documents for three years or more: (1) monthly treasurer reports, (2) bank statements, (3) canceled checks, (4) check registers, (5) Form 990, 990-EZ, or 990-N, (6) incorporation articles, (7) Form 1023 and documentation, (8) Determination letter for 501(c)(3)

IAO Memorandum – PTO Cash Management

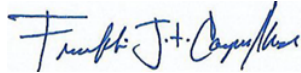
March 17, 2016

Page 6 of 27

tax-exempt status, (9) meeting minutes and agendas, (10) year-end treasurer reports, and (11) annual audit reports.

Should you have questions or concerns, please contact me at 300-1273 or via e-mail at fjtcooper-nurse@gdoe.net. Thank you.

Best Regards,

A handwritten signature in blue ink, reading "Franklin J. Cooper-Nurse".

Franklin Cooper-Nurse
Chief Internal Auditor

Attachments:

Attachment A Guideline for Registering

Attachment B Application Package for Tax Exempt Organizations

Attachment C Sample Budget Report

Attachment D Sample Financial Reports

ATTACHMENT A



PRINT

Download

Department of
Revenue and Taxation
Government of Guam

GUIDELINE FOR REGISTERING—NON-PROFIT ASSOCIATION/ORGANIZATION

Guidelines to follow for registering the Constitution and By-Laws of a **NON-PROFIT ASSOCIATION/ORGANIZATION**. (Sports, Homeowner's, PTO, etc.)

Filing fee: \$25.00

I. CONSTITUTION

1. The Name of the Association
2. The objectives for which the Association is formed
3. The location of the principle place of business
4. Names of the officers, title and residence address
5. Requirements termination/dissolution
6. Inurement Clause
7. Political Activities Clause
8. Must be signed by the officers and notarized by a Notary Public

II. BY-LAWS

1. Requirements of membership and termination
2. Requirements on dues
3. Activities and functions of the Association
4. Functions or duties of the officers
5. Requirements in setting for meetings
6. Requirements in collecting and disbursing of dues
7. Must be signed by the officers.

NOTE: Please make sure to pick up the application for **TAX EXEMPTION** and **EIN** or **TIN** at the BUSINESS PRIVILEGE BRANCH, 1240 Route 16 (Price Smart Building) Barrigada Heights, Guam U.S.A. Telephone: (671) 635-1835 or 36.

ATTACHMENT B



Dipattamenton Kontribusion yan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guahan

Eddie Baze Celvo, Governor *Mega'lahi*
Ray Tenorio, Lt. Governor *Tifente Gubetnadot*

John P. Camacho, Director
Direktor
Marie Benito, Deputy Director
Segundo Direktor

APPLICATION PACKAGE FOR TAX EXEMPT ORGANIZATIONS

1. Stamped copy of **ARTICLES OF INCORPORATION** or **CONSTITUTION**.
2. Stamped copy of the **BY-LAWS**.
3. **Form 1023** for 501(c)(3) Organizations**
4. **Form 1024** for 501(c)(2), (4), (5), (6), (7), (8), (9), (10), (12), (13), (15), (17), (19), and (25) Organizations**
5. **Form SS-4** – Application for Employer Identification Number
6. **Form 8718** – User fee for Exempt Organization Determination Letter Request
7. Copy of **Treasurer of Guam Official Receipt**

****Please review and complete application before submission.**



Dipattamenton Kontribusyonan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guahan

Eddie Baza Calvo, Governor Maga'lahi
Ray Tenorio, Lt. Governor Tifente Gubetnadot

John P. Camacho, Director
Direktot
Marie Benito, Deputy Director
Segundo Direktot

EXEMPTION APPLICATION

BUSINESS PRIVILEGE TAX BRANCH

FORM CN 2-2-110 Approved 10/31/61 Revised 08/06/93

PRINT

Download

Clear All

Form CN-2-2-110 is for persons and organizations applying for exemption under Section 26203, Chapter 26 Title 11 Guam Code Annotated. Check the appropriate box below for which the exemption is claimed

- ☐ 26203 (a) Governmental
- ☐ 26203 (b) Fraternal
- ☐ 26203 (c) Religious, Charitable, Scientific or Educational
- ☐ 26203 (d) Civic and Community Benefit
- ☐ 26203 (e) Hospital, Infirmarys and Sanitariums
- ☐ 26203 (f) Totally Blind Person
- ☐ 26203 (g) Agricultural Producers and Fisheries
- ☐ 26203 (h) Tax Paid Alcoholic Beverages and Tobacco

Name of Taxpayer/Organization _____

Date of Application _____

Address _____

Employer Identification Number (EIN) _____

Is the Taxpayer/Organization Incorporated? ☐ Yes ☐ No

State in which incorporated _____

Date Incorporated _____

If not incorporated, manner of organization _____

Date Organized _____

Date Registered with the General Licensing Branch _____

IMPORTANT REMINDER: A copy of the organization's Articles of Incorporation or Association and By-laws must accompany this application

SIGNATURE AND VERIFICATION

I, the undersigned, acting as an individual or as President, Vice President, Treasurer, Assistant Treasurer, Chief Accounting Officer, (or other duly authorized officer) of the organization for which this application is made, declare under the penalties of perjury that this application, (including any accompanying statements of fact) has been examined by me and is, to the best of my knowledge and belief, a true and correct application, made in good faith pursuant to §26203 Title 11 of the Guam Code Annotated and the regulations thereunder establish by the Commissioner of Revenue & Taxation.

