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

**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))
<b>Revenue</b>				
1 Gross revenue				
<b>Direct Expenses</b>				
2 Cash prizes				
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 type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
7 Direct expense summary. Add lines 2 through 5 in column (d)				( )
8 Net gaming income summary. Combine line 1, column (d), and line 7				

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

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

b If "No," explain \_\_\_\_\_

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

b If "Yes," explain \_\_\_\_\_

11 Does the organization operate gaming activities with nonmembers?

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

	Yes	No
9a		
10a		
11		
12		

**13** Indicate the percentage of gaming activity operated in:**a** The organization's facility**13a** %**b** An outside facility**13b** %**14** 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****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?**17a****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 ▶ \$ \_\_\_\_\_

Schedule G (Form 990 or 990-EZ) 2009

**Grants and Other Assistance to Organizations,  
Governments, and Individuals in the United States**

**Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.**

Name of the organization

**Employer identification number**  
**91-1051671**

**BELLEVEUE COLLEGE FOUNDATION**

<b>Part I</b>	<b>General Information on Grants and Assistance</b>
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**1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?**

☒ Yes ☐ No

**2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.**

Part II	Grants and Other Assistance to Governments and Organizations in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Check this box if no one recipient received more than \$5,000. Use Part IV and Schedule I-1 (Form 990) if additional space is needed.

[illegible]

**2 Enter total number of section 501(c)(3) and government organizations**

3 Enter total number of other organizations

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

SEE PART IV FOR COLUMN (H) DESCRIPTIONS

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**Part III** Grants and Other Assistance to Individuals in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 22.  
Use Part IV and Schedule I-1 (Form 990) if additional space is needed.

(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
SCHOLARSHIPS	534	140,350.	0.		

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

SCHEDULE I, PART I, LINE 2: RECIPIENTS OF GRANTS FROM THE BELLEVUE COLLEGE FOUNDATION ARE REQUIRED TO FILE REPORTS SUMMARIZING HOW FUNDS WERE USED AND EVALUATING THE PROJECT UPON COMPLETION. FOR MAJOR GRANTS, BCF STAFF, INCLUDING THE EXECUTIVE DIRECTOR, VERIFY THE ACTIVITY IN A VARIETY OF WAYS, INCLUDING, BUT NOT LIMITED TO VISITING THE PROGRAM, TOURING THE FACILITY, EXAMINING THE EQUIPMENT OR WITNESSING THE USE OF THE GRANT MONEY, AND ATTENDING THE EVENTS RELATED TO THE USE OF FUNDS.

PART III, ASSISTANCE TO INDIVIDUALS: SCHOLARSHIP AWARDS ARE NOT

**Part IV** Supplemental Information

PAYABLE DIRECTLY TO THE STUDENT BUT ARE REMITTED TO BELLEVUE COLLEGE WITH FUNDS DEPOSTED INTO THE RECIPIENT'S ON-CAMPUS ACCOUNT. STUDENT RECIPIENTS CAN ONLY ACCESS THEIR ACCOUNT TO PAY FOR TUITION, BOOKS AND COLLEGE FEES. ANY FUNDS NOT EXPENDED FOR THESE PURPOSES ARE RETURNED TO BCF.

PART II, LINE 1, COLUMN (H):

NAME OF ORGANIZATION OR GOVERNMENT: BELLEVUE COLLEGE

(H) PURPOSE OF GRANT OR ASSISTANCE: EQUIPMENT AND MINI GRANTS TO BELLEVUE COLLEGE FACULTY AND STAFF FOR FUNDING SPECIAL PROJECTS, PROFESSIONAL DEVELOPMENT, INSTRUCTIONAL ENHANCEMENT, COMMUNITY ENGAGEMENT & ACHIEVEMENT AWARDS.

**Continuation Sheet for Form 990**

► Attach to Form 990 to list additional information for Form 990, Part VII, Section A, line 1a.

**▶ See the Instructions for Form 990.**

OMB No 1545-0047

# 2009

**Open to Public  
Inspection**

Name of the Organization

BELLEVUE COLLEGE FOUNDATION

Employer Identification number

91-1051671

Part I	Continuation of Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
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[illegible]

## SCHEDULE O

(Form 990)

Department of the Treasury  
Internal Revenue Service

## Supplemental Information to Form 990

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

OMB No. 1545-0047

**2009**Open to Public  
Inspection

Name of the organization

BELLEVUE COLLEGE FOUNDATION

Employer identification number

91-1051671

## FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

BELLEVUE COLLEGE FOUNDATION ("BCF") WORKS IN TANDEM WITH BELLEVUE COLLEGE TO GENERATE FUNDS FOR THE SCHOOL, SHARING STAFF AND FACILITIES WITH THE COLLEGE. BCF IS IN A MULTI-YEAR FUNDRAISING CAMPAIGN WITH THE COLLEGE WHICH HAS RESULTED IN SIGNIFICANT UPFRONT FUNDRAISING COSTS OF \$153,000 IN 2009, \$105,000 IN 2008 AND \$117,000 IN 2007. DUE TO REGULATORY REQUIREMENTS MUCH OF THIS FUNDING WILL BYPASS BCF AND PAID DIRECTLY TO THE COLLEGE.

