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# SCANNET JON 0 7 2018

Form **990-EZ** 

Department of the Treasury Internal Revenue Service

Short Form

Return of Organization Exempt From Income Tax

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

Sponsoring organizations of donor advised funds, organizations that operate one or more hospital facilities, and certain controlling organizations as defined in section 512(b)(13) must file
Form 990 (see instructions). All other organizations with gross receipts less than \$200,000
and total assets less than \$500,000 at the end of the year may use this form The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-1150

2010

**Open to Public** Inspection

A	For t	he 2010 ca	llendar year, or tax year beginning , 2010, and ending						
В	Check	eck if applicable C Name of organization D E			D Employer identification number				
	Addres	ss change	Come-See-Me Festival, Inc.	5	7-10	04335			
	Name	change Number and street (or P O box, if mail is not delivered to street address) Room/suite E 1			E Telephone number				
$\vdash$	Initial		۱ (	803)	329-7625				
$\vdash$	City or town, state or country, and ZIP + 4								
H			Rock Hill SC 29731		roup ⊏x Jmber	emption			
G		unting Met		· 5	o If the	organization is not			
Ī	Website: ► come seeme rockhill net required to attach Schedule B (Form								
J	Тах-е		(ck only one) — 501(c)(3) X 501(c) ( 4 ) ◄ (insert no ) 4947(a)(1) or 527	990-E2	z, or 99	0-PF).			
K	Chec	k ► lif	the organization is not a section 509(a)(3) supporting organization and its gross receipts are	norm	nally <b>no</b>	t more than			
	\$50,0	000 A Form	m 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be require	ed (se	e instru	ctions) But if the			
_			ooses to file a return, be sure to file a complete return						
L	Add I	lines 5b, 6	c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ	total	<b>►</b> \$	172,874.			
D.	asse		ue, Expenses, and Changes in Net Assets or Fund Balances (See the in:	struc					
ГС	11(1	'	the organization used Schedule O to respond to any question in this Part I	Struc	tions	X			
_	1		ions, gifts, grants, and similar amounts received		1	122,430.			
	1		service revenue including government fees and contracts		2	49,074.			
	2	_	hip dues and assessments		3	45,014.			
	3		·		4	1,370.			
	-	Investme	nount from sale of assets other than inventory 5a		<b>-</b>	1,370.			
	1								
	1				5 c				
		•	s) from sale of assets other than inventory (Subtract line 5b from line 5a) and fundraising events		30				
R	1	•	ome from gaming (attach Schedule G if greater than \$15,000)						
R E V	1		ome from fundraising events (not including \$ of contributions						
E N	D								
E		of such g	lraising events reported on line 1) (attach Schedule G if the sum ross income and contributions exceeds \$15,000)						
	C	Less dire	ect expenses from gaming and fundraising events 6c						
	d	Net incom 6b and su	ne or (loss) from gaming and fundraising events (add lines 6a and ubtract line 6c)		6 d				
	7 a	Gross sal	es of inventory, less returns and allowances 7a						
	b	Less cos	t of goods sold						
	C	Gross pro	ofit or (loss) from sales of inventory (Subtract line 7b from line 7a)		7c				
	8	Other rev	enue (describe in Schedule O)		8				
	9	Total reve	enue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8		9	172,874.			
	10		nd similar amounts paid (list in Schedule O)		10				
_	11	Benefits p	paid to or for members		11				
E X P	12	•	other compensation, and employee benefits		12	5,150.			
P E N	13	Professio	nal fees and other payments to independent contractors		13	421.			
N S E	14	•	cy, rent, utilities, and maintenance		14	8,113.			
E S	15	-	publications, postage, and shipping		15	539.			
	16		penses (describe in Schedule O) See Form 990 EZ, Part I, Line 16 Other 8	Expenses		149,876.			
	17		enses. Add lines 10 through 16		17	164,099.			
	18	Excess of	r (deficit) for the year (Subtract line 17 from line 9)		18	<u>8,775.</u>			
N S	19	Net asset	s or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-y	ear		00 140			
N S E S T E		figure rep	orted on prior year's return)		19	88,149.			
Š	20		anges in net assets or fund balances (explain in Schedule O)		20	06.004			
	21		s or fund balances at end of year Combine lines 18 through 20		21	96,92 <u>4</u> .			
BA	A FO	r Paperwo	rk Reduction Act Notice, see the separate instructions.			Form 990-EZ (2010)			

0

0

0.

