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Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

OMB No 1545-1150 2009

Open to Public Inspection

61.314

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Form 990-EZ (2009)

Department of the Treasury Internal Revenue Service

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990 All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form The organization may have to use a copy of this return to satisfy state reporting requirements

, and ending For the 2009 calendar year, or tax year beginning Check if applicable D Employer identification number Please Name of organization Address change use IRS Maine Town & City Management Association 01-0367280 label or Name change print or E Telephone number Number and street (or P O box, if mail is not delivered to street address) Room/suite Initial return type. See (207) 623-8428 Terminated 60 Community Drive Specific ZIP + 4 City, town, or country Amended return F Group Exemption Instruc-Application pending tions Number ME 04330 Augusta X Cash G Accounting Method Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach Accrual a completed Schedule A (Form 990 or 990-EZ). Other (specify) Check ► X if the organization is not Website: ▶ www mtcma org required to attach Schedule B (Form 990, 990-EZ, or 990-PF) X 501(c) (6) ◀ (insert no) 4947(a)(1) or Tax-exempt status (check only one)-527 if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000 A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$500,000 or more, file Form 990 instead of Form 990-EZ 55.370 Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.) Part I Contributions, gifts, grants, and similar amounts received 0 <u>35,</u>605 2 Program service revenue including government fees and contracts Membership dues and assessments 3 19,470 Investment income 295 4 5a Gross amount from sale of assets other than inventory. **b** Less cost or other basis and sales expenses c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a). 5c Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here a Gross revenue (not including \$ 0 of contributions reported on line 1). 0 **b** Less direct expenses other than fundraising expenses 6b 0 c Net income or (loss) from special events and activities (Subtract line 6b from line 6a) 6c 0 7a Gross sales of inventory, less returns and allowances . **b** Less cost of goods sold Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) . . . 7с 0 Other revenue (describe > 55,370 Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 10 2,000 Grants and similar amounts paid (attach schedule) 11 Benefits paid to or for members. 12 Salaries, other compensation, and employee benefits 10.727 13 13 Professional fees and other payments to independent contractors 14 14 Occupancy, rent, utilities, and maintenance 15 Printing, publications, postage, and shipping 15 1.879 Other expenses (describe ► See Attached Statement 16 39,160 16 17 53,766 17 Total expenses. Add lines 10 through 16 Excess or (deficit) for the year (Subtract line 17 from line 9) . . . 18 1,604 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return). 19 61,314 ther changes in net assets or fund balances (attach explanation) 20 62,918 sets on fund balances at end of year Combine lines 18 through 20 Part II Balance Mets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ MAY 2 1 2010 Gee the instructions for Part II.) (A) Beginning of year (B) End of year 22 Cash, savings, an Provestments

23 Land and building 22 61,946 23 20 GibeEassets (describe ► Accounts Receivable 1.064 ol 24 25 63,010 61,314 26 92 26 Total liabilities (describe ► Scholarships OΙ 62.918

Net assets or fund balances (line 27 of column (B) must agree with line 21)

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

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Pa	rt III Statement of Program Service Acc			instructions for Pa	art III)		Expenses	
Wha	it is the organization's primary exempt purpose?	To inc	rease the proficiency	of municipal manag	ers and ot		ired for section	
Des	cribe what was achieved in carrying out the organi	zation's	s exempt purposes Ir	a clear and concis	se)(3) and 501(c)(4) izations and section	,
	ner, describe the services provided, the number of						a)(1) trusts, optiona	
	n program title	•				for oth		
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	(Grants \$ 0) If this amou	nt inclu	des foreign grants, ch	eck here		28a		0
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31	Other program services (attach schedule)							
•		nt inclu	des foreign grants, ch	eck here		31a		0
22						32		
	Total program service expenses. (add lines 28a			· · · · · · · · · · · · · · · · · · ·				<u>, 0</u>
Гa	rt IV List of Officers, Directors, Trustees, a		b) Title and average	(c) Compensation	(d) Contribut		(e) Expense	
	(a) Name and address	,	hours per week	(If not paid,	employee benef		account and	
			devoted to position	enter -0)	deferred comp	ensation	other allowance	<u>es</u>
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01-0367280 Page 3