Signature

Title

Date

CERTIFICATION OF TAX EXEMPTION

This is to certify that _____ having fully complied with the necessary requirements set forth under §26203 Title 11 of the GCA, if hereby declared tax exempt, which exemption will continue indefinitely unless revoked on the basis of further information obtained by audit or otherwise.

Commissioner of Revenue and Taxation

Date



Dipattamenton Kontribusion yan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

Eddie Bass Calvo, Governor Maga'låhi
Ray Tenorio, Lt. Governor Tifante Gubetnadot

John P. Camacho, Director Direktot
Marie Benito, Deputy Director Segundo Direktot

PUBLICATION OF FINANCIAL INFORMATION BY NONPROFIT ORGANIZATIONS

§ 14101. Purpose of Chapter

The Legislature finding that the people of Guam are generous contributors to charitable or other nonprofit organizations but are usually unaware of the disposition made of their contributions, the purpose of this Chapter is to require all such organizations, except strictly religious ones, to file and publish annual financial statements so that the people of Guam can be made aware of the actual fiscal needs of these organizations and can thus govern themselves in their donations to such organizations accordingly.

§14102. Filing of Annual Reports

Except for an organization that is entirely religious in character, or a fraternal organization under the lodge system that does not solicit, directly or indirectly, from the general public donations and the contributions, and does not participate in local fundraising activities such as raffles and bingo games, every nonprofit organization, including but not limited to a fraternal benefit society, order or association operating under the lodge system, a corporation, association, or society organized and operated for eleemosynary, scientific or educational purposes, business league, Chamber of Commerce, civil league, a political party, any organization of more than two individuals whose purpose is to provide funds or other assistance of value to a political candidate, any organization with the avowed purpose of advocating the improvement of the Government of Guam or the political process, and an organization operating for the benefit of the community and for the promotion of social welfare, shall caused to be published annually within forty-five (45) days of the close of its fiscal year in a newspaper of general circulation in the Territory of Guam a financial report which report shall include a statement of its income and expenditures for the preceding year and a balance sheet showing its assets and liabilities. For the limited purpose of this section, the fiscal year of a political party, an organization of more than two individuals, whose purpose is to provide funds or other assistance of value to a political candidate and any organization with the avowed purpose of advocating the improvement of the Government of Guam or the political process shall end on September 15. Such newspaper report need be no longer than four (4) inches by five (5) inches. Such financial statement shall contain a certificate as to its accuracy by an officer of the organization which financial statement shall be filed with the Director of Revenue & Taxation.

§14103. Administration by Department of Revenue & Taxation

The Director of Revenue & Taxation shall administer the provisions of this Chapter and upon a finding of noncompliance thereof by any organization required to file and publish such statement, he shall revoke any license or charter issued to such organization by the Government of Guam and shall revoke the tax exempt status of such organization; provided, however, that such action may be taken by the Director only after a public hearing pursuant to the provisions of the Administrative Adjudication Law [5 GCA Chapter 6]. In addition, any officer of an organization required to publish its financial statement under the provisions of this Chapter who either intentionally fails to publish such or intentionally falsifies the information therein shall be guilty of a misdemeanor.



Dipáttamenton Kontribusion yan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

Eddie Bais Calvo, Governor Mags'isla
Ray Tenorio, Lt. Governor Tifanta Gubetnadot

John P. Camacho, Director Direktat
Mario Benito, Deputy Director Segunda Direktat

- a. The name of the corporation, as shown on the records of the Department of Revenue & Taxation; and
- b. The information as changed.
- (f) Any corporation failing to file an annual report that complies with the requirement of this Section within sixty (60) days after it is due, shall pay, in addition to the regular annual report fee, the sum of Fifty Dollars (\$50.00), providing the report is received by the Director of the Department of Revenue & Taxation prior to revocation as provided in this Title, and shall be subject to dissolution or cancellation of its certificate of authority to transact business as provided in this Chapter.
- (g) The filing fee for an annual report shall be One Hundred Dollars (\$100.00), with the exception of nonprofit corporations shall be Ten Dollars (\$10.00).
- (h) Any corporation which is required to file or provide an annual report with another government agency or regulating body may satisfy the annual report required by this Section by filing the same report with the Director of the Department of Revenue & Taxation has determined in writing that the report contains the same or substantially similar information pursuant to this Section.



Dipattamenton Kontribusion yan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

Eddie Bass Cebro, Governor Mags'itahl
Ray Tenorio, Lt. Governor Tiferia Gubetnadot

John P. Camacho, Director
Director
Marie Berito, Deputy Director
Segundo Direktor

TAX EXEMPTION APPLICATION PROCEDURES

Pick up the following forms at the Business Privilege Tax Branch:

FORM 1023 – Application for Recognition of Exemption under Sections 501(c)(3) of the Guam Territorial Income Tax Law.