0.

Member at Large

Member at Large

2.00

2.00

SC 29732

SC 29731

See List of Officers, Directors, Trustees, & Key Employees Str

Rock Hill

Rock Hill

Dan Ballou PO BOX 10490

	37 10043	<del></del>	<del></del> :-	aye .
Pa	<u>rt V</u> Other Information (Note the statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V			_ 🗆
33	Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O	33	Yes	No X
34	Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34		x
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, explain in Schedule O why the organization did not report the income on Form 990-T	<b>—</b>		
;	2 Did the organization have unrelated business gross income of \$1,000 or more or was it a section 501(c)(4), 501(c)(5), or			
	501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements?  b If 'Yes,' has it filed a tax return on Form 990-T for this year (see instructions)?	35 a 35 b		Х
	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N	36		х
	Enter amount of political expenditures, direct or indirect, as described in the instructions			
	Did the organization file Form 1120-POL for this year?	37b		X
	a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		X
ı	b If 'Yes,' complete Schedule L, Part II and enter the total amount involved 38b	╛		
39	Section 501(c)(7) organizations Enter			
	a Initiation fees and capital contributions included on line 9	_		
	Gross receipts, included on line 9, for public use of club facilities	_		
40 8	a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under			
	section 4911 ►, section 4912 ►, section 4955 ►			i
1	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I	40 b		Х
•	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958			
(	Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization			
•	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T	40 e		X
	The organization's books are in care of Figure 1. Boulware 1. Sc ZIP + 4 Figure 29732  At any time during the calendar year, did the organization have an interest in or a signature or other authority over a	  	-762 	No
	financial account in a foreign country (such as a bank account, securities account, or other financial account)?  If 'Yes,' enter the name of the foreign country  See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts.	42 b		X
•	At any time during the calendar year, did the organization maintain an office outside of the U.S.?	42 c		X
44 a	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here and enter the amount of tax-exempt interest received or accrued during the tax year  Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ  Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44a 44b	Yes	No X
	Did the organization receive any payments for indoor tanning services during the year?	44 c		X
	I If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O	44 d		
BAA	TEEA0812 02/18/11 F	orm <b>990</b>	)-EZ (	2010)

