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# Short Form Return of Organization Exempt From Income Tax

2012

Open to Public  
Inspection

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.**

Department of the Treasury  
Internal Revenue Service

**A For the 2012 calendar year, or tax year beginning** January 1, 2012, and ending December 31, 2012

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Terminated  
 Amended return  
 Application pending

**C Name of organization**  
 Helpful Hands, Inc  
**Number and street (or P.O. box, if mail is not delivered to street address) Room/suite**  
 1190 MacTavandash Drive  
**City or town, state or country, and ZIP + 4**  
 Oviedo, FL 32765

**D Employer identification number**  
 80-0430434

**E Telephone number**  
 407-366-2975

**F Group Exemption Number** ▶

**G Accounting Method:**  Cash  Accrual Other (specify) ▶

**H Check**  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**I Website:** ▶ HELPFULHANDSSEMINOLE.COM

**J Tax-exempt status** (check only one) -  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

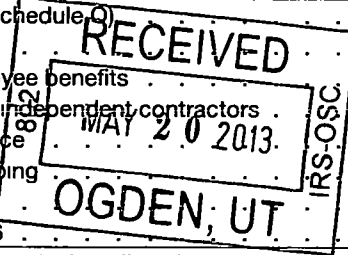
**K Check**  if the organization is not a section 509(a)(3) supporting organization or a section 527 organization and its gross receipts are normally not more than \$50,000. A Form 990-EZ or Form 990 return is not required though Form 990-N (e-postcard) may be required (see instructions). But if the organization chooses to file a return, be sure to file a complete return.

**L Add lines 5b, 6c, and 7b, to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, line 25, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ** ▶ \$

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

	Description		Amount
<b>Revenue</b>	<b>1</b> Contributions, gifts, grants, and similar amounts received	<b>1</b>	34,413.57
	<b>2</b> Program service revenue including government fees and contracts	<b>2</b>	
	<b>3</b> Membership dues and assessments	<b>3</b>	200.00
	<b>4</b> Investment income	<b>4</b>	
	<b>5a</b> Gross amount from sale of assets other than inventory	<b>5a</b>	
	<b>b</b> Less: cost or other basis and sales expenses	<b>5b</b>	
	<b>c</b> Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	<b>5c</b>	
	<b>6</b> Gaming and fundraising events		
	<b>a</b> Gross income from gaming (attach Schedule G if greater than \$15,000)	<b>6a</b>	
	<b>b</b> Gross income from fundraising events (not including \$ 28,046.00 of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	<b>6b</b>	17,040.00
<b>c</b> Less: direct expenses from gaming and fundraising events	<b>6c</b>	17,176.74	
<b>d</b> Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	<b>6d</b>	(136.74)	
<b>7a</b> Gross sales of inventory, less returns and allowances	<b>7a</b>		
<b>b</b> Less: cost of goods sold	<b>7b</b>		
<b>c</b> Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	<b>7c</b>		
<b>8</b> Other revenue (describe in Schedule O)	<b>8</b>		
<b>9 Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	<b>9</b>	34,476.83	
<b>Expenses</b>	<b>10</b> Grants and similar amounts paid (list in Schedule O)	<b>10</b>	11,386.30
	<b>11</b> Benefits paid to or for members	<b>11</b>	
	<b>12</b> Salaries, other compensation, and employee benefits	<b>12</b>	
	<b>13</b> Professional fees and other payments to independent contractors	<b>13</b>	650.00
	<b>14</b> Occupancy, rent, utilities, and maintenance	<b>14</b>	
	<b>15</b> Printing, publications, postage, and shipping	<b>15</b>	803.56
	<b>16</b> Other expenses (describe in Schedule O)	<b>16</b>	2,420.33
	<b>17 Total expenses.</b> Add lines 10 through 16	<b>17</b>	15,260.19
	<b>18</b> Excess or (deficit) for the year (Subtract line 17 from line 9)	<b>18</b>	19,216.64
	<b>19</b> Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	<b>19</b>	22,966.40
<b>20</b> Other changes in net assets or fund balances (explain in Schedule O)	<b>20</b>		
<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20	<b>21</b>	42,183.04	



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Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V

Yes No [checked]

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O

Table with 3 columns: Question ID, Yes, No. Row 33: Yes (empty), No (checked)

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)

Table with 3 columns: Question ID, Yes, No. Row 34: Yes (checked), No (empty)

35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?

Table with 3 columns: Question ID, Yes, No. Row 35a: Yes (empty), No (checked)

b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O

Table with 3 columns: Question ID, Yes, No. Row 35b: Yes (empty), No (empty)

c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III

Table with 3 columns: Question ID, Yes, No. Row 35c: Yes (empty), No (empty)

36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N

Table with 3 columns: Question ID, Yes, No. Row 36: Yes (empty), No (checked)

37a Enter amount of political expenditures, direct or indirect, as described in the instructions

37a [ ]

Table with 3 columns: Question ID, Yes, No. Row 37a: Yes (empty), No (empty)

b Did the organization file Form 1120-POL for this year?

