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## Return of Organization Exempt From Income Tax

2009

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

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

Open to Public Inspection

For the 2009 calendar year, or tax year beginning Jul 1, 2009, and ending Jun 30, 2010

B Check if applicable		C Name of organization <b>A FRIENDLY MANOR DBA:A FRIENDLY PLACE</b>		D Employer identification number <b>68-0335885</b>	
<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		<b>2298 SAN PABLO AVENUE</b> City, town or country <b>OAKLAND</b>		<b>E Telephone number (925) 283-5613</b>	
				<b>F Name and address of principal officer Sister Maureen Ly 2298 SAN PABLO AVE OAKLAND CA 94612</b>	
<b>I Tax-exempt status</b> <input checked="" type="checkbox"/> 501(c) (3) ▶ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527				<b>H(a) Is this a group return for affiliates?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b) Are all affiliates included?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If 'No,' attach a list (see instructions)	
<b>J Website:</b> ▶ N/A				<b>H(c) Group exemption number</b> ▶	
<b>K Form of organization</b> <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L Year of Formation</b> 1994		<b>M State of legal domicile</b> CA	

## Part II Summary

1 Briefly describe the organization's mission or most significant activities: Transitional Housing and daytime hospitality for Homeless

2 Check this box ▶  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) **3 5**

4 Number of independent voting members of the governing body (Part VI, line 1b) **4 5**

5 Total number of employees (Part V, line 2a) **5 8**

6 Total number of volunteers (estimate if necessary) **6 200**

7a Total gross unrelated business revenue from Part VIII, Icolumn (C), line 12 **7a 0.**

b Net unrelated business taxable income from Form 990-T, line 34 **7b 0.**

Activities & Governance	JAN 06 2011 Revenue	RECEIVED 18 DEC 14 2010 FRS-OSC	Prior Year	Current Year
			8 Contributions and grants (Part VIII, line 1h) <b>323,646.</b>	303,160.
	9 Program service revenue (Part VIII, line 2g) <b>64,502.</b>		57,579.	
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) <b>11,578.</b>		48,357.	
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) <b>399,726.</b>			
	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12) <b>409,096.</b>			
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) <b>49,141.</b>			
	14 Benefits paid to or for members (Part IX, column (A), line 4) <b>117,016.</b>		121,891.	
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) <b>213,973.</b>			
	16a Professional fundraising fees (Part IX, column (A), line 11e) <b>330,989.</b>		391,658.	
	b Total fundraising expenses (Part IX, column (B), line 25) <b>68,737.</b>			
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f) <b>220,626.</b>			
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) <b>2,756,203.</b>			
	19 Revenue less expenses Subtract line 18 from line 12 <b>2,790,155.</b>			
Net Assets or Fund Balances			Beginning of Year <b>2,765,120.</b>	End of Year <b>2,797,527.</b>
	20 Total assets (Part X, line 16) <b>8,917.</b>			
	21 Total liabilities (Part X, line 26) <b>2,756,203.</b>			
	22 Net assets or fund balances Subtract line 21 from line 20 <b>2,790,155.</b>			

## Part III Signature Block

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.

Sign Here

► Sister Maureen Lyons  
Signature of officer12/9/10  
Date► Sister Maureen Lyons  
Type or print name and title

DIRECTOR

Paid Preparer's Use Only

Preparer's signature

2009

Date

12.8.10

Check if self-employed

Preparer's identifying number (see instructions)

P000246159

Firm's name (or yours if self-employed, address, and ZIP + 4) **Brent K. August & Co., Inc.**  
► **3708 Mt. Diablo Blvd., Suite 300**  
Lafayette CA 94549EIN ► **94-2786041**Phone no ► **(925) 283-5610**

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.

TEEA0101 07/20/09

Form 990 (2009)

S-17

**Part III Statement of Program Service Accomplishments**

1 Briefly describe the organization's mission.

Transitional Housing  
and daytime hospitality for Homeless

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 \$ 380,196. including grants of \$ 0.) (Revenue \$ 105,936.)

DURING FISCAL 2010 A FRIENDLY MANOR (DBA: A FRIENDLY PLACE) PROVIDED DAYTIME HOSPITALITY FOR OVER 3,300 ABUSED AND/OR DISADVANTAGED WOMEN THAT UTILIZED THE DROP IN FACILITIES; IT ALSO PROVIDED A TRANSITIONAL HOUSING PROGRAM FOR 20 SINGLE WOMEN A MONTH IN A CLEAN AND SOBER ENVIRONMENT.

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 ► 380,196.

## Part IV Checklist of Required Schedules

1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A

2 Is the organization required to complete Schedule B, Schedule of Contributors?

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

4 **Section 501(c)(3) organizations** Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II

5 **Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations.** 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 similar funds or 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

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

8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III

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

10 Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? If 'Yes,' complete Schedule D, Part V

11 Is the organization's answer to any of the following questions 'Yes'? If so, complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable

- Did the organization report an amount for land, buildings and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI
- Did the organization report an amount for investments— other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII
- Did the organization report an amount for investments— program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII
- Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX
- Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X
- Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48? If 'Yes,' complete Schedule D, Part XI

12 Did the organization obtain separate, independent audited financial statement for the tax year? If 'Yes,' complete Schedule D, Parts XI, XII, and XIII

12A Was the organization included in consolidated, independent audited financial statement for the tax year? If 'Yes,' completing Schedule D, Parts XI, XII, and XIII is optional

13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E

14a Did the organization maintain an office, employees, or agents outside of the United States?

b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? If 'Yes,' complete Schedule F, Part I

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

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

17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I

18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II

19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III

20 Did the organization operate one or more hospitals? If 'Yes,' complete Schedule H

	Yes	No
1	X	
2	X	
3		X
4		X
5		
6		X
7		X
8		X
9		X
10		X
11	X	
12		X
12 A	Yes	No
13		X
14a		X
14b		X
15		X
16		X
17		X
18		X
19		X
20		X