THE FOUNDATION ADMINISTERS FUNDS FOR THE BENEFIT OF VARIOUS DEPARTMENTS AND PROGRAMS OF BELLEVUE COLLEGE. THROUGH 6/30/09 BCF WAS DEEMED TO BE ACTING AS AGENT FOR THESE FUNDS. DURING 2010, FOLLOWING AN ANALYSIS OF THESE ACCOUNTS THE UNEXPENDED BALANCE AS OF 7/1/09 OF \$1,020,565 (COST BASIS) WAS RECOGNIZED AS A GAIN DUE TO RE-CHARACTERIZATION AND INCLUDED IN CONTRIBUTIONS FROM RELATED PARTIES.

FORM 990, PART VI, SECTION B, LINE 11: THE FORM 990 DRAFT IS REVIEWED BY THE EXECUTIVE DIRECTOR AND THE BCF BUSINESS MANAGER, AND DEPENDING ON AVAILABILITY AND SCHEDULING, THE DRAFT RETURN IS REVIEWED AND POTENTIALLY REDACTED WITH PARTICIPATION OF SELECT LEADERSHIP OF THE BCF BOARD OF DIRECTORS INCLUDING THE TREASURER AND EXECUTIVE COMMITTEE. FORM 990 IS DISTRIBUTED FOR INFORMATIONAL PURPOSES TO ALL MEMBERS OF THE BOARD OF DIRECTORS.

FORM 990, PART VI, SECTION B, LINE 12C: ALL OFFICERS, BOARD MEMBERS AND BOARD COMMITTEE MEMBERS, EXECUTIVE EMPLOYEES AND ANY OTHER MANAGER OR SUPERVISOR IDENTIFIED BY THE BOARD OF DIRECTORS ("BOD") OR BOARD PRESIDENT

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

Schedule O (Form 990) 2009

932211  
02-03-10



**SCHEDULE O**

(Form 990)

Department of the Treasury  
Internal Revenue Service

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OMB No 1545-0047

**2009**

Open to Public  
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Name of the organization

**BELLEVUE COLLEGE FOUNDATION**

Employer identification number

**91-1051671**

AS EXERCISING SUBSTANTIAL INFLUENCE OVER THE OPERATIONS OF THE BELLEVUE COLLEGE FOUNDATION ("BCF") ARE REQUIRED TO COMPLETE A CONFLICT OF INTEREST QUESTIONNAIRE ("COI") ON AN ANNUAL BASIS. NEW BOARD MEMBERS ARE ASKED TO IMMEDIATELY SUBMIT THEIR COI FORMS. BCF REVIEWS AND RETAINS THE COMPLETED COI FORMS AND INVESTIGATES IDENTIFIED CONFLICTS. THE BCF EXECUTIVE DIRECTOR INVESTIGATES AND DISCLOSES TO THE BOD ALL CONFLICTS OF INTEREST REPORTED UNDER THIS POLICY. THE BOD EVALUATES DISCLOSURES AND MATERIAL FACTS RELATING TO THE TRANSACTION OR ARRANGEMENT GIVING RISE TO THE POTENTIAL CONFLICT OF INTEREST TO DETERMINE WHETHER AN ACTUAL CONFLICT OF INTEREST EXISTS AND TO DEVELOP ALTERNATIVES TO REMOVE THE CONFLICT FROM THE TRANSACTION OR ARRANGEMENT. THE INDIVIDUAL WHO HAS THE ACTUAL OR POTENTIAL CONFLICT OF INTEREST SHALL NOT BE PRESENT FOR THIS DISCUSSION UNLESS REQUIRED TO MAKE A PRESENTATION, PROVIDE ADDITIONAL FACTS OR ANSWER QUESTIONS. RESOLUTION TO A DISCLOSED CONFLICT WILL BE BASED ON THE SPECIFIC FACTS AND CIRCUMSTANCES OF THE SITUATION AND MAY INCLUDE SUSPENSION FROM VOTING OR PARTICIPATING IN DECISIONS WITH REGARD TO THE CONFLICT TRANSACTION. EVERY BOARD MEETING AGENDA INCLUDES A WRITTEN STATEMENT ASKING BOARD MEMBERS TO INFORM BCF OF ANY CHANGES WHICH MAY PRESENT A POTENTIAL CONFLICT OF INTEREST AND TO SUBMIT UPDATED COI FORMS TO DOCUMENT THE CHANGES SO THEY THEY MAY BE EVALUATED.

