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Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income TaxUnder section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
(except black lung benefit trust or private foundation)

► 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.

OMB No 1545-1150

2009**Open to Public Inspection****A** For the 2009 calendar year, or tax year beginning July 1, 2009, and ending June 30, 2010**B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Terminated
☐ Amended return
☐ Application pending

Please use IRS label or print or type See Specific Instructions

C Name of organization

Lockwood Elementary PTA
 Number and street (or P O box, if mail is not delivered to street address) Room/suite
24118 Lockwood Road -
 City or town, state or country, and ZIP + 4
Bothell, WA 98021

D Employer identification number23-7442299**E** Telephone number425-485-5462**F** Group Exemption Number

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting Method: ☒ Cash ☐ Accrual
Other (specify) ►**I** Website: n/a**J** Tax-exempt status (check only one) — ☒ 501(c) (3) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527**H** Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)**K** Check ☐ 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.**L** 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 ► \$ 43685**Part I** Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	<u>7253</u>
	2	Program service revenue including government fees and contracts	2	<u>5360</u>
	3	Membership dues and assessments	3	<u>3126</u>
	4	Investment income	4	<u>29</u>
	5a	Gross amount from sale of assets other than inventory	5a	<u>0</u>
	5b	Less: cost or other basis and sales expenses	5b	<u>0</u>
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	<u>0</u>
	6	Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here <input type="checkbox"/>		
	6a	Gross revenue (not including \$ <u>5679</u> of contributions reported on line 1)	6a	<u>18551</u>
	6b	Less: direct expenses other than fundraising expenses	6b	<u>6706</u>
	6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c	<u>11845</u>
	7a	Gross sales of inventory, less returns and allowances	7a	<u>9366</u>
	7b	Less: cost of goods sold	7b	<u>9971</u>
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	<u><605></u>
	8	Other revenue (describe ►)	8	<u>0</u>
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	<u>27008</u>
	Expenses	10	Grants and similar amounts paid (attach schedule)	10
11		Benefits paid to or for members	11	<u>0</u>
12		Salaries, other compensation, and employee benefits	12	<u>0</u>
13		Professional fees and other payments to independent contractors	13	<u>0</u>
14		Occupancy, rent, utilities, and maintenance	14	<u>0</u>
15		Printing, publications, postage, and shipping	15	<u>1072</u>
16		Other expenses (describe ►)	16	<u>12756</u>
17	Total expenses. Add lines 10 through 16	17	<u>19633</u>	
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	<u>7375</u>
	19	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	<u>46268</u>
	20	Other changes in net assets or fund balances (attach explanation)	20	<u>0</u>
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	<u>53643</u>

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ.

(See the instructions for Part II.)

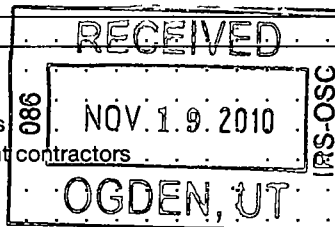
	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	<u>46268</u>	<u>53643</u>
23 Land and buildings		
24 Other assets (describe ►)		
25 Total assets		
26 Total liabilities (describe ►)		
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	<u>46268</u>	<u>53643</u>

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

Cat No 106421

Form **990-EZ** (2009)

SCANNED DEC 14 2010



Part III Statement of Program Service Accomplishments (See the instructions for Part III.)

What is the organization's primary exempt purpose? to be every child's advocate
 Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
 (Required for section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts, optional for others.)

28	<u>Student support / enrichment education</u>		8955
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	
29	<u>parent involvement / education</u>		651
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30	<u>community involvement</u>		3850
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31	Other program services (attach schedule) <input type="checkbox"/>	31a	
	(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>		
32	Total program service expenses (add lines 28a through 31a) <input type="checkbox"/>	32	13456