## Part IV Checklist of Required Schedules (continued)

	Yes	No
21		X
22	X	
23	X	
24a		X
24b		
24c		
24d		
25a	X	
25b	X	
26	X	
27		X
28a	X	
28b	X	
28c	X	
29	X	
30	X	
31	X	
32	X	
33	X	
34	X	
35	X	
36	X	
37	X	
38	X	

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Form 990 (2009)

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

		Yes	No
1a	Enter the number reported in Box 3 of form 1096, Annual Summary and Transmittal of U.S. Information Returns. Enter -0- if not applicable	1a	4
1b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0
1c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X
2a	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	2a	8
2b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?  Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file this return. (see instructions)	2b	X
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	3a	X
3b	b If 'Yes' has it filed a Form 990-T for this year? If 'No,' provide an explanation in Schedule O	3b	
4a	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)?  b 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.	4a	X
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
5b	b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
5c	c If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding Prohibited Tax Shelter Transaction?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible?	6a	X
6b	b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not deductible?	6b	
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>	7a	X
7b	a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7b	
7c	b If 'Yes,' did the organization notify the donor of the value of the goods or services provided?	7c	X
7d	c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7d	
7e	d If 'Yes,' indicate the number of Forms 8282 filed during the year	7e	X
7f	e Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7f	X
7g	f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7g	
7h	g For all contributions of qualified intellectual property, did the organization file Form 8899 as required?	7h	
7i	h For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as required?	7i	
8	<b>Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.</b> Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?	8	X
9	<b>Sponsoring organizations maintaining donor advised funds.</b>	9a	X
9b	a Did the organization make any taxable distributions under section 4966?	9b	X
10	<b>Section 501(c)(7) organizations.</b> Enter:	10a	
10b	a Initiation fees and capital contributions included on Part VIII, line 12	10b	
11	<b>Section 501(c)(12) organizations.</b> Enter:	11a	
11b	a Gross income from other members or shareholders	11b	
12a	b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them)	12a	
12b	12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?  b If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year	12b	

**Part VII Governance, Management and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

### Section A. Governing Body and Management

1a Enter the number of voting members of the governing body 1a 5

1b Enter the number of voting members that are independent 1b 5

2 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? 2 X

3 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? 3 X

4 Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed? 4 X

5 Did the organization become aware during the year of a material diversion of the organization's assets? 5 X

6 Does the organization have members or stockholders? 6 X

7a Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body? 7a X

b Are any decisions of the governing body subject to approval by members, stockholders, or other persons? 7b X

8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: 8a X

a The governing body? 8b X

b Each committee with authority to act on behalf of the governing body?

9 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 9 X

### Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code)

10a Does the organization have local chapters, branches, or affiliates? 10a X

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? 10b X

11 Has the organization provided a copy of this Form 990 to all members of its governing body before filing the form? 11 X

11a Describe in Schedule O the process, if any, used by the organization to review this Form 990. 12a X

12a Does the organization have a written conflict of interest policy? If 'No,' go to line 13 12b X

b Are officers, directors or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12c X

c Does the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this is done 13 X

13 Does the organization have a written whistleblower policy? 14 X

14 Does the organization have a written document retention and destruction policy? 15a X

15 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? 15b X

a The organization's CEO, Executive Director, or top management official 16a X

b Other officers of key employees of the organization 16b X

If 'Yes' to line 15a or 15b, describe the process in Schedule O. (See instructions)

16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? 16a X

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? 16b X

### Section C. Disclosures

17 List the states with which a copy of this Form 990 is required to be filed ► California

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.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: ► Sister Maureen Lyons 2298 San Pablo Ave., Oakland CA 94612 (510) 451-8923

**Part VIII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year. Use Schedule J-2 if additional space is needed.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid
- List all of the organization's **current** key employees. See instructions for definition of 'key employees.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations

List persons in the following order individual trustees or directors; institutional trustees; officers, key employees, highest compensated employees, and former such persons

Check this box if the organization did not compensate any current officer, director, or trustee.

**Part VII: Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (cont.)**

**1 b Total**

0

0

0.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization ►

	Yes	No
3		X
4		X
5		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.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100 000 in compensation from the organization ►

## 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	
CONTRIBUTIONS, GIFTS, GRANTS AND OTHER SIMILAR AMOUNTS	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	303,160.			
	g Noncash contribns included in lns 1a-1f.		\$			
	<b>h Total.</b> Add lines 1a-1f			303,160.		
PROGRAM SERVICE REVENUE	2a RENTAL INCOME	Business Code 900099	57,579.	57,579.	0.	
	b					
	c					
	d					
	e					
	f All other program service revenue					
	<b>g Total.</b> Add lines 2a-2f			57,579.		
	3 Investment income (including dividends, interest and other similar amounts)		48,357.	48,357.	0.	0.
4 Income from investment of tax-exempt bond proceeds						
5 Royalties						
6a Gross Rents	(i) Real					
b Less: rental expenses	(ii) Personal					
c Rental income or (loss)						
d Net rental income or (loss)						
7a Gross amount from sales of assets other than inventory	(i) Securities					
b Less: cost or other basis and sales expenses	(ii) Other					
c Gain or (loss)						
d Net gain or (loss)						
8a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a					
b Less: direct expenses	b					
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses	b					
c Net income or (loss) from gaming activities						
10a 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					
11a						
b						
c						
d All other revenue						
<b>e Total.</b> Add lines 11a-11d						
<b>12 Total revenue.</b> See instructions		409,096.	105,936.	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	49,141.	49,141.		
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				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	98,784.	98,784.	0.	0.
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	13,390.	13,390.	0.	0.
10 Payroll taxes	9,717.	9,717.	0.	0.
11 Fees for services (non-employees)				
a Management				
b Legal	85.	0.	85.	0.
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	11,377.	0.	8,556.	2,821.
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	51,171.	51,171.	0.	0.
23 Insurance	15,286.	15,286.	0.	0.
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 TELEPHONE	0.	0.	0.	0.
b DIETARY	2,007.	2,007.	0.	0.
c MAINTENANCE & REPAIRS	18,770.	18,770.	0.	0.
d ENRICHMENT	3,090.	3,090.	0.	0.
e REAL ESTATE TAXES	969.	969.	0.	0.
f All other expenses	117,871.	117,871.	0.	0.
25 Total functional expenses. Add lines 1 through 24f	391,658.	380,196.	8,641.	2,821.
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				