Form <b>990-E</b>	<b>Z</b> (2010) Con	<u>ne-See-Me Festi</u>	val, Inc.			5/-1004	<u> 335</u>		age 4
•								Yes	No
_	-		ty of the organization with				45	<b> </b>	X
a Did the	ne organization ction 512(b)(13)	receive any payment fr	om or engage in any tran: d Schedule R may need t	saction with a co o be completed ii	ntrolled entity nstead of Forr	within the meaning n 990-EZ (see inst.)	45 a		X
<b>46</b> Did th	ne organization	engage, directly or indi	rectly, in political campaig						
candı	dates for public	office? If 'Yes,' comple	ete Schedule C, Part I				46		X
Part VI	501(c)(3) c	organizations and s	ons and section 4947 section 4947(a)(1) no the tables for lines	nexempt cha	ritable trus	ts must answer	. All sed Juestion	าร	
	Check if the c	organization used Sched	dule O to respond to any o	question in this P	art VI				
								Yes	No
			vities? If 'Yes,' complete				47	ļ.—	
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E  49 a Did the organization make any transfers to an exempt non-charitable related organization?							48 49 a		
	•	ted organization a secti	•	related organiza	110117		49b		
<b>50</b> Comr	olete this table t	for the organization's fiv	ve highest compensated e 100,000 of compensation	mployees (other from the organiz	than officers, ation If there	directors, trustees as is none, enter 'None	nd kev		
(a)	Name and address more than	of each employee paid \$100,000	(b) Title and average hours per week devoted to position	(c) Compensa	' '	ntributions to employee benefit plans and erred compensation	àccou	pense int and lowances	s
	<del> </del>								
<del></del>									
4 Total	mumbar of other	yr omployees paid eyer	\$100,000 <b>&gt;</b>						
		er employees paid over	e highest compensated in	ndenendent contr	actors who ea	ach received more th	an \$100 (	100 of	
comp	ensation from t	he organization If there	e is none, enter 'None '		·				
	(a) Name and	address of each independent of	contractor paid more than \$100,00	00	( <b>b)</b> Typ	pe of service	(c) Comp	ensatio	n
				<del>-</del>	-				
<b></b>									
		_							
_ <b>_</b>									
			*						
				<del>-</del>					
d Total	number of other	er independent contracto	ors each receiving over \$	100.000	<b>.</b>				
		•	Note All section 501(c)(3		and 4947(a)(1)	) nonexempt			
chari	table trusts mus	st attach a completed S	chedule A			··	Yes	<u>;                                    </u>	No
Under penaltic true, correct,	es of perjury, I decla and complete Decla	ire that I have examined this re iration of preparer (other than o	eturn, including accompanying sch officer) is based on all information	edules and statements of which preparer has	and to the best of any knowledge	of my knowledge and belief	, it is		
	<b>-</b>	Kwin D B	in war	<del></del>		5-12-1	<u> </u>		
Sign	Signature of o	~	1			ate			
Here	Type or print i	KEUTH DE	<del>out ware</del>	leasurer					
	Print/Type prepare		Preparer's signature	Date	e	Check If PTIN	 I		_
Paid	Kevin D.	Boulware	Kevîn D. Boul	ware 05	/12/11	self-employed			
Preparer	Firm's name ►	BOOKKEEPERS P	LUS, LLC						
Use Only	Firm's address	PO BOX 36502				Firm's EIN ►			
	<u> </u>	ROCK HILL			732	Phone no (803)			
	S discuss this r	eturn with the preparer	shown above? See instru	ctions			Yes		No
BAA							Form <b>99</b>	U-EZ (	(2010)

# **Miscellaneous Statement**

Form 990 Statement of Organization's Primary Exempt Purpose	Part I	Statement 1
To provide an annual 10 day festival for the enjoyment of the		
citizens of York County, South Carolina,		
and the surrounding area.		

Total

# Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ Form 990-EZ, Part I, Line 16 Other Expenses

Other expenses (describe in Schedule O)	
Depreciation	205.
Licenses	8.
Board Meeting Expenses	134.
Property Taxes	30.
Conferences	349.
Insurance	7,790.
Dues and Subscriptions	443.
Office Supplies and Expense	3,443.
Travel Expenses	220.
Memorials	200.
Licenses	50.
Program Services Expenses:	
BBQ Competiton	7,224.
Beach Bash	16,941.
Brouchers	6,790.
Children's Activities	3,420.
Publicity and Advertising	23,808.
Road Race	5,210.
Skydiving	265.
Souvenirs	10,387.
Gourmet Gardens	8,900.
Volunteer Related	9,890.
Parade	2,776.
Moonlight Jazz	9,930.
Tailgate Party/Fireworks	16,966.
Glencairn Gardens Entertainment	3,945.
EMS Service	2,150.
Mayors Tour	
Sponsor Signage	1,802.
Festival Meetings	1,578.
Community Service Merit Awards	157.
Other Miscellaneous	2,290 <u>.</u>
Sponsor Related	1,195.
Unveiling Breakfast	1,380.
Total	149,876.

Form 990-EZ, Page 2, Part IV

# List of Officers, Directors, Trustees, & Key Employees Stmt

Name and address	Title and average hours per week devoted to position	Compensa- tion (if not paid, enter -0-)	Contribu- tions to employee benefit plans and deferred compensation	Expense account and other allowances
Business Person X				
Dan Murray	Title			
1162 Eden Terrace	Winthrop Universi			
Rock Hill SC 29732				:
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	

Form 990-EZ, Page 2, Part IV List of Officers, Directors, Trustees, & Key Employees Stmt

