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Form **990****EXTENSION GRANTED**

OMB No 1545-0047

**Return of Organization Exempt From Income Tax****2008**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
(except black lung benefit trust or private foundation)Department of the Treasury  
Internal Revenue Service

▶ The organization may have to use a copy of this return to satisfy state reporting requirements

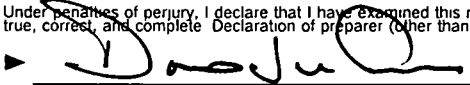

**Open to Public Inspection****For the 2008 calendar year, or tax year beginning 10/01, 2008, and ending 9/30, 2009**

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Termination <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type. See specific instructions.	<b>EPISCOPAL LAYMANS MISSION SOCIETY</b> 2023 N W HOYT PORTLAND, OR 97209		<b>D</b> Employer identification number 93-0559964
				<b>E</b> Telephone number 503-226-3021
				<b>G</b> Gross receipts \$ 2,328,423.
		<b>F</b> Name and address of principal officer <b>MARK HENDRICKS</b> <b>SAME AS C ABOVE</b>		<b>H(a)</b> Is this a group return for affiliates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b)</b> Are all affiliates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No,' attach a list (see instructions)
<b>I</b> Tax-exempt status <input checked="" type="checkbox"/> 501(c) ( 3 ) (insert no) 4947(a)(1) or 527		<b>J</b> Website: ▶ N/A		
<b>K</b> Type of organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L</b> Year of formation 1965		<b>M</b> State of legal domicile OR

**Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities <u>THE EPISCOPAL LAYMEN'S MISSION SOCIETY, D.B.A. WILLIAM TEMPLE HOUSE, OPERATES A MENTAL HEALTH COUNSELING PROGRAM, AN EMERGENCY SOCIAL SERVICES (FOOD, CLOTHING, HEALTH ASSISTANCE, TRANSPORTATION VOUCHERS, ETC.) PROGRAM, AND A VOLUNTARY MULTI-FAITH PASTORAL CARE PROGRAM FOR</u>		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its assets		
	3	Number of voting members of the governing body (Part VI, line 1a)	12
	4	Number of independent voting members of the governing body (Part VI, line 1b)	12
	5	Total number of employees (Part V, line 2a)	39
	6	Total number of volunteers (estimate if necessary)	306
	7a	Total gross unrelated business revenue from Part VIII, line 12, column (C)	0.
7b	Net unrelated business taxable income from Form 990-T, line 34	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 2,654,619. Current Year 2,267,371.
	9	Program service revenue (Part VIII, line 2g)	
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	-184,299. -18,167.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	58,186.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,470,320. 2,307,390.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
	14	Benefits paid to or for members (Part IX, column (A), line 4)	
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	813,588. 864,624.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	
	16b	Total fundraising expenses (Part IX, column (D), line 25)	129,743.
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-11j, and 11k)	2,167,287. 1,662,538.	
18	Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25)	2,980,875. 2,527,162.	
19	Revenue less expenses Subtract line 18 from line 12	-510,555. -219,772.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Year 2,249,074. End of Year 1,729,928.
	21	Total liabilities (Part X, line 26)	275,567. 138,773.
	22	Net assets or fund balances Subtract line 21 from line 20	1,973,507. 1,591,155.

**Part II Signature Block**

Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.	
	Signature of officer  <b>DONALD L. WILSON</b> Type or print name and title	Date 8-16-10 <b>TREASURER</b>
Paid Preparer's Use Only	Preparer's signature  Firm's name (or yours if self-employed), address, and ZIP + 4 <b>DONALD L. WILSON, P.C.</b> <b>5410 SW MACADAM, SUITE 220</b> <b>PORTLAND, OR 97239</b>	Date 8/16/10 Check if self-employed <input type="checkbox"/> Preparer's identifying number (see instructions) N/A EIN ▶ N/A Phone no ▶ (503) 224-1155

May the IRS discuss this return with the preparer shown above? (see instructions)

☒ Yes ☐ No

BAA For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

TEEA0112L 12/22/08 Form 990 (2008)

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**Part III** Statement of Program Service Accomplishments (see instructions)

- 1 Briefly describe the organization's mission:

SEE SCHEDULE O

- 2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?
- ☐
- Yes
- ☒
- No

If 'Yes,' describe these new services on Schedule O.

- 3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?
- ☐
- Yes
- ☒
- No

If 'Yes,' describe these changes on Schedule O.

- 4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code ☐) (Expenses \$ 2,225,256. including grants of \$ ) (Revenue \$ )

SEE SCHEDULE O

4b (Code ☐) (Expenses \$ including grants of \$ ) (Revenue \$ )4c (Code ☐) (Expenses \$ including grants of \$ ) (Revenue \$ )

- 4d Other program services (Describe in Schedule O )

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses ▶ \$ 2,225,256. (Must equal Part IX, Line 25, column (B) )

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I		X
4 <b>Section 501(c)(3) organizations</b> Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II		X
5 <b>Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations.</b> Is the organization subject to the section 6033(e) notice and reporting requirement and proxy tax? If 'Yes,' complete Schedule C, Part III		
6 Did the organization maintain any donor advised funds or any accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas or historic structures? If 'Yes,' complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV		X
10 Did the organization hold assets in term, permanent, or quasi-endowments? If 'Yes,' complete Schedule D, Part V		X
11 Did the organization report an amount in Part X, lines 10, 12, 13, 15, or 25? If 'Yes,' complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable	X	
12 Did the organization receive an audited financial statement for the year for which it is completing this return that was prepared in accordance with GAAP? If 'Yes,' complete Schedule D, Parts XI, XII, and XIII	X	
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the U.S.?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the U.S.? If 'Yes,' complete Schedule F, Part I		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If 'Yes,' complete Schedule F, Part II		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? If 'Yes,' complete Schedule F, Part III		X
17 Did the organization report more than \$15,000 on Part IX, column (A), line 11e? If 'Yes,' complete Schedule G, Part I		X
18 Did the organization report more than \$15,000 total on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II	X	
19 Did the organization report more than \$15,000 on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III		X
20 Did the organization operate one or more hospitals? If 'Yes,' complete Schedule H		X
21 Did the organization report more than \$5,000 on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III		X
23 Did the organization answer 'Yes' to Part VII, Section A, questions 3, 4, or 5? If 'Yes,' complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, and that was issued after December 31, 2002? If 'Yes,' answer questions 24b-24d and complete Schedule K. If 'No,' go to question 25		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a <b>Section 501(c)(3) and 501(c)(4) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I		X
b Did the organization become aware that it had engaged in an excess benefit transaction with a disqualified person from a prior year? If 'Yes,' complete Schedule L, Part I		X
26 Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If 'Yes,' complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, or substantial contributor, or to a person related to such an individual? If 'Yes,' complete Schedule L, Part III		X

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**Part IV Checklist of Required Schedules (continued)**

	Yes	No
<b>28</b> During the tax year, did any person who is a current or former officer, director, trustee, or key employee		
<b>a</b> Have a direct business relationship with the organization (other than as an officer, director, trustee, or employee), or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with other person(s) listed in Part VII, Section A)? <i>If 'Yes,' complete Schedule L, Part IV</i>	<b>28a</b>	X
<b>b</b> Have a family member who had a direct or indirect business relationship with the organization? <i>If 'Yes,' complete Schedule L, Part IV</i>	<b>28b</b>	X
<b>c</b> Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional corporation) doing business with the organization? <i>If 'Yes,' complete Schedule L, Part IV</i>	<b>28c</b>	X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M</i>	<b>29</b>	X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M</i>	<b>30</b>	X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I</i>	<b>31</b>	X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II</i>	<b>32</b>	X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I</i>	<b>33</b>	X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Parts II, III, IV, and V, line 1</i>	<b>34</b>	X
<b>35</b> Is any related organization a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2</i>	<b>35</b>	X
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2</i>	<b>36</b>	X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI</i>	<b>37</b>	X