33 Dut the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity. 34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes. 35 If the organization had income from business activities, such as those reported on lines 2, 5a, and 7a (among others), but not reported on Form 990-T, and any other changes. 35 If the organization had income from business gross income of \$1,000 or more or was it subject to section. 36 Dot the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the yea? If "Yes," complete applicable parts of Schedule N 37 a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 137a 3b.				Yes	No
34	33				
stephenome to the changes 34			33		_X_
If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attack as statement explaining why the organization did not report the income on Form 990-T and the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements? 1	34		34		х
an oft reported on Form 990-T attach a statement explaining why the organization during the companies of th	35		<u> </u>		
a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(s) notice, reporting, and proxy tax requirements? b If "Yes," has if filed a tax return on Form 990-T for this year? 35 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete adjunctable parts of Schedule N 37 a Enter amount of political expenditures, direct or indirect, as described in the instructions ► 37a 3b 3c 3c 3c 3c 3c 3c 3c					
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The organization's books are in care of Maine Municipal Association	44	·	40e	<u> </u>	<u> </u>
Located at ▶ 60 Community Drive City Augusta ST ME ZIP + 4 ▶ 04364 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)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts. c At any time during the calendar year, did the organization maintain an office outside of the U S? If "Yes," enter the name of the foreign country ▶ Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43 N/A Yes No Yes No Yes No If "Yes," Form 990-EZ. Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ. 45 Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ. A tany time during the calendar year, did the organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ.			(007)	200.04	
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	45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If			1
Form 990-EZ (2009		"Yes," Form 990 must be completed instead of Form 990-EZ.		<u> </u>	
			Form	990-E	Z (2009)

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Part VI	Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section	
	501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49	b
	and complete the tables for lines 50 and 51	

	and complete the tables for lines 50 and 51			
46	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to		Yes	No
	candidates for public office? If "Yes," complete Schedule C, Part I.	46		
47	Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II.	47		
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48		
49 a	Did the organization make any transfers to an exempt non-charitable related organization?	49a		<u> </u>
	If "Yes," was the related organization a section 527 organization?	49b		
50	· · · · · · · · · · · · · · · · · · ·	ees and	lkev	

Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(a) Name and	address of each employee than \$100,000	paid more	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Name None	Str	-	Title			
City	S <u>T</u> ZI	Hr/	wk 00	0	0	0
Name	Str	-	Γitle			
City	ST_ ZI	Hr/	w <u>k</u> 00	0	0	0
Name	Str	·	Title			
City	ST ZI	Hr/	wk 00	0	0	0
Name	Str	-	Title			
City	ST ZI	Hr/	<u>wk</u> 00	0	0	0
Name	Str		Title			
City	ST ŽI	P Hr/	wk 00	. 0	0	. 0

f Total number of other employees paid over \$100,000.

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None"

(b) Type of service	(C) Compensation
<u> </u>	
all information of which preparer has any	f my knowledge knowledge /15/2010
Date	
President	
Check if Preparer's in self-employed	dentifying number (See instructions)
EIN ►	
Phone no ▶	
	► Yes No
	edules and statements, and to the best of all information of which preparer has any Date President Check if self-employed FIN FINE Preparer's in the self-employed FIN FINE Preparer's in the self-employed FIN FINE FINE FINE FINE FINE FINE FINE

Paid
Amounts
d Similar A
- Grants and
990-EZ) - (
Line 10 (990-EZ)
Part I.

5	- (- I - I - I - I - I - I - I - I - I	ו מונ ו, בוווכ וס (ססס בב) - סומווט מוום סווווומו הווסמווט ו מום	2	3				
	vituate of a society	Grantae's name	Check (X) if grantee is	Address	<u>.</u>	State	Zip code	Foreign Country
-	Scholarship	Sharon Fishel		800 Ohio St Apt 21	Bangor		04401	
2	Scholarship	Canssa Kephart		330 Back Palermo Rd	Liberty	ME	04949	
က								
4								
2								
မ								
7								
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6								
10								

_					 		
•	, Date received	8/6/2009	8/6/2009				
	Method used to determine FMV						
0	Fair market value						
	How book value determined						
0	Book value						
	Description of the property Purpose of payment to affiliate Book value						
	Description of the property						
	Relationship						
2,000	Amount of cash grant	1,000	1,000				

Part I, Line 16 (990-EZ) - Other Expenses		39,160
1 Travel	1	
2 Meals and entertainment	. 2	
3 Fundraising	3	
4 Amortization	4	0
5 Conferences, conventions, and meetings	. 5	31,535
6 Depreciation	. 6	0
7 Depletion	7	
8 Equipment rental and maintenance	8	
9 Interest .	9	
10 Supplies	10	574
11 Telephone	11	
12 Unrelated business income taxes	12	0
13 General Misc	13	85
14 Liability Insurance	14	2,256
15 Web Expense	15	602
16 Officers Expense	16	4,098
17 Bank Fees	17	10
18	18	
19	19	
20	20	
21	21	
22	22	
23	23	
24	24	
25	25	
26	26	
27	27	
28	28	