FORM 990, PART VI, SECTION B, LINE 15: COMPENSATION FOR THE EXECUTIVE DIRECTOR AND OTHER OFFICERS OF BELLEVUE COLLEGE FOUNDATION ("BCF") IS SET AND REVISED NOT BY BCF BUT BY THE TRUSTEES OF BELLEVUE COLLEGE, A SEPARATE BUT FINANCIALLY INTERRELATED PUBLIC AGENCY. THE EXECUTIVE DIRECTOR AND OTHER STAFF OF BCF ARE EMPLOYEES OF BELLEVUE COLLEGE ("THE COLLEGE") AND

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

Schedule O (Form 990) 2009

932211  
02-03-10

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

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990**

Complete to provide information for responses to specific questions on  
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OMB No 1545-0047

**2009**

Open to Public  
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Employer identification number  
**91-1051671**

PERFORM 50% OR MORE OF THEIR WORK FOR THE COLLEGE. BCF REIMBURSES THE COLLEGE FOR THE PORTION OF THESE EMPLOYEES' TIME SPENT ON BCF WORK BUT DOES NOT SEPARATELY PROVIDE COMPENSATION DIRECTLY TO THE INDIVIDUALS. THE COLLEGE TRUSTEES BASE THEIR APPROVAL OF COMPENSATION ON SURVEYS OF THE RESPONSIBILITIES, DUTIES AND COMPENSATION OF PERSONS IN COMPARABLE POSITIONS INSIDE AND OUTSIDE THE SYSTEM OF WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES, WASHINGTON STATE EMPLOYEES AS A WHOLE, AND THE BROADER SPECTRUM OF SIMILAR POSITIONS IN THE SEATTLE METROPOLITAN AREA. THIS PERIODIC SURVEY IS CONDUCTED BY A PROFESSIONAL FIRM SPECIALIZING IN THE AREA OF COMPENSATION REVIEWS. MEETINGS OF THE TRUSTEES ARE OPEN TO THE PUBLIC AND MINUTES ARE KEPT OF ALL ACTIONS.

FORM 990, PART VI, SECTION C, LINE 19: ALL APPLICABLE TAX FORMS - FORMS 1023 AND 990 ARE AVAILABLE UPON REQUEST IN OUR OFFICES DURING NORMAL BUSINESS HOURS. IN ADDITION, THE FOUNDATION'S GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY AND FINANCIAL STATEMENTS ARE ALSO AVAILABLE FOR REVIEW UPON REQUEST IN OUR OFFICE DURING NORMAL BUSINESS HOURS. SOME OR ALL OF THESE DOCUMENTS MAY ALSO BE AVAILABLE AT OUR WEBSITE AT [BELLEVUECOLLEGE.EDU/FOUNDATION](http://BELLEVUECOLLEGE.EDU/FOUNDATION).

FORM 990, PAGE 11, PART XI, LINE 2C

AUDIT OVERSIGHT AND SELECTION OF INDEPENDENT ACCOUNTANT:

THE PROCESS HAS NOT CHANGED FROM THE PRIOR YEAR. THE FINANCE COMMITTEE ANNUALLY APPOINTS THE INDEPENDENT ACCOUNTING FIRM WHO IS TO PERFORM THE AUDIT. THE BOARD OF DIRECTORS REVIEWS AND APPROVES THE AUDITED FINANCIAL STATEMENTS ANNUALLY.

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

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990**

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

OMB No. 1545-0047

**2009**

Open to Public  
Inspection

Name of the organization

**BELLEVUE COLLEGE FOUNDATION**

Employer identification number

**91-1051671**

SCHEDULE G, PART I, LINE 2B, COLUMN (V): FUNDRAISER WAS ENGAGED TO  
PROVIDE CONSULTING SERVICES IN SUPPORT OF A MULTI-YEAR COOPERATIVE  
FUNDRAISING CAMPAIGN BY BCF AND BELLEVUE COLLEGE. RESULTING GIFT  
COMMITMENTS AND PAYMENTS ARE ANTICIPATED OVER SEVERAL YEARS. WHILE SOME  
GIFTS WILL COME DIRECTLY TO BCF, OTHER AS REQUIRED BY DONOR CONSTRAINTS  
WILL BYPASS BCF AND BE MADE DIRECTLY TO BELLEVUE COLLEGE.

**PART VI, SECTION B, QUESTION 13**

**ORGANIZATION WRITTEN WHISTLEBLOWER POLICY**

BCF IS STAFFED BY BELLEVUE COLLEGE EMPLOYEES WHO ARE REQUIRED TO COMPLY  
WITH THE WASHINGTON STATE EMPLOYEE WHISTLEBLOWER POLICY AS DEFINED BY  
RCW 42.40, SO WHILE BCF DOES NOT ITSELF HAVE A SEPARATELY ADOPTED  
POLICY THERE IS A POLICY WHICH IS REQUIRED TO ADHERED TO BY ALL OF ITS  
STAFF.

**FORM 990, PAGE 1, PART I, LINE 22**

**RECONCILIATION OF NET ASSETS**

**RECONCILIATION OF NET ASSETS BETWEEN 2008 AND 2009 IS AS FOLLOWS:**

NET ASSETS AT 6/30/09 \$2,865,127

ADD 2009 LINE 19 1,315,018

CHANGE OF ACCOUNTING, NET 539,576

NET ASSETS AT 6/30/10 \$4,749,721

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

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990**

Complete to provide information for responses to specific questions on  
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▶ Attach to Form 990.