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instructions for Part IV.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
Suzy Symons 5635 NE 202nd Pl, Kenmore 98028	Co-President 12 hrs/week	Ø	Ø	Ø
Lori Morgan 21925 Locust Way, Lynnwood 98046	Co-President 12 hrs/week	Ø	Ø	Ø
Susan Pearson 2435 - 240th Pl SW, Brier 98036	Treasurer 8 hrs/week	Ø	Ø	Ø
Cam Harrel 23937 - 28th Pl W, Brier 98036	Secretary 5 hrs/week	Ø	Ø	Ø
Matt Fletcher 24215 - 18th Pl W, Bothell 98021	Vice President 5 hrs/week	Ø	Ø	Ø
Judy Edwards 20414 - 55th Ave NE, Kenmore 98028	Vice President 5 hrs/week	Ø	Ø	Ø
Ghazal Saleh 23821 - 17th Ave W, Bothell 98021	Vice President 5 hrs/week	Ø	Ø	Ø
Lisa Fulton 105 - 217th Pl SW, Bothell 98021	Vice President 5 hrs/week	Ø	Ø	Ø

Part V Other Information (Note the statement requirements in the instructions for Part V.)

	Yes	No
33 Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		<input checked="" type="checkbox"/>
34 Were any changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the changes	<input checked="" type="checkbox"/>	
35 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, attach a statement explaining why the organization did not report the income on Form 990-T.		
a Did 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?		<input checked="" type="checkbox"/>
b If "Yes," has it filed a tax return on Form 990-T for this year?		
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions. ▶ 37a <u>0</u>		
b Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II and enter the total amount involved 38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 39a		
b Gross receipts, included on line 9, for public use of club facilities 39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ <u>0</u> ; section 4912 ▶ <u>0</u> ; section 4955 ▶ <u>0</u>		
b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		<input checked="" type="checkbox"/>
c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ <u>0</u>		
d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T.		<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed. ▶ <u>Washington</u>		
42a The organization's books are in care of ▶ <u>Susan Pearson</u> Telephone no. ▶ <u>425-485-5462</u> Located at ▶ <u>2435 - 240th Place SW, Brier, WA</u> ZIP + 4 ▶ <u>98036</u>		
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)?	Yes	No
If "Yes," enter the name of the foreign country: ▶	42b	<input checked="" type="checkbox"/>
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.?		<input checked="" type="checkbox"/>
If "Yes," enter the name of the foreign country: ▶	42c	
43 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 <u>0</u>		
44 Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
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		<input checked="" type="checkbox"/>

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 46–49b and complete the tables for lines 50 and 51.

	Yes	No
46 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	46	<input checked="" type="checkbox"/>
47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II	47	<input checked="" type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	<input checked="" type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?	49a	<input checked="" type="checkbox"/>
b If "Yes," was the related organization a section 527 organization?	49b	<input checked="" type="checkbox"/>

50 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"

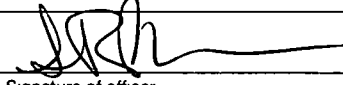
(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				

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."

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 ▶

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		11-15-10 Date	
Paid Preparer's Use Only	Susan Pearson, Treasurer Type or print name and title			
	Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Preparer's identifying number (See instructions)
	Firm's name (or yours if self-employed), address, and ZIP + 4		EIN	Phone no

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2009

Open to Public Inspection

Name of the organization

Lockwood Elementary PTA

Employer identification number

2317442299

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An organization that normally receives: (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.
- a ☐ Type I b ☐ Type II c ☐ Type III—Functionally integrated d ☐ Type III—Other
- e ☐ By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ☐
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

- (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?
- (ii) A family member of a person described in (i) above?
- (iii) A 35% controlled entity of a person described in (i) or (ii) above?

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

h Provide the following information about the supported organization(s)

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of support
			Yes	No	Yes	No	Yes	No	
Total									

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) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 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)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
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						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33⅓% support test—2009. If the organization did not check the box on line 13, and line 14 is 33⅓% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b 33⅓% support test—2008. If the organization did not check a box on line 13 or 16a, and line 15 is 33⅓% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
17a 10%-facts-and-circumstances test—2009. 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—2008. 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 ► <input type="checkbox"/>		

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 year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	2878	3581	6865	4609	10379	28312
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	44110	33515	29711	20698	9366	137400
3 Gross receipts from activities that are not an unrelated trade or business under section 513	-	-	-	-	-	-
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	-	-	-	-	-	-
5 The value of services or facilities furnished by a governmental unit to the organization without charge	-	-	-	-	-	-
6 Total. Add lines 1 through 5	46988	37096	36576	25307	19745	165712
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	-	-	-	-	-	-
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year	-	-	-	-	-	-
c Add lines 7a and 7b	-	-	-	-	-	-
8 Public support. (Subtract line 7c from line 6)						165712