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Form 990 (2009)

## Part X Balance Sheet

		(A) Beginning of year		(B) End of year
<b>ASSETS</b>	1 Cash – non-interest-bearing		1	
	2 Savings and temporary cash investments	1,079,770.	2	937,655.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net		4	
	5 Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. 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		8	
	9 Prepaid expenses and deferred charges	4,259.	9	3,014.
	<b>10a Land, buildings, and equipment cost or other basis.</b> Complete Part VI of Schedule D	2,021,487.		
	<b>b Less accumulated depreciation</b>	1,367,183.	10c	1,329,670.
	<b>11 Investments – publicly-traded securities</b>	312,831.	11	525,984.
	<b>12 Investments – other securities</b> See Part IV, line 11		12	
	<b>13 Investments – program-related.</b> See Part IV, line 11		13	
	<b>14 Intangible assets</b>		14	
	<b>15 Other assets.</b> See Part IV, line 11	1,077.	15	1,204.
	<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 34)	2,765,120.	16	2,797,527.
<b>LIABILITIES</b>	<b>17 Accounts payable and accrued expenses</b>	8,917.	17	7,372.
	<b>18 Grants payable</b>		18	
	<b>19 Deferred revenue</b>		19	
	<b>20 Tax-exempt bond liabilities</b>		20	
	<b>21 Escrow or custodial account liability</b> Complete Part IV of Schedule D		21	
	<b>22 Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons.</b> Complete Part II of Schedule L		22	
	<b>23 Secured mortgages and notes payable to unrelated third parties</b>		23	
	<b>24 Unsecured notes and loans payable to unrelated third parties</b>		24	
	<b>25 Other liabilities.</b> Complete Part X of Schedule D		25	
	<b>26 Total liabilities.</b> Add lines 17 through 25	8,917.	26	7,372.
<b>NET ASSETS OR FUND BALANCES</b>	<b>Organizations that follow SFAS 117, check here ► <input checked="" type="checkbox"/> and complete lines 27 through 29 and lines 33 and 34.</b>			
	<b>27 Unrestricted net assets</b>	2,756,203.	27	2,790,155.
	<b>28 Temporarily restricted net assets</b>		28	
	<b>29 Permanently restricted net assets</b>		29	
	<b>Organizations that do not follow SFAS 117, check here ► <input type="checkbox"/> and complete lines 30 through 34.</b>			
	<b>30 Capital stock or trust principal, or current funds</b>		30	
	<b>31 Paid-in or capital surplus, or land, building, and equipment fund</b>		31	
	<b>32 Retained earnings, endowment, accumulated income, or other funds</b>		32	
	<b>33 Total net assets or fund balances.</b>	2,756,203.	33	2,790,155.
	<b>34 Total liabilities and net assets/fund balances.</b>	2,765,120.	34	2,797,527.

BAA

Form 990 (2009)

**Part XI. Financial Statements and Reporting**

1 Accounting method used to prepare the Form 990:  Cash  Accrual  Other

If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.

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

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 line 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?

If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.

d If 'Yes' to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a consolidated basis, separate basis, or both:

Separate basis  Consolidated basis  Both consolidated and separate basis

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? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits

BAA

Form 990 (2009)

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

# 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.**

2009

## Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

Name of the organization

## A FRIENDLY MANOR DBA:A FRIENDLY PLACE

Employer identification number  
68-0335885

**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 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 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 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?  
h  Yes  No

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

h Provide the following information about the supported organizations.

**BAA**

**BAA 10: Privacy Act and Paperwork Reduction Act Notice:** See the instructions for Form 550 or 550-ZZ.

**Schedule A (Form 990 or 990-EZ) 2009**

**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 'unusual grants.')	311,178.	348,794.	313,431.	323,646.	303,160.	1,600,209.
2 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf	0.	0.	0.	0.	0.	0.
3 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	0.	0.	0.	0.	0.	0.
<b>4 Total.</b> Add lines 1-through 3	<b>311,178.</b>	<b>348,794.</b>	<b>313,431.</b>	<b>323,646.</b>	<b>303,160.</b>	<b>1,600,209.</b>
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)						
<b>6 Public support.</b> Subtract line 5 from line 4						<b>1,600,209.</b>

**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	311,178.	348,794.	313,431.	323,646.	303,160.	1,600,209.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	101,295.	130,904.	127,496.	76,080.	105,936.	541,711.
9 Net income from unrelated business activities, whether or not the business is regularly carried on	0.	0.	0.	0.	0.	0.
10 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>2,141,920.</b>
12 Gross receipts from related activities, etc (see instructions)						<b>12</b>
<b>13 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 checked="" 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))	<b>14</b>	<b>74.71 %</b>
15 Public support percentage from 2008 Schedule A, Part II, line 14	<b>15</b>	<b>75.06 %</b>
<b>16a 33-1/3 support test – 2009.</b> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>b 33-1/3 support test – 2008.</b> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>17a 10%-facts-and-circumstances test – 2009</b> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>b 10%-facts-and-circumstances test – 2008.</b> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BAA

Schedule A (Form 990 or 990-EZ) 2009

**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) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions and membership fees received (Do not include 'unusual grants.')						
2 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						
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						
<b>6 Total.</b> Add lines 1 through 5						
<b>7a</b> Amounts included on lines 1, 2, 3 received from disqualified persons						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the amount on line 13 for the year						
<b>c</b> Add lines 7a and 7b						
<b>8 Public support</b> (Subtract line 7c from line 6)						

**Section B. Total Support**

Calendar year (or fiscal yr beginning in) ►	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
<b>9</b> Amounts from line 6						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
<b>c</b> Add lines 10a and 10b						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
<b>13 Total support.</b> (add ins 9, 10c, 11, and 12)						
<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**