OMB No. 1545-0047

**2009**

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Inspection

Name of the organization

**BELLEVUE COLLEGE FOUNDATION**

Employer identification number

**91-1051671**

**FORM 990, PAGE 12, PART XI, QUESTION 1**

**CHANGE IN ACCOUNTING FROM CASH TO ACCRUAL**

**BELLEVUE COLLEGE FOUNDATION HAS APPLIED UNDER THE AUTOMATIC CHANGE  
REQUEST PROCEDURES AS SET FORTH BY THE INTERNAL REVENUE SERVICE TO  
CHANGE ITS METHOD OF ACCOUNTING FROM CASH TO ACCRUAL EFFECTIVE 7/1/09.  
THE CHANGE HAS BEEN APPLIED FOR IN ORDER TO MORE PROPERLY REFLECT THE  
FOUNDATION'S OPERATIONS. SEE ATTACHED FORM 3115 AND EXPLANATORY  
STATEMENTS.**





**Part V Transactions With Related Organizations** (Complete if the organization answered "Yes" to Form 990, Part IV, line 34, 35, or 36.)

**Note.** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

**1** During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

**a** Receipt of (i) interest (ii) annuities (iii) royalties or (iv) rent from a controlled entity

**b** Gift, grant, or capital contribution to other organization(s)

**c** Gift, grant, or capital contribution from other organization(s)

**d** Loans or loan guarantees to or for other organization(s)

**e** Loans or loan guarantees by other organization(s)

**f** Sale of assets to other organization(s)

**g** Purchase of assets from other organization(s)

**h** Exchange of assets

**i** Lease of facilities, equipment, or other assets to other organization(s)

**j** Lease of facilities, equipment, or other assets from other organization(s)

**k** Performance of services or membership or fundraising solicitations for other organization(s)

**l** Performance of services or membership or fundraising solicitations by other organization(s)

**m** Sharing of facilities, equipment, mailing lists, or other assets

**n** Sharing of paid employees

**o** Reimbursement paid to other organization for expenses

**p** Reimbursement paid by other organization for expenses

**q** Other transfer of cash or property to other organization(s)

**r** Other transfer of cash or property from other organization(s)

**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of other organization(s)	(b) Transaction type (a-r)	(c) Amount involved
(1) GRANTS AND FACILITY AND STAFF RECOGNITION AWARDS TO BELLEVUE COLLEGE	B	235,953.
(2) SCHOLARSHIPS TO INDIVIDUALS WHO ATTEND BELLEVUE COLLEGE	B	140,351.
(3) SALARIES, PAYROLL TAXES & BENEFITS FOR SHARED EMPLOYEES TO BELLEVUE COLLEGE	N	182,318.
(4) SHARED FACILITY COSTS OF INDETERMINABLE VALUE - BELLEVUE COLLEGE	M	
(5)		
(6)		

**Schedule D—Change in the Treatment of Long-Term Contracts Under Section 460, Inventories, or Other Section 263A Assets** (see instructions) N/A

**Part I Change in Reporting Income From Long-Term Contracts** (Also complete Part III on pages 7 and 8 )

- 1 To the extent not already provided, attach a description of the applicant's present and proposed methods for reporting income and expenses from long-term contracts. Also, attach a representative actual contract (without any deletion) for the requested change. If the applicant is a construction contractor, attach a detailed description of its construction activities.
- 2a Are the applicant's contracts long-term contracts as defined in section 460(f)(1) (see instructions)? ☐ Yes ☐ No
- b If "Yes," do all the contracts qualify for the exception under section 460(e) (see instructions)? ☐ Yes ☐ No  
If line 2b is "No," attach an explanation.
- c If line 2b is "Yes," is the applicant requesting to use the percentage-of-completion method using cost-to-cost under Regulations section 1.460-4(b)? ☐ Yes ☐ No
- d If line 2c is "No," is the applicant requesting to use the exempt-contract percentage-of-completion method under Regulations section 1.460-4(c)(2)? ☐ Yes ☐ No  
If line 2d is "Yes," attach an explanation of what cost comparison the applicant will use to determine a contract's completion factor.  
If line 2d is "No," attach an explanation of what method the applicant is using and the authority for its use.
- 3a Does the applicant have long-term manufacturing contracts as defined in section 460(f)(2)? ☐ Yes ☐ No
- b If "Yes," attach an explanation of the applicant's present and proposed method(s) of accounting for long-term manufacturing contracts.
- c Attach a description of the applicant's manufacturing activities, including any required installation of manufactured goods.
- 4 To determine a contract's completion factor using the percentage-of-completion method.
- a Will the applicant use the cost-to-cost method in Regulations section 1.460-4(b)? ☐ Yes ☐ No
- b If line 4a is "No," is the applicant electing the simplified cost-to-cost method (see section 460(b)(3) and Regulations section 1.460-5(c))? ☐ Yes ☐ No
- 5 Attach a statement indicating whether any of the applicant's contracts are either cost-plus long-term contracts or Federal long-term contracts.