FORM 1024 – Application for Recognition of Exemption under Sections 501(c)(2); (c)(4); (c)(5); (c)(6); (c)(7); (c)(8); (c)(9); (c)(10); (c)(12); (c)(13); (c)(15); (c)(17); (c)(19); (c)(20); and (c)(25) of the Guam Territorial Income Tax Law.

FORM SS-4 – Application for Employer Identification Number.

FORM 8718 – User Fee for Exempt Organizations Determination Letter Request.

FCN 2-2-110 – Application for Recognition of Exemption under the Business Privilege Tax Law. Section 26203, Title 11 of the Guam Code Annotated.

These forms are to be completed by the organization applying for Tax Exempt status. A registered copy of the organization's Articles of Incorporation or Association and By-Laws must be filed with the forms. File completed forms with the Business Privilege Tax Branch. Once the application for Exemption is filed and approved, the following forms must be filed by the prescribed due dates, if required:

FORM 990 – Return of Organization Exempt from Income Tax. This form is due by the 15th day of the 5th month after your accounting period ends. This is essentially the financial statement of the organization to be filed each year while in existence if income exceeds \$25,000.

FORM 990T – Exempt Organization Business Income Tax Return. Filed separately for organizations with gross income of \$1,000 or more from business unrelated to the organization's exempt purpose.

FCN 2-2-111 – Annual Information Return of Organization Exemption from Business Privilege Tax. This form is due no later than ninety (90) days after the close of the organization's accounting period. The annual information return is mainly information of the sources of income received during the year. The return is required to be filed every year. The organization is also required to file and publish annual financial statements in the newspaper

Note: The Instructions for Form SS-4 begin on the next page of this document.

Attention

Limit of five (5) Employer Identification Number (EIN) Assignments per Business Day

Due to a high volume of requests for EINs, the IRS will begin limiting the number of EINs assigned per day to a responsible party identified on Form SS-4.

Effective April 11, 2011, a responsible party will be limited to **five (5) EINs** in one business day. This limit is in effect whether you apply online, by phone, fax, or mail.

The person making the call must be authorized to sign the form or be an authorized designee. See *Third Party Designee and Signature* on page 6. Also see the first *TIP* on page 2.

Note. International applicants must call 1-267-941-1099 (not toll free).

If you are applying by telephone, it will be helpful to complete Form SS-4 before contacting the IRS. An IRS representative will use the information from the Form SS-4 to establish your account and assign you an EIN. Write the number you are given on the upper right corner of the form and sign and date it. Keep this copy for your records.

If requested by an IRS representative, mail or fax the signed Form SS-4 (including any third party designee authorization) within 24 hours to the IRS address provided by the IRS representative.

TIP Taxpayer representatives can apply for an EIN on behalf of their client and request that the EIN be faxed to their client on the same day. **Note.** By using this procedure, you are authorizing the IRS to fax the EIN without a cover sheet.

Fax. Under the Fax-TIN program, you can receive your EIN by fax within 4 business days. Complete and fax Form SS-4 to the IRS using the appropriate Fax-TIN number listed below. A long-distance charge to callers outside of the local calling area will apply. Fax-TIN numbers can only be used to apply for an EIN. The numbers may change without notice. Fax-TIN is available 24 hours a day, 7 days a week.

Be sure to provide your fax number so the IRS can fax the EIN back to you.

Mail. Complete Form SS-4 at least 4 to 5 weeks before you will need an EIN. Sign and date the application and mail it to the service center address for your state. You will receive your EIN in the mail in approximately 4 weeks. Also see *Third Party Designee* on page 6.

Call 1-800-829-4933 to verify a number or to ask about the status of an application by mail.

TIP Form SS-4 downloaded from IRS.gov is a fill-in form, and when completed, is suitable for faxing or mailing to the IRS.

Where to File or Fax

If your principal business, office or agency, or legal residence in the case of an individual, is located in:	File or fax with the "Internal Revenue Service Center" at:
One of the 50 states or the District of Columbia	Attn: EIN Operation Cincinnati, OH 45999 Fax-TIN: 859-669-5760
If you have no legal residence, principal place of business, or principal office or agency in any state or the District of Columbia:	Attn: EIN Operation Philadelphia, PA 19255-0525 Fax-TIN: 267-941-1040

How To Get Forms and Publications

Internet. You can download, view, and order tax forms, instructions, and publications at IRS.gov.

Phone. Call 1-800-TAX-FORM (1-800-829-3676) to order forms, instructions, and publications. You should receive your order or notification of its status within 10 workdays.

DVD for Tax Products. For small businesses, return preparers, or others who may frequently need tax forms or publications, a DVD containing over 2,000 tax products (including many prior year forms) can be purchased from the National Technical Information Service (NTIS).

To order Pub. 1796, IRS Tax Products DVD, call 1-877-233-6767 or go to www.irs.gov/dorders.

TIP Tax help for your business is available at www.irs.gov/businesses/.

Related Forms and Publications

The following forms and instructions may be useful to filers of Form SS-4.