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6	46988	37096	36576	25307	19745	165712
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	65	60	63	60	29	277
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975	-	-	-	-	-	-
c Add lines 10a and 10b	65	60	63	60	29	277
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on	-	-	-	-	-	-
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)	-	-	-	-	-	-
13 Total support. (Add lines 9, 10c, 11, and 12.)	47053	37156	36639	25367	19774	165989
14 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 <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	99.8	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	99.8	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	12	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	12	%

- 19a 33 1/3 % support tests—2009.** 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—2008.** If the organization did not check a box on line 14 or line 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 ☐

[illegible]

Department of the Treasury
Internal Revenue Service

Complete if the organization answered "Yes" to Form 990, Part IV, lines 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.
▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No. 1545-0047

2009

Open To Public Inspection

Name of the organization

Lockwood Elementary PTA

Employer identification number

23: 7442290

Part I

Fundraising Activities. Complete if the organization answered "Yes" to Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

- 1** Indicate whether the organization raised funds through any of the following activities. Check all that apply.
- | | |
|--|---|
| a <input type="checkbox"/> Mail solicitations | e <input type="checkbox"/> Solicitation of non-government grants |
| b <input type="checkbox"/> Internet and email solicitations | f <input type="checkbox"/> Solicitation of government grants |
| c <input type="checkbox"/> Phone solicitations | g <input type="checkbox"/> Special fundraising events |
| d <input type="checkbox"/> In-person solicitations | |
- 2a** Did the organization have a 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.

(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			
Total ▶						

- 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

[illegible]

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.

		(a) Event #1 <u>Auction</u> (event type)	(b) Event #2 <u>Leopardlaps</u> (event type)	(c) Other events (total number)	(d) Total events (add col (a) through col (c))
Revenue	1 Gross receipts	18552	5679		24231
	2 Less: Charitable contributions	-	5679		5679
	3 Gross income (line 1 minus line 2)	18552	-		18552
Direct Expenses	4 Cash prizes	-	-		-
	5 Noncash prizes	-	-		-
	6 Rent/facility costs	700	-		700
	7 Food and beverages	4727	-		4727
	8 Entertainment	-	-		-
	9 Other direct expenses	872	406		1278
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				(6705)
	11 Net income summary. Combine line 3, column (d), and line 10 ▶				11847

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.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col (a) through col (c))
Revenue	1 Gross revenue			355	355
	2 Cash prizes			178	178
Direct Expenses	3 Noncash 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 checked="" type="checkbox"/> Yes 100 % <input type="checkbox"/> No		
7 Direct expense summary. Add lines 2 through 5 in column (d) ▶					(178)
8 Net gaming income summary. Combine line 1, column d, and line 7 ▶					

		Yes	No
9 Enter the state(s) in which the organization operates gaming activities: <u>Washington</u>			
a Is the organization licensed to operate gaming activities in each of these states?	9a		
b If "No," explain: <u>n/a</u>			
10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year?	10a		X
b If "Yes," explain:			
11 Does the organization operate gaming activities with nonmembers?	11		X
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?	12		X

13 Indicate the percentage of gaming activity operated in:

- | | | |
|------------|-----|---|
| 13a | 0 | % |
| 13b | 100 | % |

14 Enter 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 contract with a third party from whom the organization receives gaming revenue?**15a**

X

- 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 of the third party.

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? n/a
- b** Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$

17a

**Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules**

1. LEGAL

- a. The name of this unit shall be Lockwood PTA 6.10.25.
- b. Lockwood Elementary PTA adopts and is guided by the current Uniform Bylaws of the Washington Congress of Parents and Teachers (the Washington State PTA).
- c. This unit is a nonprofit corporation recognized by the State of Washington on March 25, 1974. It is the responsibility of this unit's Treasurer to annually renew The Articles of Incorporation by March 31. The incorporation number is on file and available upon request.
- d. This unit was recognized by the IRS as a nonprofit, tax exempt organization in 1975, under section 501(c)(4) which changed to 501(c)(3) in 1996.
- e. This unit shall keep at least two copies of each of its legal documents in two separate locations.
- f. This unit shall conduct a financial review of its books and records in January of each year in addition to the required financial review at the close of the fiscal year – June 30th.