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**Part V Statements Regarding Other IRS Filings and Tax Compliance**

		Yes	No
<b>1 a</b>	Enter the number reported in Box 3 of form 1096, Annual Summary and Transmittal of U S Information Returns Enter -0- if not applicable	39	
<b>1 b</b>	Enter the number of Forms W-2G included in line 1 a Enter -0- if not applicable	0	
<b>1 c</b>	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		X
<b>2 a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	39	
<b>2 b</b>	If at least one is reported on line 2 a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1 a and 2 a is greater than 250, you may be required to <i>e-file</i> this return (see instructions)	X	
<b>3 a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?		X
<b>3 b</b>	If 'Yes' has it filed a Form 990-T for this year? If 'No,' provide an explanation in Schedule Q		
<b>4 a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
<b>4 b</b>	If 'Yes,' enter the name of the foreign country: See the instructions for exceptions and filing requirements for <b>Form TD F 90-22.1</b> , Report of Foreign Bank and Financial Accounts		
<b>5 a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
<b>5 b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
<b>5 c</b>	If 'Yes,' to question 5 a or 5 b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction?		
<b>6 a</b>	Did the organization solicit any contributions that were not tax deductible?		X
<b>6 b</b>	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>7 a</b>	Did the organization provide goods or services in exchange for any quid pro quo contribution of more than \$75?		X
<b>7 b</b>	If 'Yes,' did the organization notify the donor of the value of the goods or services provided?		
<b>7 c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
<b>7 d</b>	If 'Yes,' indicate the number of Forms 8282 filed during the year		
<b>7 e</b>	Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
<b>7 f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
<b>7 g</b>	For all contributions of qualified intellectual property, did the organization file Form 8899 as required?		X
<b>7 h</b>	For all contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as required?		X
<b>8</b>	<b>Section 501(c)(3) and other sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.</b> Did the supporting organization, or a fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		
<b>9</b>	<b>Section 501(c)(3) and other sponsoring organizations maintaining donor advised funds.</b>		
<b>9 a</b>	Did the organization make any taxable distributions under section 4966?		
<b>9 b</b>	Did the organization make any distribution to a donor, donor advisor, or related person?		
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter		
<b>10 a</b>	Initiation fees and capital contributions included on Part VIII, line 12		
<b>10 b</b>	Gross Receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter		
<b>11 a</b>	Gross income from other members or shareholders		
<b>11 b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)		
<b>12 a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
<b>12 b</b>	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year		

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Form 990 (2008)

**Part VI Governance, Management and Disclosure** (Sections A, B, and C request information about policies not required by the Internal Revenue Code.)**Section A. Governing Body and Management**

For each 'Yes' response to lines 2-7b below, and for a 'No' response to lines 8 or 9b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

	Yes	No
<b>1 a</b> Enter the number of voting members of the governing body	12	
<b>1 b</b> Enter the number of voting members that are independent	12	
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee or key employee?		X
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person?		X
<b>4</b> Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?		X
<b>5</b> Did the organization become aware during the year of a material diversion of the organization's assets?		X
<b>6</b> Does the organization have members or stockholders?		X
<b>7 a</b> Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?		X
<b>7 b</b> Are any decisions of the governing body subject to approval by members, stockholders, or other persons?		X
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
<b>a</b> The governing body?	X	
<b>b</b> Each committee with authority to act on behalf of the governing body?		X
<b>9 a</b> Does the organization have local chapters, branches, or affiliates?		X
<b>b</b> If 'Yes,' does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?		
<b>10</b> Was a copy of the Form 990 provided to the organization's governing body before it was filed? All organizations must describe in Schedule O the process, if any, the organization uses to review the Form 990. SEE SCHEDULE O	X	
<b>11</b> Is there any officer, director or trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O		X

**Section B. Policies**

	Yes	No
<b>12 a</b> Does the organization have a written conflict of interest policy? If 'No,' go to line 13	X	
<b>b</b> Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
<b>c</b> Does the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this is done. SEE SCHEDULE O	X	
<b>13</b> Does the organization have a written whistleblower policy?	X	
<b>14</b> Does the organization have a written document retention and destruction policy?	X	
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision:		
<b>a</b> The organization's CEO, Executive Director, or top management official?	X	
<b>b</b> Other officers of key employees of the organization? SEE SCHEDULE O Describe the process in Schedule O. (see instructions)	X	
<b>16 a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
<b>b</b> If 'Yes,' has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?		

**Section C. Disclosures**

- 17** List the states with which a copy of this Form 990 is required to be filed ► NONE
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available. Check all that apply.
- ☐ Own website    ☐ Another's website    ☐ Upon request
- 19** Describe in Schedule O whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public. SEE SCHEDULE O
- 20** State the name, physical address, and telephone number of the person who possesses the books and records of the organization.
- FISCAL DIRECTOR 2023 NW HOYT PORTLAND OR 97209 503-226-3021





<b>Part VII</b>	<b>Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees</b> <i>(cont.)</i>
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(A) Name and Title	(B) Average hours per week	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
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<b>1 b Total</b>								211,158.	0.	0.

<b>1 b Total</b>	<b>▶</b>	<b>211,158.</b>	<b>0.</b>	<b>0.</b>
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2	Total number of individuals (including those in 1a) who received more than \$100,000 in reportable compensation from the organization	0
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		Yes	No
3	Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes' complete Schedule J for such individual		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization for services rendered to the organization? If 'Yes,' complete Schedule J for such person		X

## Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization

[illegible]

2 Total number of independent contractors (including those in 1) who received more than \$100,000 in compensation from the organization ▶ 0

**Part VIII Statement of Revenue**

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
<b>CONTRIBUTIONS, GIFTS, GRANTS AND OTHER SIMILAR AMOUNTS</b>	1 a Federated campaigns	1 a				
	b Membership dues	1 b	2,267,371.			
	c Fundraising events	1 c				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e				
	f All other contributions, gifts, grants, and similar amounts not included above	1 f				
	g Noncash contribns included in lns 1a-1f.		\$ 1,229,177.			
h Total. Add lines 1a-1f			2,267,371.			
<b>PROGRAM SERVICE REVENUE</b>	Business Code					
	2 a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
g Total. Add lines 2a-2f						
<b>OTHER REVENUE</b>	3 Investment income (including dividends, interest and other similar amounts)		-18,167.	-18,167.		
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	(i) Real (ii) Personal					
	6 a Gross Rents					
	b Less rental expenses					
	c Rental income or (loss)					
	d Net rental income or (loss)					
	(i) Securities (ii) Other					
	7 a Gross amount from sales of assets other than inventory					
	b Less cost or other basis and sales expenses					
	c Gain or (loss)					
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ of contributions reported on line 1c) See Part IV, line 18	a	79,219.			
	b Less direct expenses	b	21,033.			
	c Net income or (loss) from fundraising events		58,186.	58,186.		
	9 a Gross income from gaming activities. See Part IV, line 19	a				
b Less direct expenses	b					
c Net income or (loss) from gaming activities						
10 a Gross sales of inventory, less returns and allowances	a					
b Less cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code				
11 a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total Revenue. Add lines 1h, 2g, 3, 4, 5, 6d, 7d, 8c, 9c, 10c, and 11e			2,307,390.	40,019.	0.	0.

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.