- Form 11-C, Occupational Tax and Registration Return for Wagering.
- Form 637, Application for Registration (For Certain Excise Tax Activities).
- Form 720, Quarterly Federal Excise Tax Return.
- Form 730, Monthly Tax Return for Wagers.
- Form 941, Employer's QUARTERLY Federal Tax Return.
- Form 944, Employer's ANNUAL Federal Tax Return.
- Form 990-T, Exempt Organization Business Income Tax Return.
- Instructions for Form 990-T.
- Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.
- Form 1024, Application for Recognition of Exemption Under Section 501(a).
- Schedule C (Form 1040), Profit or Loss From Business (Sole Proprietorship).
- Schedule F (Form 1040), Profit or Loss From Farming.
- Instructions for Form 1041 and Schedules A, B, G, J, and K-1, U.S. Income Tax Return for Estates and Trusts.
- Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons.
- Instructions for Form 1065, U.S. Return of Partnership Income.
- Instructions for Form 1066, U.S. Real Estate Mortgage Investment Conduit (REMIC) Income Tax Return.
- Instructions for Forms 1120.
- Form 2290, Heavy Highway Vehicle Use Tax Return.
- Form 2553, Election by a Small Business Corporation.
- Form 2848, Power of Attorney and Declaration of Representative.
- Form 8821, Tax Information Authorization.
- Form 8832, Entity Classification Election.
- Form 8849, Claim for Refund of Excise Taxes.

For more information about filing Form SS-4 and related issues, see:

- Pub. 15 (Circular E), Employer's Tax Guide;
- Pub. 51 (Circular A), Agricultural Employer's Tax Guide;
- Pub. 538, Accounting Periods and Methods;
- Pub. 542, Corporations;
- Pub. 557, Tax-Exempt Status for Your Organization;
- Pub. 583, Starting a Business and Keeping Records;
- Pub. 966, The Secure Way to Pay Your Federal Taxes for Business and Individual Taxpayers;
- Pub. 1635, Understanding Your EIN.

Specific Instructions

Follow the instructions for each line to expedite processing and to avoid unnecessary IRS requests for additional information. Enter "N/A" on the lines that do not apply.

Line 1. Legal name of entity (or individual) for whom the EIN is being requested. Enter the legal name of the entity (or individual) applying for the EIN exactly as it appears on the social security card, charter, or other applicable legal document. An entry is required.

Individuals. Enter your first name, middle initial, and last name. If you are a sole proprietor, enter your individual name, not your business name. Enter your business name on line 2. Do not use abbreviations or nicknames on line 1.

Trusts. Enter the name of the trust as it appears on the trust instrument.

information about personal service corporations, see the Instructions for Form 1120 and Pub. 542.



If the corporation is recently formed, the testing period begins on the first day of its tax year and ends on the earlier of the last day of its tax year, or the last day of the calendar year in which its tax year begins.

Other nonprofit organization. Check this box if the nonprofit organization is other than a church or church-controlled organization and specify the type of nonprofit organization (for example, an educational organization).



If the organization also seeks tax-exempt status, you must file either Form 1023 or Form 1024. See Pub. 557 for more information.

If the organization is covered by a group exemption letter, enter the four-digit group exemption number (GEN) in the last entry. (Do not confuse the GEN with the nine-digit EIN.) If you do not know the GEN, contact the parent organization. See Pub. 557 for more information about group exemption letters.

If the organization is a section 527 political organization, check the box for *Other nonprofit organization* and specify "section 527 organization" in the space to the right. To be recognized as exempt from tax, a section 527 political organization must electronically file Form 8871, Political Organization Notice of Section 527 Status, within 24 hours of the date on which the organization was established. The organization may also have to file Form 8872, Political Organization Report of Contributions and Expenditures. See www.irs.gov/polaris for more information.

Plan administrator. If the plan administrator is an individual, enter the plan administrator's taxpayer identification number (TIN) in the space provided.

REMIC. Check this box if the entity has elected to be treated as a real estate mortgage investment conduit (REMIC). See the Instructions for Form 1066 for more information.

State/local government. If you are a government employer and you are not sure of your social security and Medicare coverage options, go to www.ncsssa.org/statessadminmenu.html to obtain the contact information for your state's Social Security Administrator.

Other. If not specifically listed, check the "Other" box, enter the type of entity and the type of return, if any, that will be filed (for example, "Common Trust Fund, Form 1065" or "Created a Pension Plan"). Do not enter "N/A." If you are an alien individual applying for an EIN, see the Lines 7a–b instructions on page 3.

- **Household employer.** If you are an individual that will employ someone to provide services in your household, check the "Other" box and enter "Household Employer" and your SSN. If you are a trust that qualifies as a household employer, you do not need a separate EIN for reporting tax information relating to household employees; use the EIN of the trust.
- **Household employer agent.** If you are an agent of a household employer that is a disabled individual or other welfare recipient receiving home care services through a state or local program, check the "Other" box and enter "Household Employer Agent." (See Rev. Proc. 80-4, 1980-1 C.B. 581; Rev. Proc. 84-33, 1984-1 C.B. 502; and Notice 2003-70, 2003-43 I.R.B. 916.) If you are a state or local government also check the box for state/local government.

- **QSub.** For a qualified subchapter S subsidiary (QSub) check the "Other" box and specify "QSub."
- **Withholding agent.** If you are a withholding agent required to file Form 1042, check the "Other" box and enter "Withholding Agent."