2. MEMBERSHIP

- a. The membership fees of this unit shall be \$12.00 per individual member, \$20.00 per Family (two adults in same household), \$25.00 Business Sponsor (no voting rights), and \$9.00 Teacher or staff member.
- b. Upon payment of membership service fees, members are considered in good standing through October of the ensuing year.

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

- c. The students of Lockwood Elementary School shall be considered honorary members of this unit without voice, vote or privilege of holding office.

3. OFFICERS

- a. The elected officers of this unit shall be President, or Co-Presidents, Vice President or Co-Vice Presidents, Secretary, and Treasurer. These elected officers shall constitute the Executive Committee.
- b. The officers shall be elected at a general membership meeting prior to April 30 for a term of one (1) year or until their successors are elected. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served eight (8) or more months shall be considered to have served a full term. Officers shall assume their duties on July 1.
- c. The Treasurer will attach a disbursement form to all checks for the co-signer to review before signing expense checks.
- d. An officer/Committee Chair position shall be declared vacant if that person misses three (3) consecutive meetings unless excused by the President. (See Washington State PTA Bylaws, Article 6, Sec. 7 (4).

4. BOARD OF DIRECTORS

- a. The Board of Directors shall consist of the elected officers, Legislative Chair, Membership Chair, Email Communications Chair (formerly known as Room Parent Coordinator), Newsletter Chair and a Member at Large. The Member at Large position will be held by the former President unless unavailable or unwanted. The Member at Large does not have voting rights. If there is more than one Legislative Chair the position gets only one vote. All members of the Board of directors must be PTA members.

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

b. The Standing Committees shall include those committees regularly established and staffed by Lockwood Elementary PTA.

5. COMMITTEE CHAIRS

- a. Committee Chairs should not use budgeted funds for “thank you gifts” to committee members. Thank you cards are available in the PTA office to send to businesses, members, and committee guests and should be sent via the “Kid Mail” when possible.
- b. All committees must adhere to the following policies for equipment and property use. See attached “Equipment Usage Policies”---moved from COMMITTEE POLICIES

6. MEETINGS AND VOTING

- a. General membership meetings of this unit will be scheduled by the first Tuesday at 7pm in September, November, January, March and June. Unless otherwise noted in the PTA Calendar, Meeting dates will be published in advance in the Lockwood PTA Calendar and in the Lockwood Newsletter Weekly. There shall be at least three general membership meetings during the year, which may will include the annual meeting required by WSPTA Bylaws.
- b. As required by WSPTA Bylaws, there shall be an annual meeting of the members for the purpose of electing officers and conducting other necessary business. This meeting will be held in the month of March.
- c. For General Membership or Board of Directors meetings a minimum of 10 members will constitute a quorum (the minimum needed to make a decision by voting).
- d. Board of Directors meetings of this unit shall be held on the first Tuesday at 7pm in October, December, February, and May. Unless otherwise noted in the PTA Calendar. Emergency meetings may be called providing the Board members are given at least 24 hours notice.

**Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules**

e. For Board of Directors meetings a majority of those currently serving on the board will constitute a quorum.

f. Voting for officer or nominating committee positions may be conducted by mail or by electronic transmission if the name of each candidate is contained in the notice of meeting or set forth in a record accompanying the notice. Any vote cast by electronic transmission must indicate the name of the member submitting the vote, be sent by email from the email address on file with the local unit, and be received at the email address set forth in the notice of meeting. Votes cast by mail or by electronic transmission must be received no later than the date set forth in the notice of the meeting. Members voting by mail or electronic transmission are deemed present for all purposes of quorum, count of votes, and percentages of total voting power present, or only for the purposes of the election(s) conducted at the meeting.

7. AWARDS

a. One or more Up to three Golden Acorn Awards may be given presented annually to an outstanding volunteer(s).

b. One Outstanding Advocate Award may be presented annually to recognize advocacy work on behalf of children and youth.

c. One or more Educator Service Awards may be given presented annually to an outstanding teacher/educator(s).