**Part II Change in Valuing Inventories Including Cost Allocation Changes** (Also complete Part III on pages 7 and 8.) N/A

- 1 Attach a description of the inventory goods being changed.
- 2 Attach a description of the inventory goods (if any) NOT being changed.
- 3a Is the applicant subject to section 263A? If "No," go to line 4a ☐ Yes ☐ No
- b Is the applicant's present inventory valuation method in compliance with section 263A (see instructions)? ☐ Yes ☐ No  
If "No," attach a detailed explanation

**4a Check the appropriate boxes below**
**Identification methods:**

- Specific identification . . . . .
- FIFO . . . . .
- LIFO . . . . .
- Other (attach explanation) . . . . .

**Valuation methods:**

- Cost . . . . .
- Cost or market, whichever is lower . . . . .
- Retail cost . . . . .
- Retail, lower of cost or market . . . . .
- Other (attach explanation) . . . . .

- b Enter the value at the end of the tax year preceding the year of change

- 5 If the applicant is changing from the LIFO inventory method to a non-LIFO method, attach the following information (see instructions).

- a Copies of Form(s) 970 filed to adopt or expand the use of the method.
- b **Only for applicants requesting advance consent.** A statement describing whether the applicant is changing to the method required by Regulations section 1.472-6(a) or (b), or whether the applicant is proposing a different method
- c **Only for applicants requesting an automatic change.** The statement required by section 22.01(5) of the Appendix of Rev Proc. 2008-52 (or its successor)

Inventory Being Changed		Inventory Not Being Changed
Present method	Proposed method	Present method



**Part III Method of Cost Allocation** (Complete this part if the requested change involves either property subject to section 263A or long-term contracts as described in section 460 (see instructions))

**Section A—Allocation and Capitalization Methods**

Attach a description (including sample computations) of the present and proposed method(s) the applicant uses to capitalize direct and indirect costs properly allocable to real or tangible personal property produced and property acquired for resale, or to allocate and, where appropriate, capitalize direct and indirect costs properly allocable to long-term contracts. Include a description of the method(s) used for allocating indirect costs to intermediate cost objectives such as departments or activities prior to the allocation of such costs to long-term contracts, real or tangible personal property produced, and property acquired for resale. The description must include the following:

- 1 The method of allocating direct and indirect costs (i.e., specific identification, burden rate, standard cost, or other reasonable allocation method)
- 2 The method of allocating mixed service costs (i.e., direct reallocation, step-allocation, simplified service cost using the labor-based allocation ratio, simplified service cost using the production cost allocation ratio, or other reasonable allocation method).
- 3 The method of capitalizing additional section 263A costs (i.e., simplified production with or without the historic absorption ratio election, simplified resale with or without the historic absorption ratio election including permissible variations, the U.S. ratio, or other reasonable allocation method).

**Section B—Direct and Indirect Costs Required To Be Allocated**

Check the appropriate boxes showing the costs that are or will be fully included, to the extent required, in the cost of real or tangible personal property produced or property acquired for resale under section 263A or allocated to long-term contracts under section 460. Mark "N/A" in a box if those costs are not incurred by the applicant. If a box is not checked, it is assumed that those costs are not fully included to the extent required. Attach an explanation for boxes that are not checked.

	Present method	Proposed method
1 Direct material . . . . .		
2 Direct labor . . . . .		
3 Indirect labor . . . . .		
4 Officers' compensation (not including selling activities) . . . . .		
5 Pension and other related costs . . . . .		
6 Employee benefits . . . . .		
7 Indirect materials and supplies . . . . .		
8 Purchasing costs . . . . .		
9 Handling, processing, assembly, and repackaging costs . . . . .		
10 Offsite storage and warehousing costs . . . . .		
11 Depreciation, amortization, and cost recovery allowance for equipment and facilities placed in service and not temporarily idle . . . . .		
12 Depletion . . . . .		
13 Rent . . . . .		
14 Taxes other than state, local, and foreign income taxes . . . . .		
15 Insurance . . . . .		
16 Utilities . . . . .		
17 Maintenance and repairs that relate to a production, resale, or long-term contract activity . . . . .		
18 Engineering and design costs (not including section 174 research and experimental expenses) . . . . .		
19 Rework labor, scrap, and spoilage . . . . .		
20 Tools and equipment . . . . .		
21 Quality control and inspection . . . . .		
22 Bidding expenses incurred in the solicitation of contracts awarded to the applicant . . . . .		
23 Licensing and franchise costs . . . . .		
24 Capitalizable service costs (including mixed service costs) . . . . .		
25 Administrative costs (not including any costs of selling or any return on capital) . . . . .		
26 Research and experimental expenses attributable to long-term contracts . . . . .		
27 Interest . . . . .		
28 Other costs (Attach a list of these costs) . . . . .		