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

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

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%
<b>19a 33-1/3 support tests – 2009.</b> 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 ► <input type="checkbox"/>		
<b>b 33-1/3 support tests – 2008.</b> 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 ► <input type="checkbox"/>		
<b>20 Private foundation.</b> If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ► <input type="checkbox"/>		

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

**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**

► Complete if the organization answered 'Yes,' to Form 990,  
Part IV, lines 6, 7, 8, 9, 10, 11, or 12.  
► Attach to Form 990. ► See separate instructions

OMB No 1545-0047

**2009**Open to Public  
Inspection

Name of the organization

Employer identification number

A FRIENDLY MANOR DBA:A FRIENDLY PLACE

68-0335885

**Part II** 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 for any other purpose conferring impermissible private benefit???	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part III** 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)

Preservation of land for public use (e.g., recreation or pleasure)  Preservation of an historically important land area  
 Protection of natural habitat  Preservation of certified historic structure  
 Preservation of open space

2 Complete lines 2a through 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
2a	
2b	
2c	
2d	

a Total number of conservation easements

b Total acreage restricted by conservation easements

c Number of conservation easements on a certified historic structure included in (a)

d Number of conservation easements included in (c) acquired after 8/17/06

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax 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, handling of violations, and enforcement of the conservation easement it holds?  Yes  No

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

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation 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.

1a 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, 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 acquisition 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  
 b  Scholarly research  
 c  Preservation for future generations

d  Loan or exchange programs  
 e  Other \_\_\_\_\_

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. 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:

c Beginning balance  
 d Additions during the year  
 e Distributions during the year  
 f Ending balance

	Amount
1c	
1d	
1e	
1f	

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.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net Investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

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) Accumulated Depreciation	(d) Book Value
1a Land		250,000.		250,000.
b Buildings		1,559,877.	544,959.	1,014,918.
c Leasehold improvements		51,540.	9,637.	41,903.
d Equipment				
e Other		160,070.	137,221.	22,849.
<b>Total.</b> Add lines 1a through 1e (Column (d) must equal Form 990, Part X, column (B), line 10(c))				1,329,670.

BAA

Schedule D (Form 990) 2009

**Part VII: Investments—Other Securities** See Form 990, Part X, line 12.

(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		
Closely-held equity interests		
Other		
</		

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

Total. (Column (b) must equal Form 990, Part X, Col (B) line 13)

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

**Total.** (Column (b) must equal Form 990, Part X, col (B), line 15)

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

(a) Description of Liability	(b) Amount
Federal Income Taxes	

Total. (Column (b) must equal Form 990, Part X, col (B) line 25) ►

2. FIN 48 Footnote 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 Total expenses (Form 990, Part IX, column (A), line 25)
- 3 Excess or (deficit) for the year Subtract line 2 from line 1
- 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 through 8
- 10 Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9

Part XIII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

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

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

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

**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, line 2, Part XI, line 8, Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

**Part XIV** Supplemental Information (continued)



68-0335885 es' to Form 990, Part IV, line 22. Page 2

68-0335885  
es' to Form 990, Part IV, line 22.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of non-cash assistance
RENT PAYMENTS	25	25,000.			
UTILITY PAYMENTS	42	19,400.			
FOOD, DIAPERS, CLOTHES	11	4,741.			

**Part V** **Supplemental Information** Complete this part to provide the information required in Part I, line 2, and any other additional information

Bt I Line 2 INSTRUCTIONS OF DONOR WERE FOLLOWED: TO USE THE MONEY FOR THE HOISTING

Bt I Line 2 AND OTHER NEEDS OF THE PEOPLE IN THE COUNTY DURING CHRISTMAS

Pt I Line 2 BILLS WERE PAID DIRECTLY BY A FRIENDLY MANOR

- - - - -

THE JOURNAL OF CLIMATE

THE JOURNAL OF CLIMATE

Department of the Treasury  
Internal Revenue Service

Complete to provide information for responses to specific questions on Form 990 or to provide any additional information.  
► Attach to Form 990.

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Name of the organization

**Employer identification number**

## A FRIENDLY MANOR DBA:A FRIENDLY PLACE

68-0335885

Pt VI-A, Line 8a THE FINANCIAL STATEMENTS ARE PRESENTED TO THE BOARD

**ANNUALLY AT A BOARD MEETING**

Pt VI-C, Line 19 THE FINANCIAL STATEMENTS ARE PRESENTED TO THE PUBLIC UPON REQUEST  
IN THE OFFICE.

Pt VI-B, Line 11A THE RETURN IS PRESENTED TO THE BOARD  
ANNUALLY AT A BOARD MEETING.

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**Additional Information**

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**STATEMENT TO SCH A PART 1**

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The Sisters of St. Joseph in California receive a stipend from A Friendly Manor for the services of the Sisters. The living expenses of the Sisters are provided for by their religious community (Sisters of St. Joseph in California). No single stipend exceeds \$50,000

**Supporting Statement of:**

Form 990 p 9/Other amt. not included

Description	Amount
GRANTS	90,500.
DONATIONS	64,332.
MEMORIAL CARDS	8,888.
AUXILIARY	20,000.
ANNUAL APPEAL	119,440.
Total	<u>303,160.</u>

**Supporting Statement of:**

Form 990 p 10/Line 24f col (B) -3

Description	Amount
JANITORIAL	410.
RESIDENT ACTIVITY	1,691.
EQUIPMENT	176.
Total	<u>2,277.</u>