All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

<i>Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.</i>	(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. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	0.	0.	0.	0.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B))	0.	0.	0.	0.
7 Other salaries and wages	725,519.	589,581.	69,460.	66,478.
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	139,105.	116,453.	10,940.	11,712.
10 Payroll taxes				
11 Fees for services (non-employees)				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Prof fundraising svcs. See Part IV, ln 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses	12,581.	9,633.	1,718.	1,230.
14 Information technology				
15 Royalties				
16 Occupancy	56,835.	51,145.	3,945.	1,745.
17 Travel	3,683.	2,613.	1,061.	9.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	4,408.	4,408.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	64,345.	51,066.	7,210.	6,069.
23 Insurance	43,315.	28,106.	10,442.	4,767.
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 COST OF GOODS SD THRIFT STORE	662,678.	662,678.		
b DIRECT ASSISTANCE	611,647.	611,647.		
c PROFESSIONAL SERVICES	74,248.	7,965.	46,534.	19,749.
d UTILITIES	44,888.	39,955.	2,820.	2,113.
e EQUIPMENT RENTAL	24,726.	15,802.	5,866.	3,058.
f All other expenses	59,184.	34,204.	12,467.	12,513.
25 Total functional expenses. Add lines 1 through 24f	2,527,162.	2,225,256.	172,463.	129,443.
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				

BAA

Form 990 (2008)

**Part X Balance Sheet**

		(A) Beginning of year		(B) End of year
<b>ASSETS</b>	1 Cash — non-interest-bearing	10,000.	1	10,000.
	2 Savings and temporary cash investments	42,016.	2	79,931.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	6,333.
	5 Receivables from current and former officers, directors, trustees, key employees, or other related parties. Complete Part II of Schedule L		5	
	6 Receivables from other disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	60,501.	8	50,784.
	9 Prepaid expenses and deferred charges	20,804.	9	17,453.
	10a Land, buildings, and equipment cost basis	10a 2,152,371.		
	b Less: accumulated depreciation. Complete Part VI of Schedule D	10b 1,136,650.		
		1,230,525.	10c	1,015,721.
	11 Investments — publicly-traded securities	748,041.	11	420,077.
	12 Investments — other securities. See Part IV, line 11		12	
	13 Investments — program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11	137,187.	15	129,629.	
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34).	2,249,074.	16	1,729,928.	
<b>LIABILITIES</b>	17 Accounts payable and accrued expenses	96,758.	17	79,732.
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow account liability. Complete Part IV of Schedule D		21	
	22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties	125,609.	23	8,636.
	24 Unsecured notes and loans payable		24	
	25 Other liabilities. Complete Part X of Schedule D	53,200.	25	50,405.
	26 <b>Total liabilities.</b> Add lines 17 through 25.	275,567.	26	138,773.
<b>NET ASSETS OR FUND BALANCES</b>	<b>Organizations that follow SFAS 117, check here</b> <input checked="" type="checkbox"/> <b>and complete lines 27 through 29 and lines 33 and 34.</b>			
	27 Unrestricted net assets	1,414,666.	27	1,047,583.
	28 Temporarily restricted net assets	190,668.	28	175,399.
	29 Permanently restricted net assets	368,173.	29	368,173.
	<b>Organizations that do not follow SFAS 117, check here</b> <input type="checkbox"/> <b>and complete lines 30 through 34.</b>			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, and equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 <b>Total net assets or fund balances.</b>	1,973,507.	33	1,591,155.
	34 <b>Total liabilities and net assets/fund balances.</b>	2,249,074.	34	1,729,928.

**Part XI Financial Statements and Reporting**1 Accounting method used to prepare the Form 990 ☐ Cash ☒ Accrual ☐ Other

2a Were the organization's financial statements compiled or reviewed by an independent accountant?

b Were the organization's financial statements audited by an independent accountant?

c If 'Yes' to 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?

3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?

b If 'Yes,' did the organization undergo the required audit or audits?

	Yes	No
2a		X
2b	X	
2c	X	
3a		X
3b		

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Form 990 (2008)



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
<b>1</b> Gifts, grants, contributions and membership fees received. (Do not include 'unusual grants'.)						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf						
<b>3</b> The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge.						
<b>4 Total.</b> Add lines 1-3						
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
<b>6 Public support.</b> Subtract line 5 from line 4						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
<b>7</b> Amounts from line 4						
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12</b> Gross receipts from related activities, etc. (see instructions)					<b>12</b>	

**13 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ☐

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2008 (line 6, column (f) divided by line 11, column (f))	<b>14</b>	%
<b>15</b> Public support percentage for 2007 Schedule A, Part IV-A, line 26f	<b>15</b>	%

**16a 33-1/3 support test – 2008.** If the organization did not check the box on line 13, and the line 14 is 33-1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐

**b 33-1/3 support test – 2007.** If the organization did not check a box on line 13, or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ☐

**17a 10%-facts-and-circumstances test – 2008.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ☐

**b 10%-facts-and-circumstances test – 2007.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ☐

**18 Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

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Schedule A (Form 990 or 990-EZ) 2008

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I.)

**Section A. Public Support**

Calendar year (or fiscal yr beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
<b>1</b> Gifts, grants, contributions and membership fees received. (Do not include 'unusual grants'.)	852,302.	1,868,154.	1,909,807.	1,968,919.	1,694,084.	8,293,266.
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in a activity that is related to the organization's tax-exempt purpose	609,700.	647,700.	662,700.	685,700.	608,439.	3,214,239.
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						0.
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0.
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge						0.
<b>6 Total.</b> Add lines 1-5	1,462,002.	2,515,854.	2,572,507.	2,654,619.	2,302,523.	11,507,505.
<b>7a</b> Amounts included on lines 1, 2, 3 received from disqualified persons	0.	0.	0.	0.	0.	0.
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the total of lines 9, 10c, 11, and 12 for the year or \$5,000	0.	0.	0.	0.	0.	0.
<b>c</b> Add lines 7a and 7b	0.	0.	0.	0.	0.	0.
<b>8 Public support.</b> (Subtract line 7c from line 6.)						11,507,505.

**Section B. Total Support**

Calendar year (or fiscal yr beginning in) ▶	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
<b>9</b> Amounts from line 6	1,462,002.	2,515,854.	2,572,507.	2,654,619.	2,302,523.	11,507,505.
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	59,754.	67,174.	78,213.	80,656.	23,024.	308,821.
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						0.
<b>c</b> Add lines 10a and 10b	59,754.	67,174.	78,213.	80,656.	23,024.	308,821.
<b>11</b> Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						0.
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part IV.) <b>SEE PART IV</b>	108,136.	25,396.	56,586.	-264,955.	-18,167.	-93,004.
<b>13 Total support.</b> (add lns 9, 10c, 11, and 12.)						11,723,322.
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here. <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2008 (line 8, column (f) divided by line 13, column (f))	<b>15</b>	98.2 %
<b>16</b> Public support percentage from 2007 Schedule A, Part IV-A, line 27g	<b>16</b>	94.4 %

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2008 (line 10c, column (f) divided by line 13, column (f))	<b>17</b>	2.6 %
<b>18</b> Investment income percentage from 2007 Schedule A, Part IV-A, line 27h	<b>18</b>	2.5 %

**19a 33-1/3 support tests – 2008.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization. ☒

**b 33-1/3 support tests – 2007.** If the organization did not check a box on line 14 or 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization. ☐

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ☐

**Part IV** **Supplemental Information.** Complete this part to provide the explanation required by Part II, line 10; Part II, line 17a or 17b; or Part III, line 12. Provide any other additional information. (see instructions)

[illegible]



**SCHEDULE D  
(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements****Attach to Form 990. To be completed by organizations that  
answered 'Yes,' to Form 990, Part IV, lines 6, 7, 8, 9, 10, 11, or 12.**