**Part III Method of Cost Allocation** (see instructions) (continued)

**Section C—Other Costs Not Required To Be Allocated** (Complete Section C only if the applicant is requesting to change its method for these costs) N/A

	Present method	Proposed method
1 Marketing, selling, advertising, and distribution expenses . . . . .		
2 Research and experimental expenses not included in Section B, line 26 . . . . .		
3 Bidding expenses not included in Section B, line 22 . . . . .		
4 General and administrative costs not included in Section B . . . . .		
5 Income taxes . . . . .		
6 Cost of strikes . . . . .		
7 Warranty and product liability costs . . . . .		
8 Section 179 costs . . . . .		
9 On-site storage . . . . .		
10 Depreciation, amortization, and cost recovery allowance not included in Section B, line 11 . . . . .		
11 Other costs (Attach a list of these costs) . . . . .		

**Schedule E—Change in Depreciation or Amortization** (see instructions) N/A

Applicants requesting approval to change their method of accounting for depreciation or amortization complete this section. Applicants **must** provide this information for each item or class of property for which a change is requested.

**Note.** See the **List of Automatic Accounting Method Changes** in the instructions for information regarding automatic changes under sections 56, 167, 168, 197, 1400I, 1400L, or former section 168. Do not file Form 3115 with respect to certain late elections and election revocations (see instructions).

- 1 Is depreciation for the property determined under Regulations section 1.167(a)-11 (CLADR)? ☐ Yes ☐ No  
If "Yes," the only changes permitted are under Regulations section 1.167(a)-11(c)(1)(iii).
- 2 Is any of the depreciation or amortization required to be capitalized under any Code section (e.g., section 263A)? ☐ Yes ☐ No  
If "Yes," enter the applicable section ► \_\_\_\_\_
- 3 Has a depreciation, amortization, or expense election been made for the property (e.g., the election under sections 168(f)(1), 179, or 179C)? ☐ Yes ☐ No  
If "Yes," state the election made ► \_\_\_\_\_
- 4a To the extent not already provided, attach a statement describing the property being changed. Include in the description the type of property, the year the property was placed in service, and the property's use in the applicant's trade or business or income-producing activity.
- b If the property is residential rental property, did the applicant live in the property before renting it? ☐ Yes ☐ No
- c Is the property public utility property? ☐ Yes ☐ No
- 5 To the extent not already provided in the applicant's description of its present method, attach a statement explaining how the property is treated under the applicant's present method (e.g., depreciable property, inventory property, supplies under Regulations section 1.162-3, nondepreciable section 263(a) property, property deductible as a current expense, etc.).
- 6 If the property is not currently treated as depreciable or amortizable property, attach a statement of the facts supporting the proposed change to depreciate or amortize the property.
- 7 If the property is currently treated and/or will be treated as depreciable or amortizable property, provide the following information for both the present (if applicable) and proposed methods:
  - a The Code section under which the property is or will be depreciated or amortized (e.g., section 168(g)).
  - b The applicable asset class from Rev. Proc. 87-56, 1987-2 C.B. 674, for each asset depreciated under section 168 (MACRS) or under section 1400L; the applicable asset class from Rev. Proc. 83-35, 1983-1 C.B. 745, for each asset depreciated under former section 168 (ACRS); an explanation why no asset class is identified for each asset for which an asset class has not been identified by the applicant.
  - c The facts to support the asset class for the proposed method.
  - d The depreciation or amortization method of the property, including the applicable Code section (e.g., 200% declining balance method under section 168(b)(1)).
  - e The useful life, recovery period, or amortization period of the property.
  - f The applicable convention of the property.
  - g A statement of whether or not the additional first-year special depreciation allowance (for example, as provided by section 168(k), 168(l), 168(m), 168(n), 1400L(b), or 1400N(d)) was or will be claimed for the property. If not, also provide an explanation as to why no special depreciation allowance was or will be claimed.

**Bellevue College Foundation**

**EIN: 91-1051671**

**STATEMENT 1**

**Form 3115, Part I, line 2**

**SCOPE LIMITATIONS**

None of the scope limitations described in section 4.02 of Rev. Proc 2008-52 cause the aforementioned automatic consent to be unavailable to Bellevue College Foundation.

**STATEMENT 2**

**Form 3115, Part II, Line 8a**

**REFERENCE TO AUDIT PROTECTION**

There are no circumstances whereby Bellevue College Foundation does not receive audit protection as described in the referenced sections of Form 3115 instructions.

**STATEMENT 3**

**Form 3115, Part II, line 13**

**PRINCIPAL BUSINESS ACTIVITY**

Applicant is an exempt organization under code section 501(c)(3). The organization's principal business activity code is 813000 as its mission is to support Bellevue College to generate funds for the school to provide grants and scholarships to its students, departments and programs.