## Form 4562

## Depreciation and Amortization Report

A FRIENDLY MANOR DBA: A FRIENDLY PLACE  
Form 990 - / Form 990EZ

2009  
Tax Year 2009  
► Keep for your records  
68-0335885

Asset Description	Code	Date in Service	Cost (net of land)	Business Use %	Land	Section 179	Special Depreciation Allowance	Depreciable Basis	Life	Method/ Convention	Prior Depreciation	Current Depreciation
DEPRECIATION												
NEW FLOOR ROOM 307		09/08/09	2,246	100.00			1,123	1,123	7.00	200DB/HY		160
TEN NEW MATTRESSES		01/20/10	2,356	100.00				2,356	7.00	200DB/HY		337
NEW FLOOR ROOM 206 & 207		03/31/10	4,156	100.00				4,156	7.00	200DB/HY		594
COVER CHAIRS		05/25/10	2,500	100.00				2,500	7.00	200DB/HY		357
COVER CHAIRS		06/23/10	2,400	100.00				2,400	7.00	200DB/HY		343
SUBTOTAL CURRENT YEAR			13,658	0			0	1,123	12,535		0	1,791
Furniture & Equipment												
Building		07/01/94	11,690	100.00				11,690	7.00	200DB/HY	11,690	0
Land		11/01/96	1,559,877	100.00				1,559,877	39.00	SL/MM	504,962	39,997
Furnishings		11/01/96	250,000	100.00								
IMPROVEMENTS - Air Conditioner		05/21/98	13,059	100.00				13,059	39.00	SL/MM	3,727	335
Computer Equipment		12/09/99	1,535	100.00				1,535	5.00	200DB/HY	1,535	0
Hot Water Heater		05/30/00	6,310	100.00				6,310	7.00	200DB/HY	6,310	0
Appliances		08/15/00	959	100.00				959	5.00	200DB/HY	959	0
IMPROVEMENTS - Plumbing Backflow Device		09/01/00	3,854	100.00				3,854	39.00	SL/MM	870	99
IMPROVEMENTS - Exterior Paint		12/01/00	6,560	100.00				6,560	39.00	SL/MM	1,435	168
Carpeting		04/01/01	7,500	100.00				7,500	7.00	200DB/HY	7,500	0
Chairs		05/04/01	8,500	100.00				8,500	7.00	200DB/HY	8,500	0
Freezer		10/29/01	590	100.00				590	5.00	200DB/HY	590	0
IMPROVEMENTS - Plumbing Pump		11/28/01	3,840	100.00				3,840	39.00	SL/MM	750	98
Vacuum		04/15/02	750	100.00				750	5.00	200DB/HY	750	0
Blinds		04/26/02	4,543	100.00				4,543	7.00	200DB/HY	4,543	0
Dishwasher		08/21/02	671	100.00				671	5.00	200DB/HY	671	0
Mervel Carpets		10/01/02	9,200	100.00				9,200	7.00	200DB/HY	8,789	411
Computer		10/09/02	550	100.00				550	5.00	200DB/HY	550	0
Washing Machine		10/18/02	540	100.00				540	5.00	200DB/HY	540	0
3 new couches		11/04/02	1,000	100.00				1,000	7.00	200DB/HY	955	45
3 new couches		01/08/03	1,400	100.00				1,400	7.00	200DB/HY	1,338	62
6 couches, 3 chairs		02/03/03	2,000	100.00				2,000	7.00	200DB/HY	1,911	89
Washing Machine		03/06/03	540	100.00				540	5.00	200DB/HY	540	0
6 couches, 3 chairs		03/14/03	2,800	100.00				2,800	7.00	200DB/HY	2,675	125
Office Furniture		03/18/03	720	100.00				720	7.00	200DB/HY	688	32
Washing Machine		04/09/03	540	100.00				540	5.00	200DB/HY	540	0
Freezer		05/14/03	678	100.00				678	5.00	200DB/HY	678	0
Mattress #210		05/16/03	289	100.00				289	7.00	200DB/HY	276	13

Code: S = Sold, A = Auto, L = Listed, C = COGS

FDIV3601 07/21/09

Page 1 of 3

**Form 4562**
**Depreciation and Amortization Report**

 A FRIENDLY MANOR DBA:A FRIENDLY PLACE  
 Form 990 - / Form 990EZ

 Tax Year 2009  
 ▶ Keep for your records  
 68-0335885

Asset Description	Code	Date in Service	Cost (net of land)	Land	Business Use %	Section 179	Special Depreciation Allowance	Depreciable Basis	Life	Method/Convention	Prior Depreciation	Current Depreciation
Carpeting		07/21/03	4,300		100.00		2,150	2,150	7.00	200DB/HY	1,863	191
Toilets		09/26/03	832		100.00		416	416	7.00	200DB/HY	360	37
TV		02/27/04	271		100.00		81	190	7.00	200DB/HY	165	17
Furniture		05/14/04	342		100.00		171	171	7.00	200DB/HY	148	15
IMPROVEMENTS - Painting		05/28/04	1,994		100.00		1,994	39.00	SL/MM		261	51
Screens		06/30/04	2,728		100.00		1,364	1,364	7.00	200DB/HY	1,182	121
IMPROVEMENTS - Painting		07/27/04	1,728		100.00		1,728	39.00	SL/MM		218	44
Refrigerator		09/23/04	712		100.00		356	356	7.00	200DB/HY	277	32
Drinking fountain		10/20/04	1,159		100.00		580	579	7.00	200DB/HY	450	52
Mattress		12/01/04	347		100.00		174	173	7.00	200DB/HY	134	16
Used computer		12/23/04	929		100.00		929	5.00	200DB/HY		875	54
Carpeting		01/01/05	13,758		100.00		13,758	7.00	200DB/HY		10,688	1,228
Carpeting		01/31/05	913		100.00		913	7.00	200DB/HY		662	100
Mattress		04/01/05	954		100.00		954	7.00	200DB/HY		741	85
Building Furnishing		01/31/06	1,393		100.00		1,393	7.00	200DB/MQ		939	130
Computer Equipment		06/30/06	1,468		100.00		1,468	5.00	200DB/MQ		1,167	61
Furniture - Room # 201		08/29/06	1,160		100.00		1,160	7.00	200DB/MQ		716	127
Furniture - Room # 211		09/29/06	1,160		100.00		1,160	7.00	200DB/MQ		716	127
Cover Chairs		10/31/06	3,004		100.00		3,004	7.00	200DB/MQ		1,745	360
IMPROVEMENTS - New Gate		10/31/06	2,200		100.00		2,200	39.00	SL/MM		152	56
Computer Room/Accessories		01/15/07	2,541		100.00		2,541	5.00	200DB/MQ		1,763	311
Refrigerators - 13 New		04/18/07	8,884		100.00		8,884	7.00	200DB/MQ		4,513	1,249
IMPROVEMENTS - New Tile Flooring		05/14/07	11,558		100.00		11,558	39.00	SL/MM		629	296
Furniture - Room # 302/309		05/29/07	1,800		100.00		1,800	7.00	200DB/MQ		914	53
Furniture - Room # 302/309		10/19/07	2,450		100.00		2,450	39.00	SL/MM		107	63
New Mattresses for # 200, 301		06/12/07	1,800		100.00		1,800	7.00	200DB/MQ		914	53
Carol's Computer		08/02/07	1,639		100.00		1,639	5.00	200DB/HY		852	315
IMPROVEMENTS - Floor rooms 302 and 309		09/12/07	2,300		100.00		2,300	39.00	SL/MM		106	59
IMPROVEMENTS - Floor room #210		10/19/07	2,450		100.00		2,450	39.00	SL/MM		107	63
New Mattresses for # 200, 301		10/31/07	900		100.00		900	7.00	200DB/HY		349	157
IMPROVEMENTS - Floor rooms #202, 303		04/21/08	3,995		100.00		1,998	1,997	39.00	SL/MM	62	51
Freezer		08/01/08	614		100.00		307	307	7.00	200DB/HY	44	75
Flooring - Room 208		11/17/08	2,489		100.00		1,245	1,244	7.00	200DB/HY	178	305
10 New Mattresses		02/09/09	3,200		100.00		1,600	1,600	7.00	200DB/HY	229	392
SUBTOTAL PRIOR YEAR			2,003,499	0			10,442	1,743,057			625,873	48,257
TOTALS			2,017,157	0			11,565	1,755,592			625,873	50,048