Disregarded entities. A disregarded entity is an eligible entity that is disregarded as separate from its owner for federal income tax purposes. Disregarded entities include single-member limited liability companies (LLCs) that are disregarded as separate from their owners, qualified subchapter S subsidiaries (qualified subsidiaries of an S corporation), and certain qualified foreign entities. See the Instructions for Form 8832 and Regulations section 301.7701-3 for more information on domestic and foreign disregarded entities.

For wages paid on or after January 1, 2009, the disregarded entity is required to use its name and EIN for reporting and payment of employment taxes. A disregarded entity is also required to use its name and EIN to register for excise tax activities on Form 637, pay and report excise taxes reported on Forms 720, 730, 2290, and 11-C, and claim any refunds, credits, and payments on Form 8849. See the instructions for the employment and excise tax returns for more information.

Complete Form SS-4 for disregarded entities as follows.

- If a disregarded entity is filing Form SS-4 to obtain an EIN because it is required to report and pay employment and excise taxes (see above) or for non-federal purposes such as a state requirement, check the "Other" box for line 9a and write "disregarded entity" (or "disregarded entity-sole proprietorship" if the owner of the disregarded entity is an individual).
- If the disregarded entity is requesting an EIN for purposes of filing Form 8832 to elect classification as an association taxable as a corporation, or Form 2553 to elect S corporation status, check the "Corporation" box for line 9a and write "single-member" and the form number of the return that will be filed (Form 1120 or 1120S).
- If the disregarded entity is requesting an EIN because it has acquired one or more additional owners and its classification has changed to partnership under the default rules of Regulations section 301.7701-3(f), check the "Partnership" box for line 9a.

Line 10. Reason for applying. Check only one box. Do not enter "N/A." A selection is required.

Started new business. Check this box if you are starting a new business that requires an EIN. If you check this box, enter the type of business being started. Do not apply if you already have an EIN and are only adding another place of business.

Hired employees. Check this box if the existing business is requesting an EIN because it has hired or is hiring employees and is therefore required to file employment tax returns. Do not apply if you already have an EIN and are only hiring employees. For information on employment taxes (for example, for family members), see Pub. 15 (Circular E).



You must make electronic deposits of all depository taxes (such as employment tax, excise tax, and corporate income tax) using EFTPS. See Federal tax deposits must be made by electronic funds transfer on page 1; section 17, Depositing Taxes, in Pub. 15 (Circular E); and Pub. 968.

Banking purpose. Check this box if you are requesting an EIN for banking purposes only, and enter the banking purpose (for example, a bowling league for depositing dues or an investment club for dividend and interest reporting).

Changed type of organization. Check this box if the business is changing its type of organization. For example, the business was a sole proprietorship and has been incorporated or has become a partnership. If you check this box, specify in the space provided (including available space immediately below) the type of change made. For example, "From Sole Proprietorship to Partnership."

Purchased going business. Check this box if you purchased an existing business. Do not use the former owner's EIN unless you became the "owner" of a corporation by acquiring its stock.

Created a trust. Check this box if you created a trust, and enter the type of trust created. For example, indicate if the trust is a nonexempt charitable trust or a split-interest trust.

Exception. Do not file this form for certain grantor-type trusts. The trustee does not need an EIN for the trust if the trustee furnishes the name and TIN of the grantor/owner and the address of the trust to all payers. However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.



Do not check this box if you are applying for a trust EIN when a new pension plan is established. Check "Created a pension plan."

for goods traded in the wholesale market, usually between businesses.

Wholesale—other. Check this box if the applicant is engaged in selling goods in the wholesale market generally to other businesses for resale on their own account, goods used in production, or capital or durable nonconsumer goods.

Retail. Check this box if the applicant is engaged in selling merchandise to the general public from a fixed store; by direct, mail-order, or electronic sales; or by using vending machines.

Other. Check this box if the applicant is engaged in an activity not described above. Describe the applicant's principal business activity in the space provided.

Line 17. Use line 17 to describe the applicant's principal line of business in more detail. For example, if you checked the "Construction" box on line 16, enter additional detail such as "General contractor for residential buildings" on line 17. An entry is required. For mortgage REITs indicate mortgage REIT and for equity REITs indicate what type of real property is the principal type (residential REIT, nonresidential REIT, miniwarehouse REIT).

Line 18. Check the applicable box to indicate whether or not the applicant entity applying for an EIN was issued one previously.

Third Party Designee. Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of Form SS-4. The designee's authority terminates at the time the EIN is assigned and released to the designee. You must complete the signature area for the authorization to be valid.

Signature. When required, the application must be signed by (a) the individual, if the applicant is an individual, (b) the president, vice president, or other principal officer, if the applicant is a corporation, (c) a responsible and duly authorized member or officer having knowledge of its affairs, if the applicant is a partnership, government entity, or other unincorporated organization, or (d) the fiduciary, if the applicant is a trust or an estate. Foreign applicants may have any duly-authorized person (for example, division manager) sign Form SS-4.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need it to comply with section 6109 and the regulations thereunder, which generally require the inclusion of an employer identification number (EIN) on certain returns, statements, or other documents filed with the

Internal Revenue Service. If your entity is required to obtain an EIN, you are required to provide all of the information requested on this form. Information on this form may be used to determine which federal tax returns you are required to file and to provide you with related forms and publications.