8. BANQUETS

a. Lockwood PTA will sponsor attendance at annual PTA Banquets as follows. For the Founders Day Dinner: Executive Committee, Principal, Vice Principal, Office Manager, Secretary, Teacher Rep, and Nurse. For the Spring Luncheon: Executive Committee, Principal, Office Manager, and Secretary.

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

9. WASHINGTON STATE PTA CONVENTION

a. Voting delegates to the annual Washington State PTA Convention shall be elected from the incoming Executive Committee officers and Legislative Chairs by the General Membership at the last General Membership meeting prior to the state convention. Lockwood PTA shall pay for voting delegates' registration and room expenses applicable to functions at State Convention.

b. Other incoming executive committee members may attend convention as visiting delegates. As the allocated budget allows, Lockwood PTA shall pay for Convention registration, room and reasonable food/transportation expenses for the visiting delegates. If the budget is insufficient to cover these expenses fully, then expenses shall be shared equally among non-voting participants who wish to attend.

c. Banquet tickets for Washington State PTA Convention may be purchased by Lockwood Elementary PTA for both incoming and out going Executive Committees.

10. LEGISLATIVE ASSEMBLY

a. The voting delegate(s) to the Legislative Assembly shall be the Legislative Chairperson(s) unless otherwise designated by the Board. Lockwood PTA shall provide registration, room and reasonable food/transportation expenses (at the standard district reimbursable rate) for the voting delegate.

11. SCHOLARSHIPS

a. Camp Casey, Summer School, After School Sports, and Al Chavez Educational Fund Scholarships are available through PTA to Lockwood students who are eligible for Free or reduced lunch. Scholarship requests are confidential. Interested families may make a scholarship request to the Office manager of Lockwood Elementary. The office manager will verify financial

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

need by checking students' records. If the student qualifies for the Free or Reduced lunch program, a request will be made to the PTA for scholarship funds.

26. Scholarship requests for Camp Casey are due before the PTA Board of Directors, immediately preceding the Camp Casey Trip. This is generally the 2nd Tuesday in April. This deadline is necessary in case the PTA needs to increase the allotted amount for Camp Casey Scholarships.

b. Requests for Summer School Scholarships are due the Friday before the last General PTA meeting of the school year. The last PTA meeting is generally the 1st or 2nd Tuesday in June. This deadline is necessary in case the PTA needs to increase the allotted amount for Summer School Scholarships.

c. Al Chavez Educational Fund Scholarships are designed to cover field trips and any other one time educational expenses which students are unable to afford. Teachers may request up to \$50 for a given student per year. Requests should be submitted to the school Secretary.

d. After school Sports Scholarships and before school Music Scholarships are based on the free and reduced lunch program. Requests should be submitted to the office manager of Lockwood Elementary for verification of financial need. If the student qualifies a request will be made to PTA for scholarship funds.

e. Exceptions to scholarships may be made for unusual circumstances at the request of Lockwood's Office Manager and approved by one of the Co-Presidents.

COMMITTEE POLICIES

31. All committees must adhere to the following policies for equipment and property use. See attached "Equipment Usage Policies"---moved to
COMMITTEE CHAIRS

32. The Children's Craft Table has adopted the following procedures for the protection of all volunteers. See attached
"Children's Craft Table Procedure Policy"

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

12. RENEWAL OF STANDING RULES

- a. These Standing Rules shall be adopted annually by a majority at the first General Membership Meeting.
- b. These Standing Rules may be amended at any regular General Membership Meeting by majority vote.

EQUIPMENT USAGE POLICY – USE FOR FUND-RAISING ACTIVITIES

Consistent with our goals, Lockwood Elementary PTA may help raise funds for scholarship purposes. This includes assisting classes in raising money for field trips, in cases where it may be difficult for the parents to pay for the whole field trip cost. Equipment owned by Lockwood PTA may be used for this purpose.

In order to maintain our insurance coverage, the equipment may only be used for PTA-sponsored activities. To meet this definition, the PTA must have 1) created, planned and implemented the activity 2) provided the majority of staffing, and 3) formally voted to authorize the event. The activity benefiting from the fundraising must be consistent with Lockwood PTA mission and goals.

Therefore, we adopt the following procedures:

- 1. Groups desiring to raise funds for their activity may apply for assistance by notifying the committee chairperson in charge of that equipment.
- 2. The committee chairperson, along with another Lockwood PTA Board or Executive Committee member, will review the proposed activity to make sure it is consistent with our mission.