OMB No 1545-0047

**2008****Open to Public  
Inspection**

Name of the organization

EPISCOPAL LAYMANS MISSION SOCIETY

Employer identification number

93-0559964

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts** Complete if the organization answered 'Yes' to Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate contributions to (during year)		
3 Aggregate grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds may be used only for charitable purposes and not for the benefit of the donor or donor advisor or other impermissible private benefit?		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements** Complete if the organization answered 'Yes' to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply)

<input type="checkbox"/> Preservation of land for public use (e g , recreation or pleasure)	<input type="checkbox"/> Preservation of an historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a-2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year

	Held at the End of the Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the taxable year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, violations, and enforcement of the conservation easement it holds? ☐ Yes ☐ No

6 Staff or volunteer hours devoted to monitoring, inspecting, and enforcing easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, and enforcing easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** Complete if the organization answered 'Yes' to Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items

(i) Revenues included in Form 990, Part VIII, line 1	▶ \$ _____
(ii) Assets included in Form 990, Part X	▶ \$ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 relating to these items:

a Revenues included in Form 990, Part VIII, line 1	▶ \$ _____
b Assets included in Form 990, Part X	▶ \$ _____

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's accession and other records, check any of the following that are a significant use of its collection items (check all that apply)

a ☐ Public exhibition

d ☐ Loan or exchange programs

b ☐ Scholarly research

e ☐ Other \_\_\_\_\_

c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Trust, Escrow and Custodial Arrangements** Complete if organization answered 'Yes' to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X?

☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIV and complete the following table

	Amount
1c	
1d	
1e	
1f	

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

2a Did the organization include an amount on Form 990, Part X, line 21?

☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIV

**Part V Endowment Funds** Complete if organization answered 'Yes' to Form 990, Part IV, line 10.

1a Beginning of year balance

b Contributions

c Investment earnings or losses

d Grants or scholarships

e Other expenditures for facilities and programs

f Administrative expenses

g End of year balance

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a					
1b					
1c					
1d					
1e					
1f					
1g					

2 Provide the estimated percentage of the year end balance held as

a Board designated or quasi-endowment ▶ \_\_\_\_\_ %

b Permanent endowment ▶ \_\_\_\_\_ %

c Term endowment ▶ \_\_\_\_\_ %

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) unrelated organizations

(ii) related organizations

b If 'Yes' to 3a(ii), are the related organizations listed as required on Schedule R?

	Yes	No
3a(i)		
3a(ii)		
3b		

4 Describe in Part XIV the intended uses of the organization's endowment funds

**Part VI Investments—Land, Buildings, and Equipment.** See Form 990, Part X, line 10.

Description of investment	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Depreciation	(d) Book Value
1a Land		187,214.		187,214.
b Buildings		1,769,522.	975,000.	794,522.
c Leasehold improvements				
d Equipment				
e Other		195,635.	161,650.	33,985.
Total. Add lines 1a-1e (Column (d) should equal Form 990, Part X, column (B), line 10(c))				1,015,721.

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Schedule D (Form 990) 2008

**Part VII Investments—Other Securities** See Form 990, Part X, line 12. N/A

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
Financial derivatives and other financial products		
Closely-held equity interests		
Other		
Total (Column (b) should equal Form 990 Part X, col. (B) line 12.)		

**Part VIII Investments—Program Related** (See Form 990, Part X, line 13) N/A

(a) Description of investment type	(b) Book value	(c) Method of valuation Cost or end-of-year market value
Total (Column (b) should equal Form 990, Part X, Col. (B) line 13.)		

**Part IX Other Assets** (See Form 990, Part X, line 15)

(a) Description	(b) Book value
ASSETS HELD IN CHARITABLE TRUST	129,629.
Total. Column (b) Total (should equal Form 990, Part X, col (B), line 15)	129,629.

**Part X Other Liabilities** (See Form 990, Part X, line 25)

(a) Description of Liability	(b) Amount
Federal Income Taxes	
LIABILITES UNDER CHARITABLE TRUST	50,405.
Total (Column (b) Total (should equal Form 990, Part X, col (B) line 25)	50,405.

In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48

**Part XI Reconciliation of Change in Net Assets from Form 990 to Financial Statements**

1	Total revenue (Form 990, Part VIII, column (A), line 12)	2,307,390.
2	Total expenses (Form 990, Part IX, column (A), line 25)	2,527,162.
3	Excess or (deficit) for the year Subtract line 2 from line 1	-219,772.
4	Net unrealized gains (losses) on investments	
5	Donated services and use of facilities	
6	Investment expenses	
7	Prior period adjustments	
8	Other (Describe in Part XIV)	
9	Total adjustments (net). Add lines 4-8	
10	Excess or (deficit) for the year per financial statements Combine lines 3 and 9	-219,772.

**Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return**

1	Total revenue, gains, and other support per audited financial statements	1	2,307,390.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	2,307,390.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investments expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue Add lines 3 and 4c. (This should equal Form 990, Part I, line 12.)	5	2,307,390.

**Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return**

1	Total expenses and losses per audited financial statements	1	2,527,162.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Losses reported on Form 990, Part IX, line 25	2c	
d	Other (Describe in Part XIV)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	2,527,162.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investments expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIV)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses Add lines 3 and 4c. (This should equal Form 990, Part I, line 18.)	5	2,527,162.

**Part XIV Supplemental Information**

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b

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**Part XIV** Supplemental Information *(continued)*

Department of the Treasury  
Internal Revenue Service

► Must be completed by organizations that answer 'Yes' to Form 990, Part IV, lines 17, 18, or 19, and by organizations that enter more than \$15,000 on Form 990-EZ, line 6a.

OMB No. 1545-0047

# 2008

**Open to Public Inspection**

Name of the organization

EPISCOPAL LAYMANS MISSION SOCIETY

Employer identification number

93-0559964

<b>Part I</b>	<b>Fundraising Activities.</b> Complete if the organization answered 'Yes' to Form 990, Part IV, line 17.
---------------	---

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Mail solicitations      | <input type="checkbox"/> Solicitation of non-government grants |
| <input type="checkbox"/> Email solicitations     | <input type="checkbox"/> Solicitation of government grants     |
| <input type="checkbox"/> Phone solicitations     | <input type="checkbox"/> Special fundraising events            |
| <input type="checkbox"/> In-person solicitations |  |

**2a** Did the organization have written or oral agreement with any individual (including officers, directors, trustees or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services?

☐ Yes ☒ No

**b** If 'Yes,' list the ten highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization. Form 990EZ filers are not required to complete this table.

(i) Name of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
<b>Total</b>						0

**3** List all states in which the organization is registered or licensed to solicit funds or has been notified it is exempt from registration or licensing

**BAA** For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule G (Form 990 or 990-EZ) 2008

**Part II Fundraising Events.** Complete if the organization answered 'Yes' to Form 990, Part IV, line 18, or reported more than \$15,000 on Form 990-EZ, line 6a. List events with gross receipts greater than \$5,000.

REVENUE		(a) Event #1 CONNOISSEURS O (event type)	(b) Event #2 (event type)	(c) Other Events (total number)	(d) Total Events (Add col (a) through col (c))
	1 Gross receipts	79,219.			79,219.
	2 Less Charitable contributions				
	3 Gross revenue (line 1 minus line 2)	79,219.			79,219.
DIRECT EXPENSES	4 Cash prizes				
	5 Non-cash prizes				
	6 Rent/facility costs	1,800.			1,800.
	7 Other direct expenses	19,233.			19,233.
	8 Direct expense summary Add lines 4- through 7 in column (d)				21,033.
	9 Net income summary Combine lines 3 and 8 in column (d)				58,186.