Continued

2

Name and address	Title and average hours per week devoted to position	Compensa- tion (if not paid, enter -0-)	Contribu- tions to employee benefit plans and deferred compensation	Expense account and other allowances
Business Person X Ericka Bell	Title			
1081 Woodshire Ct	2011 Vice Chair			
Rock Hill SC 29730	ZOTT VICE CHAIT			
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X				
Jodie Roberts-Smith	Title			
861 Myrtle Drive	2011 Festival Vic			
Rock Hill SC 29730				
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X				
Mark Sexton	Title			
PO Box 11706	City Rep			
Rock Hill SC 29731				
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X				
Margaret Wallace	Title			
705 Brynwood Drive	Member at Large			
Rock Hill SC 29732				
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X	Title			
Matt Watson				
957 Beverly Drive Rock Hill SC 29730	2011 Festival Cha			
Foreign city	Hours/Week			
Foreign country	6.00	0.	0.	
Business Person				
David Williams	Title			
PO Box 11590	President of Board			
Rock Hill SC 29731				
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X				
Amy Faulkenberry	Title			
668 Clouds Way	Vice President of			
Rock Hill SC 29732				
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X				
Lamar Thompson	Title			
4715 Westwind Drive	Member at Large			
Rock Hill SC 29732	11. 64.			
Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	l

Form 990-EZ, Page 2, Part IV	
List of Officers, Directors, Trustees, & Key Employees Stmt	

Continued

Name and address	Title and average hours per week devoted to position	Compensa- tion (if not paid, enter -0-)	Contribu- tions to employee benefit plans and deferred compensation	Expense account and other allowances
Business Person X Wayne Wingate	Title			
838 Bridgewood Drive	2011 Festival Cha			
Rock Hill SC 29732 Foreign city	Hours/Week			
Foreign country	2.00	0.	0.	
Business Person X	<b>-</b>			
Lisbeth D. Neely PO BOX 4221	Title Staff			
Rock Hill SC 29732	Juani			
Foreign city	Hours/Week			
Foreign country	8.00	1,290.	0.	

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ Form 990-EZ, Page 1, Part II, Line 24

Line 24 - Other Assets:	Beginning of Year	End of Year
Prepaid Rent Bad Checks Receivable	13,747.	11,245. 20.
Total	13,747.	11,265.

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ Form 990-EZ, Page 1, Part II, Line 26

Line 26 - Total Liabilities:	Beginning of Year	End of Year
Payroll Liabilities	168.	0.
Accrued Expenses	1,771.	0.
Total	1,939.	0.

# **Supporting Statement of:**

Form 990-EZ/Line 14

Description	Amount
Utilities Phone	6,031.
Total	8,113.

# **Supporting Statement of:**

Form 990-EZ/Line 23, Column (A)

Description	Amount
Frog Heads (mascots) Accumulated Depreciation	2,338. -1,622.
Total	716.