Part II, Line 24	(990-EZ) - O	ther Assets

Pa	rt II, Line 24 (990-EZ) - Other Assets	0	1,064
	Description	Beginning	End
1	Accounts Receivable	0	1,064
2			
3			
4			
5			
6			
7			
8			
9			
10			

Pa	rt II, Line 26 (990-EZ) - Liabilities	0	92
	Description	Beginning	End
1	Scholarships	0	92
2			
3			
4			
5			
6			
7			
8			
9			
10			

Part I, Line 4 (990-EZ) - Investment Income

Г	AILI, LIIIC 4 (330-LZ)	- 111462(11161)(11100)	IIIC						
1	Interest on savings and tem	porary cash investments					•	1	295
2	Dividends and interest from	securities			•			2	
3	Gross rents			•				3	
4	Other investment income			•		•		4	
5	Total					,		5	295

Maine Town & City Management Association FORM 990-EZ Period Ended December 31, 2009 EIN 01-0367280

PART 1, Line 10 "Grants and similar amounts paid"

Recipient	Amount Purpose	
Sharon Fishel 800 Ohio St APT 21 Bangor ME 04401	\$1,000 Scholarship	8/6/2009
Carissa Kephart 330 Back Palermo Road Liberty ME 04949	\$1,000 Scholarship	8/6/2009

\$2,000

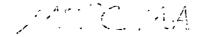
FORM 990-EZ

FOR THE PERIOD ENDED DECEMBER 31, 2009

PART III Statement of Program Service Accomplishments

The organizations primary purposes are:

- 1 To increase the proficiency of municipal managers and other local government administrators
- 2 To strengthen the quality of local goevernment through professional management.
- 3. To recognize the significance of the manager form of local government organization in Maine
- 4 To promote professional development and personal growth among members



MAINE TOWN & CITY MANAGEMENT ASSOCIATION 2009 BOARD OF DIRECTORS

PRESIDENT

John Anderson PO Box 106, Boothbay, ME 04537-0106 Tel: 633-2051 Fax: 633-6620

E-Mail: townmanager@town.boothbay.me.us

1st VICE PRESIDENT

Catherine Conlow
PO Box 130, Orono, ME 04473-0130
Tel: 866-2556 Fax: 866-5053
E-Mail: cathyc@orono.org

2nd VICE PRESIDENT/TREASURER

Terry York ✓
125 State Street, Augusta, ME 04330
Tel: 622-0971 Fax: 623-4083

E-Mail: tayork@kennebeccounty-me.gov

2009

Barry Tibbetts 1 Summer Street, Kennebunk, ME 04043-1897

Tel: 985-2102 Fax: 985-4609

E-Mail: btibbetts@kennebunk.maine.org

Thomas Hall

PO Box 360, Scarborough, ME 04070

Tel: 730-4031 Fax: 730-4033 E-Mail: thall@ci.scarborough.me.us

2010

Larry Mead

PO Box 566, Kennebunkport, ME 04046

Tel: 967-4243 Fax: 967-8470

Email: lmead@kennebunkportme.gov

Martin Puckett

PO Box 500, Mapleton, ME 04757-0500

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2011

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E-Mail: townmanager@washburnmaine.org

Dana J. Reed

93 Cottage Street, Suite I, Bar Harbor, ME 04609-1400

Tel: 288-4098 Fax: 288-4461

E-Mail: manager@barharbormaine.gov

2012

Michelle Beal

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E-Mail: mbeal@cityofellsworthme.org

Perry Ellsworth

15 School Street, Rangeley, ME 04970

Tel: 864-2257 Fax: 864-3578

E-Mail: townmanager@rangeleyme.org

IMMEDIATE PAST PRESIDENT

Nathaniel Tupper 200 Main St Yarmouth, ME 04096 Tel: 846-9036 Fax: 846-2403 E-Mail: ntupper@yarmouth.me.us

RANGE RIDER

Bert Kendall 26 Glenview Road, Cumberland, ME 04021 Phone: (207) 829-8184

E-mail: bmtkendall@aol.com