**Part III Gaming.** Complete if the organization answered 'Yes' to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

REVENUE		(a) Bingo	(b) Pull tabs/Instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (Add col (a) through col (c))
	1 Gross revenue				
DIRECT EXPENSES	2 Cash prizes				
	3 Non-cash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
	7 Direct expense summary. Add lines 2 through 5 in column (d)				
	8 Net gaming income summary Combine lines 1 and 7 in column (d)				

9 Enter the state(s) in which the organization operates gaming activities: \_\_\_\_\_

a Is the organization licensed to operate gaming activities in each of these states?

b If 'No,' Explain

10 a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?

b If 'Yes,' Explain

11 Does the organization operate gaming activities with nonmembers?

12 Is the organization a grantor, beneficiary or trustee of a trust or a member of a partnership or other entity formed to administer charitable gaming?

	YES	NO
9a		
10a		
11		
12		

**13** Indicate the percentage of gaming activity operated in**a** The organization's facility**13a** %**b** An outside facility**13b** %**14** Provide the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

**15a** Does the organization have a contact with a third party from whom the organization receives gaming revenue?**15a****b** If 'Yes,' enter the amount of gaming revenue received by the organization \$ \_\_\_\_\_ and the amount of gaming revenue retained by the third party \$ \_\_\_\_\_**c** If 'Yes,' enter name and address

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

**16** Gaming manager information

Name ▶ \_\_\_\_\_

Gaming manager compensation ▶ \$ \_\_\_\_\_

Description of services provided ▶ \_\_\_\_\_

☐ Director/officer☐ Employee☐ Independent contractor**17** Mandatory distributions**a** Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license?**17a****b** Enter the amount of distributions required under state law distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ \_\_\_\_\_



**SCHEDULE O**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990**

► **Attach to Form 990. To be completed by organizations to provide additional information for responses to specific questions for the Form 990 or to provide any additional information.**

OMB No 1545-0047

**2008**

**Open to Public Inspection**

Name of the organization

EPISCOPAL LAYMANS MISSION SOCIETY

Employer identification number

93-0559964

**FORM 990, PART III, LINE 1 - ORGANIZATION MISSION**

THE EPISCOPAL LAYMEN'S MISSION SOCIETY, D.B.A. WILLIAM TEMPLE HOUSE, OPERATES A MENTAL HEALTH COUNSELING PROGRAM, AN EMERGENCY SOCIAL SERVICES (FOOD, CLOTHING, HEALTH ASSISTANCE, TRANSPORTATION VOUCHERS, ETC.) PROGRAM, AND A VOLUNTARY MULTI-FAITH PASTORAL CARE PROGRAM FOR WORKING POOR FAMILIES. ALL SERVICES ARE NO FEE OR VERY LOW FEE. SERVICES ARE FUNDED THROUGH PRIVATE DONATIONS, IN-KIND GIFTS, AND VOLUNTEERS HOURS.

**FORM 990, PART III, LINE 4A - PROGRAM SERVICE ACCOMPLISHMENTS**

THE EPISCOPAL LAYMEN'S MISSION SOCIETY, D.B.A. WILLIAM TEMPLE HOUSE, PROVIDES MENTAL HEALTH COUNSELING TO APPROXIMATELY 1,000 INDIVIDUALS AND FAMILIES EVERY YEAR, PROVIDES EMERGENCY SOCIAL SERVICES TO APPROXIMATELY 16,000 FAMILIES EVERY YEAR, AND PROVIDES PASTORAL CARE TO APPROXIMATELY 2,300 PEOPLE EVERY YEAR.

WILLIAM TEMPLE HOUSE REACHES OUT TO THE COMMUNITY OF WORKING POOR FAMILIES BY MAINTAINING PARISH PARTNERSHIPS IN THE NORTH, EAST, SOUTH AND WEST SECTIONS OF THE GREATER PORTLAND METROPOLITAN AREA. A FIFTH PARISH PARTNERSHIP IS UNDER DEVELOPMENT APPROXIMATELY 15 MILES FROM THE CENTRAL DOWNTOWN CORE.

WILLIAM TEMPLE HOUSE PARTICIPATES IN SEVERAL COMMUNITY COALITIONS OF AGENCIES TO FURTHER MENTAL HEALTH SERVICES, FOOD DISTRIBUTION, HEALTH ASSISTANCE, AND TRANSPORTATION ASSISTANCE.

EVERY YEAR, WILLIAM TEMPLE HOUSE TRAINS APPROXIMATELY 13 GRADUATE INTERNS IN COUNSELING AND UTILIZES APPROXIMATELY 450 COMMUNITY VOLUNTEERS IN SERVICE AND SUPPORT CAPACITIES.

Name of the organization

EPISCOPAL LAYMANS MISSION SOCIETY

Employer identification number

93-0559964

**FORM 990, PART III, LINE 4A - PROGRAM SERVICE ACCOMPLISHMENTS (CONTINUED)**

WILLIAM TEMPLE HOUSE OPERATES A THRIFT STORE THAT PROVIDES WORK EXPERIENCE AND  
VOLUNTEER OPPORTUNITIES TO PEOPLE ENTERING OR RE-ENTERING THE WORK FORCE. THE THRIFT  
STORE PROVIDES LOW COST CLOTHING AND HOUSEHOLD ITEMS TO PEOPLE ON LIMITED INCOMES.  
PEOPLE WHO CANNOT AFFORD THE THRIFT STORE LOW PRICES MAY RECEIVE VOUCHERS FOR ITEMS  
THEY NEED.

**FORM 990, PART VI, LINE 10 - FORM 990 REVIEW PROCESS**

IS REVIEWED BY FINANCE COMMITTEE.

**FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF C**

REVIEWED ANNUALLY.

**FORM 990, PART VI, LINE 15B - COMPENSATION REVIEW & APPROVAL PROCESS FOR OFFICERS & KEY EMPLOYEES**

APPROVED BY FULLY BOARD OF DIRECTORS.

**FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE**

AUDIT REPORTS ARE AVAILABLE UPON REQUEST

## PART III, LINE 12 - OTHER INCOME

<u>NATURE AND SOURCE</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>	<u>2005</u>	<u>2004</u>
CAPITAL GAIN (LOSSES)	-18,167.	-264,955.	56,586.	25,396.	108,136.
TOTAL	<u>\$ -18,167.</u>	<u>\$ -264,955.</u>	<u>\$ 56,586.</u>	<u>\$ 25,396.</u>	<u>\$ 108,136.</u>



725 NW Flanders  
Suite 409  
Portland, Oregon 97209  
503.232.7506  
bishopfrench.com

Report of Independent Certified Public Accountants

To the Board of Directors  
William Temple House, Inc.

We have audited the accompanying statement of financial position of William Temple House, Inc. (a nonprofit organization) as of September 30, 2009, and the related statement of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of the William Temple House, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of William Temple House, Inc. as of September 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

*Bishop French LLC*

Portland, Oregon  
December 16, 2009

William Temple House, Inc.

STATEMENT OF FINANCIAL POSITION

September 30, 2009

ASSETS

Current assets

Cash and cash equivalents	\$ 89,931
Contributions receivable	6,333
Investments	51,904
Prepaid expenses	17,453
Inventory	<u>50,784</u>

Total current assets 216,405

Property and equipment, net	1,015,721
Investments held by permanent endowment fund	368,173
Assets held in charitable trust	<u>129,629</u>

Total assets \$ 1,729,928

LIABILITIES

Current liabilities

Accounts payable	\$ 11,951
Accrued expenses	67,781
Note payable – current portion	<u>4,145</u>

Total current liabilities 83,877

Note payable – long term	4,491
Liability under charitable trust	<u>50,405</u>

Total liabilities \$ 138,773

NET ASSETS

Unrestricted

Undesignated	\$ 1,042,077
Board designated – quasi-endowment	<u>5,506</u>

Total unrestricted 1,047,583

Temporarily restricted	175,399
Permanently restricted	<u>368,173</u>

Total net assets 1,591,155

Total liabilities and net assets \$ 1,729,928

The accompanying notes are an integral part of this statement.