# **Depreciation and Amortization** (Including Information on Listed Property)

OMB No 1545-0172

2010

Attachment Sequence No 67

Department of the Treasury Internal Revenue Service (99) Name(s) shown on return

Identifying number 57-1004335

	ie-see-me restiva.						<del></del>	٦٦	7-1004333	_
	ess or activity to which this form relat									
	m 990 / Form 9901									_
Par	t I Election To Exp	ense Certain l	Property Under Sec	tion 179	وغسما					
		<del></del>	complete Part V before	you complete P	art I	_		1		_
1	Maximum amount (see inst	tructions)						1		_
2	Total cost of section 179 pr	roperty placed in s	service (see instructions)	•				2	<u> </u>	_
3	Threshold cost of section 179 property before reduction in limitation (see instructions)							3	<u> </u>	
4	Reduction in limitation Sul	otract line 3 from I	ine 2. If zero or less, en	ter -0-				4		
5	Dollar limitation for tax yea	r Subtract line 4	from line 1 If zero or les	s, enter -0- If	marrie	d fili	ng			
	separately, see instructions	5		·			· <b></b>	5	; <u> </u>	
6	(a)	Description of property		(b) Cost (busine	ss use o	nly)	(c) Elected cos	st		
		-					,			
7	Listed property Enter the a	amount from line 2	29			7				
8				), lines 6 and 7	-			8		
<ul> <li>8 Total elected cost of section 179 property Add amounts in column (c), lines 6 and 7</li> <li>9 Tentative deduction Enter the smaller of line 5 or line 8</li> </ul>								9		
10				62				10		
11		rryover of disallowed deduction from line 13 of your 2009 Form 4562 siness income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instrs).  10								
12	Section 179 expense deduc						` '	12		_
	Carryover of disallowed de					13		•		_
	: Do not use Part II or Part					- 1			1.	_
Par			ce and Other Depre		ot inc	ماديا	listed property )	/500	netructions )	_
Га	· · · · · · · · · · · · · · · · · · ·						1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	l	instructions /	-
14		ance for qualified p	property (other than liste	d property) plac	ced in	serv	ice during the	۱.,		
	tax year (see instructions)							14	<del></del>	_
15	Property subject to section	168(f)(1) election						15	<u> </u>	_
16	Other depreciation (including	ng ACRS)						16	<u></u>	
Par	t III MACRS Depred	iation (Do not II	nclude listed property ) (	See instructions	s)					
			Section	n A						
17	MACRS deductions for ass	ets placed in servi	ice in tax vears beginnin	g before 2010				17	205	-
		•	_	_						_
18	If you are electing to group asset accounts, check here		d in service during the ta	ax year into one	or mo	ore g	enerai ► 🗆			
		_	in Service During 2010	Tay Voar Using	the G	0005	al Depreciation	Syct	lom	-
	(a)	1	(C) Basis for depreciation	(d)	lile G	(e)		эуэг	(g) Depreciation	_
	Classification of property	(b) Month and year placed	(business/investment use	Recovery period	C	onvent			deduction	
		in service	only - see instructions)							_
_19 a	3-year property	_								_
t	5-year property	_		_						_
	7-year property	_								_
C	1 10-year property									_
e	15-year property	}								
	20-year property	1								_
	25-year property	1		25 yrs			S/L			
	Residential rental	-		27.5 yrs		MM				_
	property	-	<del> </del>		+	MM				_
	<del></del>			27.5 yrs	+					_
i	Nonresidential real			39 yrs		MM			_	_
	property	<u> </u>	<u> </u>	_		<u>MM</u>				_
	Section C -	- Assets Placed in	Service During 2010 T	ax Year Using t	he Alt	erna	tive Depreciation	ո Sy։	stem	_
20 a	Class life		·				S/L			_
t	12-year			12 yrs			S/L			
	: 40-year			40 yrs		MM	S/L			
$\overline{}$	t IV Summary (See in	structions )	· · · · · · · · · · · · · · · · · · ·	<u> </u>	•		<del></del>			_
	Listed property Enter amo							21		_
	' ' '		nos 10 and 20 in solumn (a) a	nd line 21. Enter he	ro and	on	<u> </u>			_
22	Total Add amounts from line 12, the appropriate lines of your return	nnes 14 airough 17, II n Partnerships and S	corporations — see instruction	ոսորթեր բրևել հե IS	i e diiu	011		22	205	
23	For assets shown above ar	•	· ·		[ ]	_				
	the portion of the basis atti	ributable to section	n 263A costs		23					

Form 4562 (2010) Come-See-Me Festival, Inc. 57-1004335 Page 2 Listed Property (Include automobiles, certain other vehicles, certain computers, and property used for entertainment, **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) No 24b If 'Yes,' is the evidence written? 24 a Do you have evidence to support the business/investment use claimed? Yes Yes No (c) Business/ (e) **(f)** (i) Basis for depreciation (business/investment Elected section 179 Date placed in service Type of property (list vehicles first) Method/ Depreciation deduction Cost or Recovery investment period use only) cost percentage 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 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 (a) (b) (c) **(f)** Total business/investment miles driven Vehicle 1 Vehicle 2 Vehicle 3 Vehicle 4 Vehicle 5 Vehicle 6 during the year (do not include commuting miles) 31 Total commuting miles driven during the year Total other personal (noncommuting) miles driven 33 Total miles driven during the year Add lines 30 through 32 Yes Nο Yes No Yes No Yes No Yes No Yes No 34 Was the vehicle available for personal use during off-duty hours? Was the vehicle used primarily by a more 35 than 5% owner or related person 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) Yes No Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees? 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 Do you treat all use of vehicles by employees as personal use? 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? Do you meet the requirements concerning qualified automobile demonstration use? (See instructions ) Note: If your answer to 37, 38, 39, 40, or 41 is 'Yes,' do not complete Section B for the covered vehicles Part VI Amortization **(f)** (a) (c) (d) (e) (b) Date amortization begins Amortization Amortization Description of costs Amortizable Code period or percentage for this year Amortization of costs that begins during your 2010 tax year (see instructions) 43 Amortization of costs that began before your 2010 tax year 44 Total. Add amounts in column (f). See the instructions for where to report