We disclose this form to the Social Security Administration (SSA) for their use in determining compliance with applicable laws. We may give this information to the Department of Justice for use in civil and/or criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

We will be unable to issue an EIN to you unless you provide all of the requested information that applies to your entity. Providing false information could subject you to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	8 hrs., 36 min.
Learning about the law or the form	42 min.
Preparing, copying, assembling, and sending the form to the IRS	52 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, IR-6526, 1111 Constitution Avenue, NW, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to File or Fax* on page 2.

PRINT	Download	Clear All	
Form SS-4 (Rev. January 2010) Department of the Treasury Internal Revenue Service		Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.	
		OMB No. 1545-0003	
		EIN	
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested		
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name	
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)	
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
	6 County and state where principal business is located		
	7a Name of responsible party	7b SSN, ITIN, or EIN	
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	8b If 8a is "Yes," enter the number of LLC members ▶		
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) <input type="checkbox"/> Estate (SSN of decedent) <input type="checkbox"/> Partnership <input type="checkbox"/> Plan administrator (TIN) <input type="checkbox"/> Corporation (enter form number to be filed) ▶ <input type="checkbox"/> Trust (TIN of grantor) <input type="checkbox"/> Personal service corporation <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> Other nonprofit organization (specify) ▶ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises <input type="checkbox"/> Other (specify) ▶ <input type="checkbox"/> Group Exemption Number (GEN) if any ▶			
9b If a corporation, name the state or foreign country (if applicable) where incorporated		State	Foreign country
10 Reason for applying (check only one box)			
<input type="checkbox"/> Started new business (specify type) ▶ <input type="checkbox"/> Banking purpose (specify purpose) ▶ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) ▶ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business <input type="checkbox"/> Other (specify) ▶ <input type="checkbox"/> Created a trust (specify type) ▶ <input type="checkbox"/> Created a pension plan (specify type) ▶			
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year	
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input type="checkbox"/>	
Agricultural		Household	
Other			
15 First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶			
16 Check one box that best describes the principal activity of your business.			
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Other (specify)			
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.			
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "Yes," write previous EIN here ▶			
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
	Designee's name		Designee's telephone number (include area code)
	Address and ZIP code		Designee's fax number (include area code)
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code)
Name and title (type or print clearly) ▶			Applicant's fax number (include area code)
Signature ▶			Date ▶

PRINT	Download	Clear All
--------------	-----------------	------------------

Form 8718 (Rev. January 2010) Department of the Treasury Internal Revenue Service	User Fee for Exempt Organization Determination Letter Request ▶ Attach this form to determination letter application. (Form 8718 is NOT a determination letter application.)	OMB No. 1545-1798 Control number _____ Amount paid _____ User fee screener _____
---	---	---

1 Name of organization _____	2 Employer Identification Number _____
------------------------------	--

Caution. Do not attach Form 8718 to an application for a pension plan determination letter. Use Form 8717 instead.

3 Type of request **Fee**

a ☐ Initial request for a determination letter for:

- An exempt organization that has had annual gross receipts averaging not more than \$10,000 during the preceding 4 years or
- A new organization that anticipates gross receipts averaging not more than \$10,000 during its first 4 years ▶ **\$400**

Note. If you checked box 3a, you must complete the Certification below.

Certification

I certify that the annual gross receipts of _____
name of organization
 have averaged (or are expected to average) not more than \$10,000 during the preceding 4 (or the first 4) years of operation.

Signature ▶ _____ Title ▶ _____

b ☐ Initial request for a determination letter for:

- An exempt organization that has had annual gross receipts averaging more than \$10,000 during the preceding 4 years or
- A new organization that anticipates gross receipts averaging more than \$10,000 during its first 4 years ▶ **\$850**

c ☐ Group exemption letters ▶ **\$3,000**

Instructions

The law requires payment of a user fee with each application for a determination letter. The user fees are listed on line 3 above. For more information, see Rev. Proc. 2009-8; 2009-1 I.R.B. 229, or latest annual update.

Check the box or boxes on line 3 for the type of application you are submitting. If you check box 3a, you must complete and sign the certification statement that appears under line 3a.

Attach to Form 8718 a check or money order payable to the "United States Treasury" for the full amount of the user fee. If you do not include the full amount, your application will be returned. Attach Form 8718 to your determination letter application.

Generally, the user fee will be refunded only if the Internal Revenue Service declines to issue a determination.

Where To File

Send the determination letter application and Form 8718 to:

Internal Revenue Service
 P.O. Box 12192
 Covington, KY 41012-0192

Who Should File

Organizations applying for federal income tax exemption, other than Form 1023 filers. Organizations submitting Form 1023 should refer to the instructions in that application package.

Paperwork Reduction Act Notice.


We ask for the information on this form to carry out the Internal Revenue laws of the United States. If you want your organization to be recognized as tax-exempt by the IRS, you are required to give us this information. We need it to determine whether the organization meets the legal requirements for tax-exempt status.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating

to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of Form 8718 are covered in section 6104.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is 5 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W-CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send this form to this address. Instead, see *Where To File* above.