Code: S = Sold, A = Auto, L = Listed, C = COGS

FDIV3601 07/21/09

Page 2 of 3



**Form 4562**
**Alternative Minimum Tax Depreciation Report**

 A FRIENDLY MANOR DBA:A FRIENDLY PLACE  
 Form 990 - / Form 990EZ

**2009**

68-0335885

Tax Year 2009

▶ Keep for your records

Asset Description	Code	Date in Service	Cost (net of land)	Land	Business Use %	Section 179	Special Depreciation Allowance	Depreciable Basis	Life	Method/ Convention	Prior Depreciation	Current Depreciation	Adjustment/ Preference
<u>DEPRECIATION</u>													
NEW FLOOR ROOM 307		09/08/09	2,246		100.00			1,123	1,123	7.00	200DB/HY		160
TEN NEW MATTRESSES		01/20/10	2,356		100.00			2,356	7.00	150DB/HY		252	85.
NEW FLOOR ROOM 206 & 207		03/31/10	4,156		100.00			4,156	7.00	150DB/HY		445	149.
<u>COVER CHAIRS</u>		05/25/10	2,500		100.00			2,500	7.00	150DB/HY		268	89.
<u>COVER CHAIRS</u>		06/23/10	2,400		100.00			2,400	7.00	150DB/HY		257	86.
<u>SUBTOTAL CURRENT YEAR</u>			13,658	0	0	1,123	12,535					0	1,382
<u>Furniture &amp; Equipment</u>		07/01/94	11,690		100.00			11,690	10.00	150DB/HY		0	0.
<u>Building</u>		11/01/96	1,559,877		100.00			1,559,877	40.00	SL/MM	492,337	38,997	1,000.
<u>Land</u>		11/01/96	250,000		100.00								
<u>Furnishings</u>		11/01/96	17,482		100.00			17,482	10.00	150DB/HY	17,482	0	0.
<u>IMPROVEMENTS - Air Con</u>		05/21/98	13,059		100.00			13,059	40.00	SL/MM	3,631	327	8.
<u>Computer Equipment</u>		12/09/99	1,535		100.00			1,535	5.00	150DB/HY	1,535	0	0.
<u>Hot Water Heater</u>		05/30/00	6,310		100.00			6,310	7.00	150DB/HY	6,310	0	0.
<u>Appliances</u>		08/15/00	959		100.00			959	5.00	150DB/HY	959	0	0.
<u>IMPROVEMENTS - Plumbin</u>		09/01/00	3,854		100.00			3,854	39.00	SL/MM	870	99	0.
<u>IMPROVEMENTS - Exterior</u>		12/01/00	6,560		100.00			6,560	39.00	SL/MM	1,435	168	0.
<u>Carpeting</u>		04/01/01	7,500		100.00			7,500	7.00	150DB/HY	7,500	0	0.
<u>Chairs</u>		05/04/01	8,500		100.00			8,500	7.00	150DB/HY	8,500	0	0.
<u>Freezer</u>		10/29/01	590		100.00			590	5.00	150DB/HY	590	0	0.
<u>IMPROVEMENTS - Plumbin</u>		11/28/01	3,840		100.00			3,840	39.00	SL/MM	750	98	0.
<u>Vacuum</u>		04/15/02	750		100.00			750	5.00	150DB/HY	750	0	0.
<u>Blinds</u>		04/26/02	4,543		100.00			4,543	7.00	150DB/HY	4,543	0	0.
<u>Dishwasher</u>		08/21/02	671		100.00			671	5.00	150DB/HY	671	0	0.
<u>Merte. Carpets</u>		10/01/02	9,200		100.00			9,200	7.00	150DB/HY	8,637	563	-152.
<u>Computer</u>		10/09/02	550		100.00			550	5.00	150DB/HY	550	0	0.
<u>Washing Machine</u>		10/18/02	540		100.00			540	5.00	150DB/HY	540	0	0.
<u>3 new couches</u>		11/04/02	1,000		100.00			1,000	7.00	150DB/HY	939	61	-16.
<u>3 new couches</u>		01/08/03	1,400		100.00			1,400	7.00	150DB/HY	1,314	86	-24.
<u>6 couches, 3 chairs</u>		02/03/03	2,000		100.00			2,000	7.00	150DB/HY	1,878	122	-33.
<u>Washing Machine</u>		03/06/03	540		100.00			540	5.00	150DB/HY	540	0	0.
<u>6 couches, 3 chairs</u>		03/14/03	2,800		100.00			2,800	7.00	150DB/HY	2,629	171	-46.
<u>Office Furniture</u>		03/18/03	720		100.00			720	7.00	150DB/HY	676	44	-12.
<u>Washing Machine</u>		04/09/03	540		100.00			540	5.00	150DB/HY	540	0	0.
<u>Freezer</u>		05/14/03	678		100.00			678	5.00	150DB/HY	678	0	0.
<u>Mattress #210</u>		05/16/03	289		100.00			289	7.00	150DB/HY	271	18	-5.