**Bellevue College Foundation**

EIN: 91-1051671

**STATEMENT 4**

Form 3115, Part IV, Line 25

**DESCRIPTION OR EXPLANATION****Income accrued but not received at June 30, 2009**

Pledges Receivable, net of allowance for doubtful accounts of \$66,382	<u>\$ 768,787</u>
---	-------------------

**Expenses accrued but not paid at June 30, 2009**

Accounts payable	
Printing	\$ 4,427
Consulting	4,000
Travel	500
Meals	188
Other various	237
	<u>9,352</u>
Section 481(a) Adjustment	<u><u>\$ 759,435</u></u>

**Bellevue College Foundation**  
Form 3115, Schedule A, Part I, Lines 1 and 3

**STATEMENT 5**  
**EIN: 91-1051671**  
**June 30, 2009**

**Balance Sheet**

	<b>Proposed Overall Accrual Basis</b>	<b>Present Overall Cash Basis (1)</b>	<b>Section 481a adjustment</b>	
Cash - non int bearing	\$ 16,528	\$ 16,528		
Cash - interest bearing	153,945	153,945		
Pledges recble - net of allowance for doubtful accounts	768,787	-	Sch A, Part I, line 1a \$ 768,787	(2)
Investments	3,721,553	3,721,553		
<b>TOTAL ASSETS</b>	<b>\$ 4,660,813</b>	<b>\$ 3,892,026</b>		
Accounts payable	\$ 9,352	\$ -	Sch A, Part I, line 1c (9,352)	(3)
Bellevue College program funds (investments)	1,026,899	1,026,899		
Fund Balance:				
Unrestricted	464,910	(294,525)		
Temporarily restricted	1,298,518	1,298,518		
Permanently restricted	1,861,134	1,861,134		
	<u>3,624,562</u>	<u>2,865,127</u>		
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 4,660,813</b>	<b>\$ 3,892,026</b>	Sch A, Part I, line 1h \$ 759,435	

(1) Agrees to 2008 Form 990, Part X, Column B, "End of Year" Balance Sheet

(2) Pledges from individuals and organizations accrued but not received

(3) Expenses accrued but not paid - detail at statement 4

**Bellevue College Foundation**  
Form 3115, Schedule A, Part I, Lines 1 and 3

**STATEMENT 6**  
EIN: 91-1051671

Fiscal year ended June 30, 2009

	<u>Present Cash</u>	
	<u>Basis</u>	<u>Gross receipts</u>
<b>Revenue:</b>		
Contributions and grants	\$ 691,260	\$ 691,260
Interest and dividends	104,153	104,153
Gain (loss) sales of investments	(37,748)	671,275 **
Miscellaneous Revenue - administrative support	10,748	10,748
Total Revenue (2009 Form 990, Part VIII, Line 12a)	<u>768,413</u>	<u>\$ 1,477,436</u>
<b>Expense:</b>		
Grants or other assistance to governments and organizations in the U.S.	95,864	
Grants and other assistance to individuals in the U.S.	120,890	
Officer's compensation	84,402	
Other Salaries and Wages	64,368	
Pension plan contributions	4,099	
Other employee benefits	10,619	
Payroll taxes	5,426	
Legal and accounting fees	23,055	
Other consulting fees	84,420	
Advertising and promotion	854	
Office expense, including rent and utilities	67,526	
Travel expense	629	
Insurance	5,031	
Dues and Subscriptions	4,878	
Gifts	5,875	
Meals and entertainment	46,481	
Miscellaneous	11,903	
Total Expense (2009 Form 990, Part IX, Line 25a)	<u>636,320</u>	
Net increase to fund balance	<u>\$ 132,093</u>	

\*\*Proceeds from investment sales

**Bellevue College Foundation**

**EIN: 91-1051671**

**STATEMENT 7**

**Form 3115, Information required by Rev. Proc 2008-52, Sec. 5.01**

Bellevue College Foundation, hereby agrees to all of the conditions of Rev. Proc. 2008-52 (as modified by Rev. Proc. 2009-39), including the requirement to take the Section 481(a) adjustment into account over a four-year period beginning with 2009 (i.e. fiscal year ended 6-30-10), as required by Section 5.04 of that revenue procedure.

**STATEMENT 8**

**Form 3115, Section A, Part I, Line 2**

Bellevue College Foundation hereby elects to adopt the recurring item exception (within the meaning of internal revenue code section 461(h)(3)) as part of its application to change from the overall cash to the overall accrual method of accounting. This exception will be used with respect to all activities of Bellevue College Foundation and with respect to all types of items within such activities.

# Power of Attorney and Declaration of Representative

OMB No. 1545-0150

For IRS Use Only

Received by

Name

Telephone

Function

Date / /

► Type or print. ► See the separate instructions.

## Part I Power of Attorney

Caution: Form 2848 will not be honored for any purpose other than representation before the IRS.

1 Taxpayer information. Taxpayer(s) must sign and date this form on page 2, line 9.

Taxpayer name(s) and address

BELLEVUE COLLEGE FOUNDATION  
3000 LANDERHOLM CIRCLE S.E.  
BELLEVUE, WA 98007-6484

Social security number(s)

Employer identification  
number

91-1051671

Plan number (if applicable)

Daytime telephone number

(425) 564-5074

hereby appoint(s) the following representative(s) as attorney(s)-in-fact:

2 Representative(s) must sign and date this form on page 2, Part II.

Name and address

LESLIE ERICKSON  
11808 NORTHUP WAY, SUITE 240  
BELLEVUE, WA 98005

CAF No. 8006-10742R

Telephone No. 425-827-8255

Fax No. 425-827-0641

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No.