William Temple House, Inc.

STATEMENT OF ACTIVITIES

For the year ended September 30, 2009

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Revenue, gains and other support				
Contributions	\$ 317,067	\$ 94,426	\$ -	\$ 411,493
Thrift store sales	608,439	-	-	608,439
Investment income (loss)	(9,948)	(8,219)	-	(18,167) ✓
Other income	23,024	-	-	23,024
In-kind contributions				
Thrift store	633,160	-	-	633,160
Professional fees/counseling	382,872	-	-	382,872
Food and clothing – social services	198,148	-	-	198,148
Rent	14,997	-	-	14,997
Fundraising events				
Revenue	79,219	-	-	79,219
Less direct costs	(21,033)	-	-	(21,033)
Net fundraising events revenue	58,186	-	-	58,186
Change in value of net assets held in charitable trust	-	(4,762)	-	(4,762)
Net assets released from restrictions	185,795	(185,795)	-	-
Total revenue, gains and other support	2,411,740	(104,350)	-	2,307,390
Expenses				
Program services				
Social services	528,292	-	-	528,292
Counseling	592,866	-	-	592,866
Thrift store	1,104,098	-	-	1,104,098
Total program services	2,225,256	-	-	2,225,256
Supporting services				
Administrative	172,463	-	-	172,463
Fundraising	129,443	-	-	129,443
Total supporting services	301,906	-	-	301,906
Total expenses	2,527,162	-	-	2,527,162
Loss on disposal of leasehold improvements	162,580	-	-	162,580
Increase (decrease) in net assets	(278,002)	(104,350)	-	(382,352)
Net assets at beginning of year	1,325,585	279,749	368,173	1,973,507
Net assets at end of year	\$ 1,047,583	\$ 175,399	\$ 368,173	\$ 1,591,155

The accompanying notes are an integral part of this statement.

William Temple House, Inc.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended September 30, 2009

	Program Services			Supporting Services			Total
	Social Services	Counseling	Thrift Store	Administrative	Fundraising		
Salaries	\$ 139,881	\$ 174,740	\$ 274,960	\$ 69,460	\$ 66,478	\$	725,519
Employee benefits	29,363	20,785	66,305	10,940	11,712		139,105
Professional fees	253	6,806	906	46,534	19,749		74,248
Direct assistance	270,157	341,490	-	-	-		611,647
Telephone	7,015	3,792	4,385	3,176	1,905		20,273
Utility	12,640	8,346	18,969	2,820	2,113		44,888
Repairs & maintenance	10,879	7,302	17,569	3,945	1,745		41,440
Equipment rental	8,567	6,730	505	5,866	3,058		24,726
Rent	14,997	-	398	-	-		15,395
Insurance	7,976	6,431	13,699	10,442	4,767		43,315
Security	2,535	1,573	2,965	1,414	231		8,718
Supplies	2,437	2,880	3,418	1,223	1,032		10,990
Printing & publications	109	890	1,196	334	7,805		10,334
Postage	452	618	-	784	1,439		3,293
Travel, entertainment & training	345	1,877	391	1,061	9		3,683
Membership & subscriptions	327	171	400	495	198		1,591
Thrift store cost of sales	-	-	662,678	-	-		662,678
Financial fees	35	-	13,047	6,759	1,133		20,974
Depreciation and amortization	20,324	8,435	22,307	7,210	6,069		64,345
	\$ 528,292	\$ 592,866	\$ 1,104,098	\$ 172,463	\$ 129,443	\$	2,527,162

The accompanying notes are an integral part of this statement.

William Temple House, Inc.

STATEMENT OF CASH FLOWS

For the year ended September 30, 2009

Cash flows from operating activities	
Decrease in net assets	\$ (382,352)
Adjustments to reconcile decrease in net assets to net cash used in operating activities	
Depreciation and amortization	64,345
(Gain) loss on investments	16,564
(Gain) loss on disposal of leasehold improvements	162,580
Change in value of net assets held in charitable trust	4,762
Change in:	
Contributions receivable	(6,333)
Prepaid expenses	3,351
Inventory	9,717
Accounts payable	(13,120)
Accrued expenses	(3,906)
Net cash used in operating activities	<u>(144,392)</u>
Cash flows from investing activities	
Purchase of investments	(72,042)
Proceeds from sale of investments	383,442
Additions to property and equipment	<u>(12,120)</u>
Net cash provided by investing activities	299,280
Cash flows from financing activities	
Payments on line of credit	(113,173)
Payments on note payable	<u>(3,800)</u>
Net cash used in financing activities	<u>(116,973)</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	37,915
Cash and cash equivalents, beginning of year	<u>52,016</u>
Cash and cash equivalents, end of year	<u>\$ 89,931</u>
Supplemental disclosure of cash flow information	
Cash paid during the year for interest	\$ 4,408

The accompanying notes are an integral part of this statement.



NOTES TO FINANCIAL STATEMENTS

September 30, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of the Activities

William Temple House, Inc. was founded in 1965 as a mental health counseling and pastoral care agency providing services to working poor individuals and families in northwest Portland, Oregon. With the founders recognizing a need for emergency assistance, William Temple House, Inc. soon expanded to provide emergency food, clothing and similar assistance.

Today, William Temple House, Inc. provides mental health counseling, same-day emergency food and other assistance, and pastoral care to more than 16,000 working poor individuals and families each year from its headquarters in northwest Portland and through partnerships in Hillsboro and Milwaukie.

- West Site – Staffed by volunteers from All Saints Episcopal Church in Hillsboro, William Temple House West distributes emergency food and meets other basic needs of Washington County working poor individuals and families.
- Milwaukie Site – Partnering with St. John the Evangelist Episcopal Church in Milwaukie, William Temple House Milwaukie wardrobes children with new clothing, including underwear and shoes.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America and the principles of fund accounting. Fund accounting is the procedure by which resources for various purposes are classified for accounting purposes in accordance with activities or objectives specified by donors.

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 estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

Cash and Cash Equivalents

The organization considers all highly liquid debt instruments with a maturity of three months or less to be cash equivalents.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Contributions Receivable

Contributions receivable represent unconditional promises to give and are expected to be received within one year. Contributions receivable are reported at net realizable value. The allowance for uncollectible contributions is the Organization's best estimate of the amount of probable losses in existing contributions receivable. The Organization determines the allowance based on historical write-off experience and current information. Account balances are charged off against the allowance after all means of collection have been exhausted and the potential for recovery is considered remote. The Organization determined that no allowance is necessary for the year ended September 30, 2009.

Investments

The Organization carries its investments at fair value on the statement of financial position. Accordingly, unrealized gains or losses are recorded for the change in the fair value of investments during the year, net of investment administrative fees, and are included in the statement of activities.

Inventory

Inventory consists of donated clothing and household items stated at fair value.

Property and Equipment

Property and equipment are carried at cost when purchased, or at market value when acquired by gift. Depreciation and amortization has been computed using the straight-line method over the following estimated useful lives:

Land	-
Buildings and improvements	10-40 years
Equipment and furniture	3-10 years

Net Assets

The accompanying financial statements have been prepared to focus on William Temple House, Inc. as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. This has been accomplished by classification of the Organization's net assets in three classes, unrestricted, temporarily restricted and permanently restricted, as follows:

- Unrestricted net assets represent net assets not subject to donor-imposed stipulations.
- Temporarily restricted net assets represent net assets subject to donor-imposed stipulations that may or will be met by actions of the Organization and/or the passage of time.
- Permanently restricted net assets represent net assets subject to donor-imposed restrictions that neither expire with the passage of time nor can be fulfilled or otherwise removed by actions of the Organization.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Expenses are reported as decreases in unrestricted net assets. Expirations of temporary restrictions on net assets (where the donor-stipulated purpose has been fulfilled) are reported as net assets released from restrictions. Gains and losses on investments are reported as increases or decreases in unrestricted net assets unless their use is restricted by donor stipulation or law.