Cat. No. 647282 Form **8718** (1-2010)





Dipattamenton Kontribusion yan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM

Gubetnamenton Guåhan

Eddie Basa Celso, Governor Maga'lahi
Ray Teorio, Lt. Governor Tifanta Gubetsadot

John P. Canache, Director
Direktor
Marie Berita, Deputy Director
Segundo Direktor

CRITERIA FOR FARMERS/FISHERMEN

NAME: _____

1. TYPE OF ACTIVITY: _____

2. TOTAL INVESTMENT IN ACTIVITY: _____

(A) CASH _____

(B) LAND _____

(C) EQUIPMENT _____

(D) OTHER _____

3. YEARS IN EXPERIENCE IN ACTIVITY: _____

4. HOURS IN WEEK DEVOTED TOWARD ACTIVITY: _____

5. WEEKS IN YEAR DEVOTED TOWARD ACTIVITY: _____

6. DOES YOUR LIVELIHOOD DEPEND UPON ACTIVITY? (Y/N) _____

7. OTHER UNRELATED INCOME _____

LIST TYPE


AMOUNT

8. LOCATION OF ACTIVITY _____

9. DESCRIBE ACTIVITY _____

SIGNATURE

DATE



Dipattamenton Kontribusyon yan Adu'ana

DEPARTMENT OF

REVENUE AND TAXATION

GOVERNMENT OF GUAM Gubetnamenton Guahan

Eddie Saona Calvo, Governor
Mega'Ilahi Ray Tenorio, Lt. Governor
Tilento Gubetnadot

John P. Canacho, Director
Divaletot
Marie Herito, Deputy Director
Segundo Direktot

EXEMPTION APPLICATION

BUSINESS PRIVILEGE TAX BRANCH

FORM CN 2-2-110 Approved 10/31/61 Revised 08/06/93

PRINT

Download

Clear All

Form CN-2-2-110 is for persons and organizations applying for exemption under Section 26203, Chapter 26 Title 11 Guam Code Annotated. Check the appropriate box below for which the exemption is claimed

<input type="checkbox"/>	26203 (a)	Governmental
<input type="checkbox"/>	26203 (b)	Fraternal
<input type="checkbox"/>	26203 (c)	Religious, Charitable, Scientific or Educational
<input type="checkbox"/>	26203 (d)	Civic and Community Benefit
<input type="checkbox"/>	26203 (e)	Hospital, Infirmarys and Sanitariums
<input type="checkbox"/>	26203 (f)	Totally Blind Person
<input type="checkbox"/>	26203 (g)	Agricultural Producers and Fisheries
<input type="checkbox"/>	26203 (h)	Tax Paid Alcoholic Beverages and Tobacco

Name of Taxpayer/Organization

Date of Application

Address

Employer Identification Number (EIN)

Is the Taxpayer/Organization Incorporated?

☐ Yes

☐ No

State in which incorporated

Date Incorporated

If not incorporated, manner of organization

Date Organized

Date Registered with the General Licensing Branch

Post Office Box 23607, Guam Main Facility, Guam 96921 • Tel. / Telefon: (671) 635-1817 • Fax / Faks: (671) 633-2643

⁹ Please note that, although this is part of the application package, this page is a repeat of Page 2.

ATTACHMENT C¹⁰

BUDGET REPORT

	Actual YTD	Budget	Variance to Date
INCOME			
Beginning Checkbook Balance	2,000.00	2,000.00	0.00
FUNDRAISER INCOME			
Bagel Sales	1,465.19	3,600.00	-2,134.81
Family Night	376.00	250.00	126.00
Candy Sales	17,600.00	16,000.00	1,600.00
Shopper's Loyalty Cards	200.00	50.00	150.00
Pizza Kits	0.00	8,000.00	-8,000.00
Total Fundraisers	\$19,641.19	\$27,900.00	\$8,258.81
OPERATIONS			
Classroom Party Fund	1,434.75	1,260.00	174.75
Membership (goal = 225 mems)	2,430.00	2,150.00	280.00
Total Income	\$25,505.94	\$33,310.00	\$7,804.00
EXPENSES			
COMMUNITY			
Landscaping	180.00	200.00	-20.00
Building Extras	233.47	1,200.00	-966.53
Miscellaneous	100.00	200.00	-100.00
Spring Staff Appreciation		200.00	-200.00
K Roundup T-Shirts		900.00	-900.00
Total Community	\$513.47	\$2,700.00	-2,186.53
ENRICHMENT			
Audio Unit	845.00	900.00	-55.00
Art Smart	120.00	500.00	-380.00
Assemblies	1,225.00	4,050.00	-2,825.00
Classroom Grants	1,840.00	4,000.00	-2,160.00
Educational Material	739.32	1,270.00	-530.68
Field Day	10.00	150.00	-140.00
Field Trip Buses	547.00	2,750.00	-2,203.00
Principal's Discretionary Fund	500.00	1,000.00	-500.00
Total Enrichment	\$5,826.32	\$14,620.00	\$8,793.68
FUNDRAISER EXPENSES			
Bagel Bakery	881.48	2,300.00	-1,418.52
Family Night Expenses	100.00	200.00	-100.00
Candy Sales	9,300.00	7,850.00	1,450.00
Pizza Kit Payment	0.00	2,000.00	-2,000.00
Total Other Expenses	\$10,281.48	\$12,350.00	-2,068.52
PTO OPERATIONS			
Required 01-02 Carryover	1,000.00	1,000.00	0.00
Classroom Parties	625.13 36.35	1,260.00	-634.87
Bank Charges	277.50	50.00	-13.65
Directories & Notepads		600.00	-322.50
Paper & Copy Charges		550.00	-550.00
Postage		50.00	-50.00
Miscellaneous	52.52	130.00	-77.48
Total PTO Operations	\$1,991.50	\$3,640.00	-1,648.50
TOTAL EXPENSES	\$18,612.77	\$33,310.00	\$14,697.23
Checkbook Balance at Month-end	\$6,893.17	0.00	
Budget is balanced			