Telephone No.

Fax No.

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

Name and address

CAF No.

Telephone No.

Fax No.

Check if new: Address ☐ Telephone No. ☐ Fax No. ☐

to represent the taxpayer(s) before the Internal Revenue Service for the following tax matters:

3 Tax matters

Type of Tax (Income, Employment, Excise, etc.) or Civil Penalty (see the instructions for line 3)	Tax Form Number (1040, 941, 720, etc.)	Year(s) or Period(s) (see the instructions for line 3)
INFORMATION RETURN; CHANGE IN ACCOUNTING	FORM 990; FORM 3115	2009

4 Specific use not recorded on Centralized Authorization File (CAF). If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for Line 4. Specific Uses Not Recorded on CAF. ☐

5 Acts authorized. The representatives are authorized to receive and inspect confidential tax information and to perform any and all acts that I (we) can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The authority does not include the power to receive refund checks (see line 6 below), the power to substitute another representative, or additional representatives, the power to sign certain returns, or the power to execute a request for disclosure of tax returns or return information to a third party. See the line 5 instructions for more information.

Exceptions. An unenrolled return preparer cannot sign any document for a taxpayer and may only represent taxpayers in limited situations. See Unenrolled Return Preparer on page 1 of the instructions. An enrolled actuary may only represent taxpayers to the extent provided in section 10.3(d) of Treasury Department Circular No. 230 (Circular 230). An enrolled retirement plan administrator may only represent taxpayers to the extent provided in section 10.3(e) of Circular 230. See the line 5 instructions for restrictions on tax matters partners. In most cases, the student practitioner's (levels k and l) authority is limited (for example, they may only practice under the supervision of another practitioner).

List any specific additions or deletions to the acts otherwise authorized in this power of attorney: \_\_\_\_\_

6 Receipt of refund checks. If you want to authorize a representative named on line 2 to receive, BUT NOT TO ENDORSE OR CASH, refund checks, initial here \_\_\_\_\_ and list the name of that representative below.

Name of representative to receive refund check(s) ►



7 **Notices and communications.** Original notices and other written communications will be sent to you and a copy to the first representative listed on line 2.

a If you also want the second representative listed to receive a copy of notices and communications, check this box ☒

b If you do not want any notices or communications sent to your representative(s), check this box ☐

- 8 **Retention/revocation of prior power(s) of attorney.** The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same tax matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here ☐

**YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.**

- 9 **Signature of taxpayer(s).** If a tax matter concerns a joint return, both husband and wife must sign if joint representation is requested, otherwise, see the instructions. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

► IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED.

  
Signature

5/12/11  
Date

EXECUTIVE DIRECTOR  
Title (if applicable)

GAYNOR HILLS  
Print Name

PIN Number

BELLEVUE COLLEGE FOUNDATION  
Print name of taxpayer from line 1 if other than individual

Signature

Date

Title (if applicable)

Print Name

PIN Number


## Part II Declaration of Representative

**Caution:** Students with a special order to represent taxpayers in qualified Low Income Taxpayer Clinics or the Student Tax Clinic Program (levels k and l), see the instructions for Part II.

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Circular 230 (31 CFR, Part 10), as amended, concerning the practice of attorneys, certified public accountants, enrolled agents, enrolled actuaries, and others;
- I am authorized to represent the taxpayer(s) identified in Part I for the tax matter(s) specified there; and
- I am one of the following:
  - a Attorney - a member in good standing of the bar of the highest court of the jurisdiction shown below.
  - b Certified Public Accountant - duly qualified to practice as a certified public accountant in the jurisdiction shown below.
  - c Enrolled Agent - enrolled as an agent under the requirements of Circular 230.
  - d Officer - a bona fide officer of the taxpayer's organization.
  - e Full-Time Employee - a full-time employee of the taxpayer.
  - f Family Member - a member of the taxpayer's immediate family (for example, spouse, parent, child, brother, or sister).
  - g Enrolled Actuary - enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d) of Circular 230).
  - h Unenrolled Return Preparer - the authority to practice before the Internal Revenue Service is limited by Circular 230, section 10.7(c)(1)(viii). You must have prepared the return in question and the return must be under examination by the IRS. See **Unenrolled Return Preparer** on page 1 of the instructions.
  - k Student Attorney - student who receives permission to practice before the IRS by virtue of their status as a law student under section 10.7(d) of Circular 230.
  - l Student CPA - student who receives permission to practice before the IRS by virtue of their status as a CPA student under section 10.7(d) of Circular 230.
  - r Enrolled Retirement Plan Agent - enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(e)).

► IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED. See the Part II instructions.

Designation - Insert above letter (a-r)	Jurisdiction (state) or identification	Signature	Date
B	MASSACHUSETTS		5-10-11