Code: S = Sold, A = Auto, L = Listed, C = COGS, P = Passive

FDIV3701 07/21/09

**Form 4562****Alternative Minimum Tax Depreciation Report**A FRIENDLY MANOR DBA:A FRIENDLY PLACE  
Form 990 - / Form 990EZTax Year 2009  
► Keep for your records  
68-0335885

IMPROVEMENTS - Painting

Asset Description	Code	Date in Service	Cost (net of land)	Land	Business Use %	Section 179	Special Depreciation Allowance	Depreciable Basis	Life	Method/ Convention	Prior Depreciation	Current Depreciation	Adjustment Preference
Carpeting		07/21/03	4,300		100.00		2,150	7.00	2000DB/HY		1,863	191	0.
Toilets		09/26/03	832		100.00		416	7.00	2000DB/HY		360	37	0.
TV		02/27/04	271		100.00		81	190	2000DB/HY		165	17	0.
Furnishing		05/14/04	342		100.00		171	171	2000DB/HY		148	15	0.
REFRIGERATOR		05/28/04	1,994		100.00		1,994	39.00	SL/MM		261	51	0.
SCREENS		06/30/04	2,728		100.00		1,364	1,364	7.00	2000DB/HY	1,182	121	0.
IMPROVEMENTS - Painting		07/27/04	1,728		100.00		1,728	39.00	SL/MM		218	44	0.
REFRIGERATOR		09/23/04	712		100.00		356	7.00	2000DB/HY		277	32	0.
Drinking fountain		10/20/04	1,159		100.00		580	579	7.00	2000DB/HY	450	52	0.
Mattress		12/01/04	347		100.00		174	173	7.00	2000DB/HY	134	16	0.
Used computer		12/23/04	929		100.00		929	5.00	1500DB/HY		852	77	-23.
Carpeting		01/01/05	13,758		100.00		13,758	7.00	1500DB/HY		9,544	1,686	-458.
Carpeting		01/31/05	913		100.00		913	7.00	1500DB/HY		591	129	-29.
Mattress		04/01/05	954		100.00		954	7.00	1500DB/HY		662	117	-32.
Building Furnishings		01/31/06	1,393		100.00		1,393	7.00	1500DB/MQ		773	171	-41.
Computer Equipment		06/30/06	1,468		100.00		1,468	5.00	1500DB/MQ		1,017	241	-80.
Furniture - Room # 201		08/29/06	1,160		100.00		1,160	7.00	1500DB/MQ		578	141	-14.
Furniture - Room # 211		09/29/06	1,160		100.00		1,160	7.00	1500DB/MQ		578	141	-14.
Cover Chairs		10/31/06	3,004		100.00		3,004	7.00	1500DB/MQ		1,398	367	-7.
IMPROVEMENTS - New Gate		10/31/06	2,200		100.00		2,200	39.00	SL/MM		152	56	0.
Computer Room/Accessories		01/15/07	2,541		100.00		2,541	5.00	1500DB/MQ		1,436	421	-110.
Refrigerators - 13 New		04/18/07	8,884		100.00		8,884	7.00	1500DB/MQ		3,547	1,144	-105.
IMPROVEMENTS - New T1		05/14/07	11,558		100.00		11,558	39.00	SL/MM		629	296	0.
Furniture - Room # 302		05/29/07	1,800		100.00		1,800	7.00	1500DB/MQ		718	232	21.
Furniture - Room # 302		06/12/07	1,800		100.00		1,800	7.00	1500DB/MQ		718	232	21.
Carol's Computer		08/02/07	1,639		100.00		1,639	5.00	1500DB/HY		664	293	-22.
IMPROVEMENTS - Floor L		09/12/07	2,300		100.00		2,300	39.00	SL/MM		106	59	0.
IMPROVEMENTS - Floor L		10/19/07	2,150		100.00		2,450	39.00	SL/MM		107	63	0.
New Mattresses for # 2		10/31/07	900		100.00		900	7.00	1500DB/HY		268	135	22.
IMPROVEMENTS - Floor L		04/21/08	3,995		100.00		1,998	1,997	39.00	SL/MM	62	51	0.
Freezer		08/01/08	614		100.00		307	307	7.00	2000DB/HY	44	75	0.
Flooring - Room 208		11/17/08	2,489		100.00		1,245	1,244	7.00	2000DB/HY	178	305	0.
10 New Mattresses		02/09/09	3,200		100.00		1,600	1,600	7.00	2000DB/HY	229	392	0.
Subtotal Prior Year			2,003,499	0			10,442	1,743,057			596,964	48,154	103.
TOTALS			2,017,157	0			11,565	1,755,592			596,964	49,536	512.