3. The committee chairperson may then schedule an event involving the equipment (such as a popcorn sale).
4. At the event, a Lockwood PTA member will supervise the use of the machine.
5. A Lockwood PTA member will collect the cash proceeds from the event (two members should count the cash).
6. The money will be given to the Lockwood PTA Treasurer, who will issue a receipt.
7. The Lockwood PTA Treasurer will issue a check to the representative of the group for the amount of the net proceeds of the event after the individual submits a receipt for reimbursement.

These procedures were formally adopted by a vote of the Lockwood PTA Board of Directors at the February 9, 2003 meeting.

The Popcorn machine will need maintenance every two years. The committee chair will call the company in the Committee Handbook for pick up and estimated costs of maintenance. Approval of cost will happen at the first Board meeting of the school year.

This will be formally approved at the Lockwood PTA Board mtg. starting September 11th, 2007.

Holiday Bazaar Children's Craft Table – Supervision & Cash Handling Procedures

The Children's Craft Table at the PTA annual Holiday Bazaar gives children a chance to sell their own creations. In order to ensure that children have a good experience and that cash is handled properly, these procedures should be followed:

Pre-sale – Review Procedures and Return Form

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

1. The parent or guardian (responsible adult) of the participating child will receive a copy of these guidelines, along with a form to be returned
2. One the form, the parent must sign and indicate
 - a) That he/she has reviewed the guidelines
 - b) What the preferred method of payment is for sale proceeds (cash or check)
 - c) What shift he/she will be willing to work during the sale
 - d) Parent agrees to help supervise all children, not just their own child(ren)
3. The form must be returned before the child can participate in the event

Check-in of Sale Items before the Event

1. Craft items produced by children should be delivered to the Children's Craft Table Committee Chair no later than the night before the event
2. Items should have stickers on them indicating the sale price and child's name or initials
3. When the items are delivered, the committee member receiving the items and the person delivering them will initial a form showing the quantity of craft items

Sale Procedures

1. Children may sell their own items. If approved in advance, others may sell a child's items in the child's absence
2. Children shall be supervised during each transaction as they handle cash. They should be allowed to work as independently as possible
3. When an item is sold, the child will receive the cash, take off the price sticker, and give the item to the purchaser. Receipts may be issued if requested

Lockwood Elementary PTA
Proposed 2009-2010 Standing Rules

4. The child will take the cash and price sticker to the cash box supervisors. He/she will put the price sticker on their individual sale record sheet, which will be kept at the cash box
5. The cash box supervisor(s) must be PTA member(s) and will verify that the cash received matches the sticker(s) sold

Accounting and Payment to Children

1. At the conclusion of the event, two PTA members will count the cash received
2. As soon as practical after the event, the two PTA volunteers will take the sale record
3. The Treasurer will deposit the cash in the bank
4. The Treasurer will issue checks to those who requested payment by check
5. The Treasurer will write a check for cash for those who requested cash. The Treasurer will then make arrangements to deliver the cash to and get receipts from those who requested payment in cash. Payment will be made to child no later than the following Friday after the Bazaar

Lockwood PTA Actual v. Approved Budget 2009-2010 as of 6/30/10

With permission to the Board of Directors to reallocate

7/1/2009 through 6/30/2010 actual expenses using approved 2009-2010 budget

Net Income/Exp
(negative number means it costs PTA
positive number is making PTA money)