Revenue Recognition

The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Organization reports gifts of property and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Contributions

Unconditional promises to give are recognized as assets and either unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions. All contributions are considered to be available for unrestricted use, unless specifically restricted by the donor. The Organization records contributions to be received in future periods as temporarily restricted contributions.

Donated Materials

Donations of furniture, clothing and other items received by the Organization's thrift store for sale are recorded at their fair value in the period received. At the time of sale, proceeds received from the sale of the goods are recorded as revenue and an offsetting amount is recorded as thrift store costs of sales.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donated Services

The Organization recognizes as in-kind contributions donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing these skills, and would typically need to be purchased if not provided by donation.

Donated services typically recognized by the Organization consist of clinical counseling services and professional services by qualified professionals in support of the Organization. For the year ended September 30, 2009, the Organization has reported clinical counseling services based on an hourly rate of \$30 and professional services based on an hourly rate of \$150 for accounting services and \$275 for legal services. These rates reflect the fair value of the donated services received by the Organization. The Organization also received in-kind rent for facilities. The rent is recorded at the market rate.

A substantial number of volunteers have donated significant amounts of their time to the Organization's program services and its fundraising campaigns. These additional donated services have not been reflected in the accompanying financial statements because volunteers did not require a specialized skill or materially enhance the value of the nonfinancial assets and this did not meet the criteria for recognition.

Donated Food and Clothing – Social Services

Donations of food and clothing received for use in the carrying out the Organization's social services programs are recorded as contribution revenue at their estimated fair value at the date of donation.

Income Taxes

Income taxes are not provided for in the financial statements since the Organization is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and similar state provisions. No provision for income taxes is made in the accompanying financial statements, as the Organization has no activities subject to taxable unrelated business income tax. The Organization is not classified as a private foundation.

Advertising

The Organization expenses all advertising costs as they are incurred. Advertising expense was \$1,796 for the year ended September 30, 2009.

Functional Allocation of Expenses

Costs of providing various programs and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Concentrations of Credit Risk

The Organization maintains its cash in bank accounts that, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk related to cash.

Fair Value Instruments

The carrying value of the Organization's cash and cash equivalents, contributions receivable, accounts payable, and accrued expenses approximate market value as of September 30, 2009 due to the short-term nature of the instruments.

Reclassifications

Certain prior year amounts herein have been reclassified to conform to the September 30, 2009 financial statement presentation.

2. PROGRAM AND SUPPORTING SERVICES

The Organization provides counseling, food, clothing, education and other emergency and basic support to people in need.

Program Services

Social Services

The Organization provides food, clothing, medical aid, shelter, financial assistance and other emergency and temporary services to individuals and families in the local community without charge.

Counseling

The Organization provides treatment planning, individual and family counseling, educational programs and training. The Organization conducts education and training programs for community organizations, professionals and churches. The Organization also provides pastoral care by a priest, on site, to all who wish it. Pastoral care includes worship services, the sacraments of the church, pastoral counseling, pastoral visits and prayer requests.

Thrift Store

The Organization operates a thrift store in the Portland metropolitan area, the net earnings of which support direct services to clients. The store provides work experience and on-the-job training to workers needing assistance entering or re-entering the labor force. The store functions as a clothing and household goods supply center for social service clients.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

2. PROGRAM AND SUPPORTING SERVICES (Continued)

Supporting Services

Administrative

Activities include business management, record keeping, budgeting, financing and related administrative activities. These services provide the necessary development, organizational and management support for the effective operation of programs.

Fundraising

Activities include conducting fundraising campaigns, preparing and distributing fundraising materials and conducting other activities involving soliciting contributions from individuals, foundations and others.

3. INVESTMENTS

Investments are stated at fair value based on a framework that provides a fair value hierarchy prioritizing the inputs to valuation techniques used to measure fair value. The classification of assets and liabilities within the hierarchy is based on whether the inputs to the valuation methodology used for measurement are observable or unobservable. Observable inputs are market-derived or market-based information obtained from independent resources while unobservable inputs are estimates about market data.

The fair value hierarchy prioritizes the inputs to valuation techniques used to measure fair value into three broad levels:

- |            |   |
|------------|---|
| Level I:   | Observable inputs such as quoted prices in active markets for identical assets or liabilities.  |
| Level II:  | Inputs other than quoted prices that are observable for the asset or liability, either directly or indirectly; these include quoted prices for similar assets or liabilities in active markets and quoted prices for identical or similar assets or liabilities in markets that are not active. |
| Level III: | Unobservable inputs in which there is little or no market data available, which require the reporting entity to develop its own assumptions.  |

William Temple House, Inc.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

3. INVESTMENTS (Continued)

The following table sets forth carrying amounts and estimated fair values for financial instruments at September 30, 2009:

	Level I	Level II	Level III	Total
Mutual funds	\$ 309,259	\$ -	\$ -	\$ 309,259
Money market funds	-	110,818	-	110,818
Guaranteed annuity contract	-	-	129,629	129,629
Total investments	<u>\$ 309,259</u>	<u>\$ 110,818</u>	<u>\$ 129,629</u>	<u>\$ 549,706</u>

For the year ended September 30, 2009, the change in investments classified as Level III is as follows:

Balance at September 30, 2008	\$ 137,186
Gain	3,451
Distribution	(11,008)
Balance at September 30, 2009	<u>\$ 129,629</u>

4. INVENTORY

Clothing and accessories	\$ 17,336
Household	33,448
Total inventory	<u>\$ 50,784</u>

5. ASSETS AND LIABILITIES HELD IN CHARITABLE TRUST

The Organization is a beneficiary of a charitable trust. The assets held in the charitable trust are recorded at the fair market value, and the liabilities under the charitable trust agreement are recorded for the amount due to the income beneficiaries, discounted at 5.6 percent. Actuarial values are computed using annuity and mortality tables published by the Internal Revenue Service, which conform to industry standards.

The Organization makes quarterly distribution to the income beneficiaries for the life of the beneficiaries based on the lesser of the trust income for the prior year or 7.0 percent of the current year annual valuation of the trust assets. Upon the death of the income beneficiaries, the Organization will receive the corpus of the trust with no donor restrictions.

William Temple House, Inc.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

5. ASSETS AND LIABILITIES HELD IN CHARITABLE TRUST (Continued)

The fair market value of the trust and the estimated net present value of the future payments to the income beneficiary are as follows:

Assets held in charitable trust	\$ 129,629
Liability under charitable trust	<u>(50,405)</u>
Net present value	<u>\$ 79,224</u>

6. PROPERTY AND EQUIPMENT

Property and equipment at September 30, 2009 consists of the following:

Land	\$ 187,214
Buildings and improvements	1,769,522
Equipment and furniture	<u>195,635</u>
	2,152,371
Less accumulated depreciation and amortization	<u>(1,136,650)</u>
Net property and equipment	<u>\$ 1,015,721</u>

As of September 30, 2009, the Organization has the property and building at 20<sup>th</sup> and Hoyt listed for sale with an asking price of \$2,700,000. As of the date of the financial statements, there was no sales agreement. On August 21<sup>st</sup>, 2007, the Organization received a professional appraisal stating that based on their investigation and analysis the building at 2023 Hoyt had a market value of \$2,700,000.