Code: S = Sold, A = Auto, L = Listed, C = COGS, P = Passive

FDIV3701 07/21/09

Page 2 of 2

Depreciation and Amortization  
(Including Information on Listed Property)

2009

Name(s) shown on return

A FRIENDLY MANOR DBA:A FRIENDLY PLACE

Business or activity to which this form relates

Form 990 / Form 990EZ

## Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1 Maximum amount. See the instructions for a higher limit for certain businesses	1	\$250,000.
2 Total cost of section 179 property placed in service (see instructions)	2	
3 Threshold cost of section 179 property before reduction in limitation (see instructions)	3	\$800,000.
4 Reduction in limitation Subtract line 3 from line 2 If zero or less, enter -0-	4	
5 Dollar limitation for tax year Subtract line 4 from line 1. If zero or less, enter -0- If married filing separately, see instructions	5	

6 (a) Description of property	(b) Cost (business use only)	(c) Elected cost	

7 Listed property. Enter the amount from line 29	7	
8 Total elected cost of section 179 property Add amounts in column (c), lines 6 and 7	8	
9 Tentative deduction Enter the smaller of line 5 or line 8.	9	
10 Carryover of disallowed deduction from line 13 of your 2008 Form 4562	10	
11 Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instrs)	11	
12 Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	
13 Carryover of disallowed deduction to 2010. Add lines 9 and 10, less line 12	13	

Note: Do not use Part II or Part III below for listed property. Instead, use Part V

## Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property) (See instructions)

14 Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	1,123.
15 Property subject to section 168(f)(1) election	15	
16 Other depreciation (including ACRS)	16	

## Part III MACRS Depreciation (Do not include listed property) (See instructions)

## Section A

17 MACRS deductions for assets placed in service in tax years beginning before 2009	17	48,257.
18 If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

## Section B - Assets Placed in Service During 2009 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only — see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property						
c 7-year property		12,535.	7.0 yrs	HY	200 DB	1,791.
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs		S/L	
h Residential rental property			27.5 yrs	MM	S/L	
			27.5 yrs	MM	S/L	
i Nonresidential real property			39 yrs	MM	S/L	
				MM	S/L	

## Section C - Assets Placed in Service During 2009 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs		S/L	
c 40-year			40 yrs	MM	S/L	

## Part IV Summary (See instructions)

21 Listed property. Enter amount from line 28	21	
22 Total Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21 Enter here and on the appropriate lines of your return. Partnerships and S corporations — see instructions	22	51,171.
23 For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

**Part V Listed Property** (Include automobiles, certain other vehicles, cellular telephones, certain computers, and property used for entertainment, recreation, or amusement)

**Note:** For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable

**Section A – Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles)**

24a Do you have evidence to support the business/investment use claimed?  Yes  No 24b If 'Yes,' is the evidence written?  Yes  No

(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/Convention	(h) Depreciation deduction	(i) Elected section 179 cost
25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use (see instructions)							25	

26 Property used more than 50% in a qualified business use.


27 Property used 50% or less in a qualified business use


28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1

28

29 Add amounts in column (i), line 26 Enter here and on line 7, page 1

29

**Section B – Information on Use of Vehicles**

Complete this section for vehicles used by a sole proprietor, partner, or other 'more than 5% owner,' or related person. If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles

30 Total business/investment miles driven during the year (do not include commuting miles)	(a) Vehicle 1	(b) Vehicle 2	(c) Vehicle 3	(d) Vehicle 4	(e) Vehicle 5	(f) Vehicle 6				
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
31 Total commuting miles driven during the year										
32 Total other personal (noncommuting) miles driven										
33 Total miles driven during the year. Add lines 30 through 32										
34 Was the vehicle available for personal use during off-duty hours?										
35 Was the vehicle used primarily by a more than 5% owner or related person?										
36 Is another vehicle available for personal use?										

**Section C – Questions for Employers Who Provide Vehicles for Use by Their Employees**

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons (see instructions)

37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	Yes	No
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners		
39 Do you treat all use of vehicles by employees as personal use?		
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received?		
41 Do you meet the requirements concerning qualified automobile demonstration use? (See instructions) <i>Note: If your answer to 37, 38, 39, 40, or 41 is 'Yes,' do not complete Section B for the covered vehicles.</i>		

**Part VI Amortization**

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year
42 Amortization of costs that begins during your 2009 tax year (see instructions):					
43 Amortization of costs that began before your 2009 tax year			43	0.	
44 Total. Add amounts in column (f) See the instructions for where to report			44	0.	

Application for Extension of Time To File an  
Exempt Organization Return

► File a separate application for each return.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box ►
- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form)

**Do not complete Part II unless** you have already been granted an automatic 3-month extension on a previously filed Form 8868**Part I: Automatic 3-Month Extension of Time.** Only submit original (no copies needed).A corporation required to file Form 990-T and requesting an automatic 6-month extension – check this box and complete Part I only ► 

All other corporations (including 1120-C filers), partnerships, REMICS, and trusts must use Form 7004 to request an extension of time to file income tax returns

**Electronic Filing (e-file).** Generally, you can electronically file Form 8868 if you want a 3-month automatic extension of time to file one of the returns noted below (6 months for a corporation required to file Form 990-T). However, you cannot file Form 8868 electronically if (1) you want the additional (not automatic) 3-month extension or (2) you file Forms 990-BL, 6069, or 8870, group returns, or a composite or consolidated Form 990-T. Instead, you must submit the fully completed and signed page 2 (Part II) of Form 8868. For more details on the electronic filing of this form, visit [www.irs.gov/file](http://www.irs.gov/file) and click on e-file for Charities & Nonprofits.

Type or print	Name of Exempt Organization	Employer identification number
	<b>A FRIENDLY MANOR DBA: A FRIENDLY PLACE</b>	68-0335885
File by the due date for filing your return. See instructions	Number, street, and room or suite number. If a P O box, see instructions <b>2298 SAN PABLO AVENUE,</b>	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions <b>OAKLAND</b>	CA 94612

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

- The books are in the care of ► Sister Maureen Lyons

Telephone No. ► (510) 451-8923

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 will cover

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until Feb 15, 20 11, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- calendar year 20    or
- tax year beginning Jul 1, 20 09, and ending Jun 30, 20 10

2 If this tax year is for less than 12 months, check reason:  Initial return  Final return  Change in accounting period

3a 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	3a \$	0.
b If this application is for Form 990-PF or 990-T, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit	3b \$	0.
c Balance Due. Subtract line 3b from line 3a. 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 instructions	3c \$	0.

**Caution.** If you are going to make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

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

Form 8868 (Rev 4-2009)