# State of South Carolina Office of the Secretary of State, Mark Hammond Public Charities Division

1205 Pendleton St, Ste 525 Columbia, SC 29201

Phone: (803) 734-1790 Fax: (803) 734-1604

# INSTRUCTIONS FOR THE ANNUAL FINANCIAL REPORT FORM

This form is due to our Office on the 15th day of the 5th month after the end of your fiscal year. (Organizations may submit an IRS Form 990 or 990-EZ to this Office instead.) To complete this form, first fill out the General Information section of the form. Next, complete all schedules relevant to your organization. Start with Schedule 5, and finish with the Financial Summary. Note that Schedule 1 and Activity Statements are required of all organizations. When completed, the form should be signed and dated by the Chief Executive Officer and Chief Financial Officer of the organization. There is no fee for filing this form. You may mail, overnight or fax the form to us.

### **General Information**

- Employer's Identification Number (EIN) Identification number assigned to a nonprofit by the Internal Revenue Service.
- "Fiscal Year Beginning" and "Fiscal Year Ending" Organizations establish the dates of their fiscal year. If an organization wishes to change its fiscal year, it should contact our Office.
- Charity Registration Number Number assigned to your organization by the Public Charities
  Division.

# Schedule 5: Special Events and Fundraising Sales

Use this schedule for special events like bingo games, golf tournaments, dinners, auctions and for sales of products like candy, fruit, t-shirts and concessions.

## Schedule 4: Contracts with Commercial Co-Venturers (CCV)

Commercial Co-Venture (CCV) - any agreement between a business and a charity in which the business advertises that the sale of its goods or services will benefit a charitable organization and the price of the good or service does not exceed that normally charged. An example of a CCV -- a restaurant might advertise that for every hamburger sold, it will donate 25 cents to a particular charity. The charity should report on Schedule 1, Line 3 only its income from the event.

# Schedule 3: Contracts with Professional Fundraising Counsels (PFRC)

Professional Fundraising Counsels (PFRC) - any individual or business which contracts with a charitable organization to plan, manage or prepare material for a fundraising campaign which the charitable organization will conduct. A Professional Fundraising Counsel, however, does NOT solicit funds. A PFRC might prepare grant proposals or plan a mailing for charitable organizations.

# Schedule 2: Contracts with Professional Fundraising Solicitors (PFRS)

Professional Fundraising Solicitor (PFRS) - an individual or business which contracts with a charitable organization to solicit contributions for it. For example, a PFRS might call citizens or go door-to-door to ask for contributions. Bingo operators are considered professional solicitors under state law but not federal law. Information on bingo promoters should be entered on Schedule 5, Special Events and not Schedule 2. Thus, a charity which has hired a professional solicitor to conduct a special event would complete the Annual Financial Report Form in the same way as IRS Form 990 or 990-EZ.

# Schedule 1: Contributions

Line 3	"Commercial Co-Venture" – See definition under Schedule 4 above.
Line 5	"Special Events and Fundraising Sales" – See definition under Schedule 5 above.
Line 10	"Other" – In this section, you may list other kinds of solicitation and the proceeds from them
Line 12	Federated Fundraising Agencies - a group of independent charitable organizations which have voluntarily joined together to raise and distribute contributions (i.e. United Way).