INCOME	budgeted Income	actual Income	EXPENSES	budgeted expenses	actual expenses	budgeted difference	actual difference
Activities (that mostly pay for themselves)							
Dance	1,800.00	1,921.00	Dance Exp.	1,700.00	1,717.90	100.00	203.10
Health And Safety Fair Inc.	600.00	0.00	Health And Safety Fair	800.00	0.00	-200.00	0.00
			Ice Cream Social	350.00	316.40	-350.00	-316.40
Night At The Museum Inc.	700.00	295.00	Night At The Museum	900.00	470.31	-200.00	-175.31
Sixth Grade Graduation	1,150.00	1,032.00	Sixth Grade Graduation Exp.	1,250.00	802.77	-100.00	229.23
Talent Show Income	700.00	485.85	Talent Show Exp.	500.00	455.27	200.00	30.58
			Bowling	50.00	8.02	-50.00	-8.02
			Movie Night	75.00	64.78	-75.00	-\$64.78
Fundraising							
Auction Income	19,000.00	18,551.50	Auction	7,500.00	6,299.45	11,500.00	12,252.05
Box Tops For Education	1,200.00	1,237.00	Box Tops Exp.	200.00	160.25	1,000.00	1,076.75
Leopard Laps Income	8,000.00	5,678.65	Leopard Laps	800.00	406.25	7,200.00	5,272.40
Interest Inc	75.00	29.17				75.00	29.17
Programs of benefit to students							
			Al Chavez Field Trip Fund	600.00	570.00	-600.00	-570.00
			Art Docent	500.00	325.17	-500.00	-325.17
			Benevolence Fund	500.00	290.39	-500.00	-290.39
			Campbell Soup Labels	25.00	0.00	-25.00	0.00
			Chess Club	0.00	0.00	0.00	0.00
			Curriculum Enhancement	2,000.00	1,200.00	-2,000.00	-1,200.00
			Gift To School	1,500.00	200.00	-1,500.00	-200.00
			Literacy Docents	150.00	0.00	-150.00	0.00
			Math Olympiad	150.00	140.00	-150.00	-140.00
			NS District Scholarship	100.00	0.00	-100.00	0.00
			Reflections Exp.	225.00	220.43	-225.00	-220.43
			Room Parent Orientation	25.00	0.00	-25.00	0.00
			Scholarships	1,500.00	297.50	-1,500.00	-297.50
			Traffic Safety	50.00	0.00	-50.00	0.00
Programs of benefit to teachers							
			Classroom Education Exp.	5,600.00	4,646.97	-5,600.00	-4,646.97
			Staff Appreciation - Luncheon	250.00	197.22	-250.00	-197.22

Community Enhancement
Weeds and Seeds 200.00 142.22 -200.00 -142.22
Holiday Helpers 50.00 18.58 -50.00 -18.58

Operating Expenses
Membership 3,500.00 3,126.00
Membership Exp. 2,975.00 2,719.79 525.00 406.21
Charitable Solicitations 10.00 -10.00
Copier Exp. 400.00 372.07 -400.00 -372.07
Incorporation Fee 10.00 -10.00
Insurance Bond 400.00 -400.00
Office Supplies 400.00 -400.00
Website PTA 200.00 -200.00
Weekly Information Sheet 800.00 -800.00

PTA Admin.
Founders Day Dinner 210.00 0.00 -210.00 0.00
Golden Acorn 380.00 379.58 -380.00 -379.58
Leadership Training 1,000.00 693.72 -1,000.00 -693.72
Legislation 720.00 541.28 -720.00 -541.28
NS Spring Lunch 210.00 200.00 -210.00 -200.00
Officer Expense And Pins 200.00 71.45 -200.00 -71.45
Outstanding Educator-Service A 200.00 0.00 -200.00 0.00
Welcome Tea And Hospitality 300.00 105.65 -300.00 -105.65
AED Fund 500.00 0.00 -500.00 0.00
Directory 15.00 0.00
Kid sitters 875.00 760.00 -875.00 -760.00
Miscellaneous 100.00 337.23 -100.00 -337.23

Things we offer that just go in and out
Book Fair Income 6,800.00 5,437.08 6,800.00 -359.57
Emergency Preparedness Inc. 1,285.00 866.00 1,285.00 801.37
Popcorn 600.00 0.00 600.00 0.00
Yearbook 4,200.00 3,929.25 4,200.00 -60.46

TOTAL INCOME 50,600.00 43,685.73
TOTAL EXPENSES 50,750.00 36,309.17
OVERALL TOTAL -150.00 7,376.56

Changes approved by members at June 1, 2010 PTA meeting.
1) Transfer \$100 from Chess Club expenses into the Al Chavez Field Trip Fund
2) Transfer to \$80 from Legislation expenses to Golden Acorn expenses
3) Increase Scholarship expenses by \$500 to a total of \$1,500 Did not choose to decrease other line items to compensate Forecast that PTA will have total unclaimed expenses of at least \$500 from all accounts which will compensate for this change