¹⁰ Forhan, C. (n.d.). How to manage your budget. Retrieved from <http://www.ptotoday.com/pto-today-articles/article/218-how-to-manage-your-budget>

ASSEMBLIES COMMITTEE BUDGET

Budget = \$4,050

Date		Amount	Actual to Date	Budget Balance
Aug. 1	Budget			4,050
Oct. 28	L. Williams – Storyteller	600	600	3,450
Nov. 20	"Theater Marquis" Deposit	200	800	3,250
Dec. 1	Magician	425	1,225	2,825
Jan. 4	Bats	545	1,770	2,280
Jan. 5	Theater Deposit Refund	(50)	1,720	2,330
Feb. 14	Opera for Kids	650	2,370	1,680
April 1	Max the Mouse	500	2,870	1,180
May 2	Endangered Animals	570	3,440	610
May 31	"Character Counts"	600	4,040	10

ATTACHMENT D**WAYLAND PUBLIC SCHOOLS PARENT TEACHER ORGANIZATION, INC.****STATEMENTS OF FINANCIAL POSITION****August 31, 2011 and 2010**

	2011	2010
ASSETS		
Cash	\$ 73,521	\$ 57,389
Pledges receivable	-	4,500
Investments	225,169	213,310
Prepaid expenses	1,500	-
Total assets	\$ 300,190	\$ 275,199
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ 370	\$ -
Accrued expenses	4,200	6,600
Total liabilities	4,570	6,600
Net assets:		
Unrestricted	295,538	268,517
Temporarily restricted	82	82
Total net assets	295,620	268,599
Total liabilities and net assets	\$ 300,190	\$ 275,199

WAYLAND PUBLIC SCHOOLS PARENT TEACHER ORGANIZATION, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Year Ended August 31, 2011

	Unrestricted	Temporarily Restricted	Total
Support and revenue:			
Donations	\$ 101,927	\$ -	\$ 101,927
Gross special events income	119,780	-	119,780
Less: cost of goods sold	(53,096)	-	(53,096)
Net special events income	66,684	-	66,684
Net investment income	11,859	-	11,859
Total support and revenue	180,470	-	180,470
Expenses:			
Program services:			
Community programs	20,889	-	20,889
Educational programs	74,304	-	74,304
Staff support programs	52,028	-	52,028
Total program services	147,221	-	147,221
General and administrative expenses	6,228	-	6,228
Total expenses	153,449	-	153,449
Increase in net assets	\$ 27,021	\$ -	\$ 27,021
Net assets, beginning of year	\$ 268,517	\$ 82	\$ 268,599
Net assets, end of year	\$ 295,538	\$ 82	\$ 295,620

WAYLAND PUBLIC SCHOOLS PARENT TEACHER ORGANIZATION, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the Year Ended August 31, 2010

	Unrestricted	Temporarily Restricted	Total
Support and revenue:			
Donations	\$ 90,809	\$ -	\$ 90,809
Gross special events income	97,746	-	97,746
Less: cost of goods sold	(49,274)	-	(49,274)
Net special events income	48,472	-	48,472
Net investment income	10,355	-	10,355
Total support and revenue	149,636	-	149,636
Expenses:			
Program services:			
Community programs	6,642	-	6,642
Educational programs	76,463	-	76,463
Staff support programs	62,256	-	62,256
Total program services	145,361	-	145,361
General and administrative expenses	10,662	-	10,662
Total expenses	156,023	-	156,023
Decrease in net assets	\$ (6,387)	\$ -	\$ (6,387)
Net assets, beginning of year	\$ 274,904	\$ 82	\$ 274,986
Net assets, end of year	\$ 268,517	\$ 82	\$ 268,599

WAYLAND PUBLIC SCHOOLS PARENT TEACHER ORGANIZATION, INC.**STATEMENTS OF CASH FLOWS****For the Years Ended August 31, 2011 and 2010**

	2011	2010
Cash flows from operating activities:		
Increase (decrease) in net assets	\$ 27,021	\$ (6,387)
Adjustments to reconcile decrease in net assets to net cash provided (used) by operating activities:		
Net investment income	(11,859)	(10,355)
(Increase) decrease in:		
Pledge receivable	4,500	6,902
Prepaid expenses	(1,500)	-
Increase (decrease) in:		
Accounts payable	370	(34,621)
Accrued expenses	(2,400)	(1,400)
Net cash provided (used) by operating activities	16,132	(45,861)
Net increase (decrease) in cash	16,132	(45,861)
Cash, beginning of year	57,389	103,250
Cash, end of year	\$ 73,521	\$ 57,389