The Organization previously leased facilities at St. Andrew's Episcopal Church for its social services programs. The lease called for no monthly payments but required the Organization to complete approximately \$250,000 in leasehold improvements in exchange for the use of the facilities. The leasehold improvements were completed in 2002 and were being amortized over a twenty-year period which was approximately the same as the lease term, including renewal options. In April 2009, the Organization closed the location and wrote off the leasehold improvements, resulting in a loss on disposal of leasehold improvements of \$162,580 during the year ended September 30, 2009.



William Temple House, Inc.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

7. NOTE PAYABLE

Note payable to Toyota Motor Credit Corp. in monthly installments of \$390, including interest at 8.5 percent per year. Secured by equipment. Due September 2011.

\$ 8,636

Principal payments on the note payable in subsequent years is as follows:

Years Ending September 30,

2010	4,145
2011	4,491
	<u>\$ 8,636</u>

Interest expense was \$4,408 for the year ending September 30, 2009.

8. PENSION PLAN

On January 15, 2002, the Organization established the William Temple House 401(k) Plan, under which eligible employees may elect to contribute up to 50 percent of their annual compensation to the Plan subject to statutory limitations. The plan guidelines state that the Organization can make discretionary matching and non-matching contributions to the plan. During the year ended September 30, 2009, the Organization contributed \$3,160 to the plan.

9. TEMPORARILY RESTRICTED NET ASSETS

The following is a summary of temporarily restricted net assets as of September 30, 2009:

Counseling	\$ 10,692
Clothing	9,117
Director's discretion	12,491
Food	1,639
Prescriptions	9,185
Bus tickets	2,123
Parish partners	2,570
Total net assets subject to use restrictions	<u>47,817</u>
Assets and liabilities held under charitable trust	79,224
Unappropriated earnings from endowment	<u>48,358</u>
	<u>\$ 175,399</u>

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

10. ENDOWMENT

In August 2008, the FASB issued a standard for endowments of not-for-profit organizations, which is effective for fiscal years ending after December 15, 2008. The standard provides guidance on the net asset classification of donor-restricted endowment funds for a not-for-profit organization that is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA). The standard requires additional disclosures about an organization's endowment funds (both donor-restricted and board-designated endowment funds), whether or not the organization is subject to UPMIFA. The standard also requires classifying the portion of a donor-restricted endowment that is not classified as permanently restricted net assets as temporarily restricted net assets until appropriated for expenditure. The State of Oregon adopted UPMIFA effective January 1, 2008. The unappropriated earnings from the endowment of \$89,081 as of September 30, 2008 were reclassified from unrestricted net assets to temporarily restricted net assets on the statement of activities.

The Organization's endowment consists of donor restricted funds that are permanently restricted and board restricted funds that are unrestricted. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the board of directors to function as endowments, are classified and reported based on the existence or absence of donor imposed restrictions.

Investment Return Objectives, Risk Parameters and Strategies

The Organization has adopted investment and spending policies for endowment assets that retain and when possible increase the purchasing power of the funds, while at the same time producing a reasonable return for distribution to meet current operating needs. To meet this investment objective, the Organization follows a total-return strategy in which investment decisions are made with the intent of maximizing the long-term total return of the portfolio, combining market-value changes (realized and unrealized) and current yield (interest and dividends).

Spending Policy

The Organization's policy of appropriating for distribution each year is based upon consideration of the long-term expected return on its investment assets and the nature and duration of the endowment fund.

William Temple House, Inc.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

10. ENDOWMENT (Continued)

Changes in endowment net assets as of September 30, 2009 are as follows:

	Board Unrestricted Endowment	Permanently Restricted Endowment	Total
Endowment net assets, beginning of year	\$ 292,747	\$ 368,173	\$ 660,920
Investment income	3,557	-	3,557
Contributions	72,042	-	72,042
Net appreciation (depreciation)	(13,505)	-	(13,505)
Distributions	(349,335)	-	(349,335)
Endowment net assets, end of year	<u>\$ 5,506</u>	<u>\$ 368,173</u>	<u>\$ 373,679</u>

11. NET ASSETS RELEASED FROM RESTRICTIONS

Net assets released from donor restrictions during the year ended September 30, 2009 were as follows:

Social services	\$ 90,804
Counseling	25,163
Multi-purpose	37,335
Appropriated earnings from endowment	32,493
	<u>\$ 185,795</u>

12. COMMITMENTS

The Organization leases equipment under non-cancelable operating lease agreements expiring January 2013. Future minimum payments under these leases are as follows:

Years ending September 30,

2010	\$ 20,483
2011	20,483
2012	12,914
2013	296
	<u>\$ 54,176</u>

William Temple House, Inc.

NOTES TO FINANCIAL STATEMENTS

September 30, 2009

13. INTEREST IN D.J. CONWAY AND JOSEPHINE VILOTT WOOLERY CONWAY FUND

The Organization is one of the beneficiaries of the D.J. Conway and Josephine Vilott Woolery Conway Fund. Investments in the Fund are to be held and managed in perpetuity by the Oregon Community Foundation. Under the terms of the Fund, the Organization has a 40 percent interest in the income distributed by the Fund. The Oregon Community Foundation has variance power over the fund and therefore the Organization's share of this fund is not recorded as an asset. Yearly distributions are classified as unrestricted contribution revenue at the time of receipt.

- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** and check this box ☒

**Note.** Only complete Part II if you have already been granted an automatic 3-month extension on a previously filed Form 8868.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** (on page 1).

**Part II: Additional (Not Automatic) 3-Month Extension of Time.** Only file the original (no copies needed).

Type or print  File by the extended due date for filing the return. See instructions	Name of Exempt Organization	Employer identification number
	EPISCOPAL LAYMANS MISSION SOCIETY	93-0559964
	Number, street, and room or suite number. If a P.O. box, see instructions	For IRS use only
	DONALD L. WILSON, P.C. 5410 SW MACADAM, SUITE 220	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions	
	PORTLAND, OR 97239	

**Check type of return to be filed** (File a separate application for each return):

<input checked="" type="checkbox"/> Form 990	<input type="checkbox"/> Form 990-PF	<input type="checkbox"/> Form 1041-A	<input type="checkbox"/> Form 6069
<input type="checkbox"/> Form 990-BL	<input type="checkbox"/> Form 990-T (section 401(a) or 408(a) trust)	<input type="checkbox"/> Form 4720	<input type="checkbox"/> Form 8870
<input type="checkbox"/> Form 990-EZ	<input type="checkbox"/> Form 990-T (trust other than above)	<input type="checkbox"/> Form 5227	

**STOP! Do not complete Part II if you were not already granted an automatic 3-month extension on a previously filed Form 8868.**

- The books are in care of FISCAL DIRECTOR
- Telephone No. 503-226-3021 FAX No. \_\_\_\_\_
- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) . . . . . If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for

- I request an additional 3-month extension of time until 8/15, 20 10.
- For calendar year \_\_\_\_\_, or other tax year beginning 10/01, 20 08, and ending 9/30, 20 09.
- If this tax year is for less than 12 months, check reason: ☐ Initial return ☐ Final return ☐ Change in accounting period
- State in detail why you need the extension: MORE TIME IS NEED TO COMPLY WITH ALL THE CHANGES RELATING TO THE NEW SCHEDULES ETC FOR THE 990. A N O T H A V E T H E B O A R D R E V I E W T H E R E T U R N .

<b>8a</b> If this application is for Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	8a \$
<b>b</b> If this application is for Form 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit and any amount paid previously with Form 8868.	8b \$
<b>c Balance Due.</b> Subtract line 8b from line 8a. Include your payment with this form, or, if required, deposit with FTD coupon or, if required, by using EFTPS (Electronic Federal Tax Payment System). See instrs	8c \$

**Signature and Verification**

Under penalties of perjury, I declare that I have examined this form, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete, and that I am authorized to prepare this form

Signature [Signature] Title TREASURER Date 5/14/10