Table with 3 columns: Question ID, Yes, No. Row 37b: Yes (empty), No (checked)

38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?

Table with 3 columns: Question ID, Yes, No. Row 38a: Yes (empty), No (checked)

b If "Yes," complete Schedule L, Part II and enter the total amount involved

38b [ ]

39 Section 501(c)(7) organizations. Enter:

a Initiation fees and capital contributions included on line 9

39a [ ]

b Gross receipts, included on line 9, for public use of club facilities

39b [ ]

40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911; section 4912; section 4955

b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or 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

Table with 3 columns: Question ID, Yes, No. Row 40b: Yes (empty), No (checked)

c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958

40c [ ]

d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization

40d [ ]

e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T

Table with 3 columns: Question ID, Yes, No. Row 40e: Yes (empty), No (checked)

41 List the states with which a copy of this return is filed

42a The organization's books are in care of Cathy Melendez Telephone no. 407-687-5978

Located at 1991 Westbourne Dr. Oviedo, FL ZIP + 4 32765

b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.

Table with 3 columns: Question ID, Yes, No. Row 42b: Yes (empty), No (checked). Row 42c: Yes (empty), No (checked)

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here and enter the amount of tax-exempt interest received or accrued during the tax year

43 [ ]

44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ

Table with 3 columns: Question ID, Yes, No. Row 44a: Yes (empty), No (checked)

b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ

Table with 3 columns: Question ID, Yes, No. Row 44b: Yes (empty), No (checked)

c Did the organization receive any payments for indoor tanning services during the year?

Table with 3 columns: Question ID, Yes, No. Row 44c: Yes (empty), No (checked)

d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O

Table with 3 columns: Question ID, Yes, No. Row 44d: Yes (empty), No (empty)

45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?

Table with 3 columns: Question ID, Yes, No. Row 45a: Yes (empty), No (checked)

45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)

Table with 3 columns: Question ID, Yes, No. Row 45b: Yes (empty), No (checked)

**46** Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . . 

	Yes	No
<b>46</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Part VI Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51

Check if the organization used Schedule O to respond to any question in this Part VI . . . . .

**47** Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . . 

	Yes	No
<b>47</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**48** Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . . 

	Yes	No
<b>48</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**49a** Did the organization make any transfers to an exempt non-charitable related organization? . . . . . 

	Yes	No
<b>49a</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**b** If "Yes," was the related organization a section 527 organization? . . . . . 

	Yes	No
<b>49b</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

(a) Name and title of each employee paid more than \$100,000	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
None				

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

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

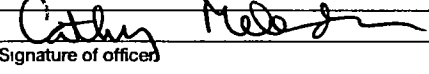
(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

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

**52** Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A . . . . . ▶  Yes  No

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**

 Signature of officer	8-15-13 Date
Cathy Melendez, Treasurer Type or print name and title	

**Paid Preparer Use Only**

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ▶				Firm's EIN ▶
Firm's address ▶				Phone no

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

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

**Public Charity Status and Public Support**

OMB No. 1545-0047

**2012**

**Open to Public Inspection**

Department of the Treasury  
Internal Revenue Service

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

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

Name of the organization

Employer identification number

Helpful Hands, Inc.

80-0430434

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

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

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

	Yes	No
11g(i)		
    - (ii) A family member of a person described in (i) above? 

	Yes	No
11g(ii)		
    - (iii) A 35% controlled entity of a person described in (i) or (ii) above? 

	Yes	No
11g(iii)		
  - h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of monetary support
			Yes	No	Yes	No	Yes	No	
(A)									
(B)									
(C)									
(D)									
(E)									
<b>Total</b>									

**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 or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .		5,859	5,219.5	24,959.87	34,613.57	70,651.94
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
<b>4 Total.</b> Add lines 1 through 3 . . . . .		5,859	5,219.5	24,959.87	34,613.57	70,651.94
<b>5</b> 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.						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
<b>7</b> Amounts from line 4 . . . . .		5,859	5,219.5	24,959.87	34,613.57	70,651.94
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . . . .						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.) . . . . .				0		
<b>11 Total support.</b> Add lines 7 through 10						70,651.94
<b>12</b> Gross receipts from related activities, etc. (see instructions) . . . . .					12	17,040.00
<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 <b>stop here</b> . . . . .						<input checked="" type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2012 (line 6, column (f) divided by line 11, column (f)) . . . . .	<b>14</b>	%
<b>15</b> Public support percentage from 2011 Schedule A, Part II, line 14 . . . . .	<b>15</b>	%
<b>16a 33 1/3% support test—2012.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>b 33 1/3% support test—2011.</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 <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>17a 10%-facts-and-circumstances test—2012.</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 <b>stop here.</b> Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .	<input type="checkbox"/>	
<b>b 10%-facts-and-circumstances test—2011.</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 <b>stop here.</b> Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . .	<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 type="checkbox"/>	

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . . .						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . .						
<b>5</b> 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, and 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 \$5,000 or 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 year beginning in) ►	(a) 2008	(b) 2009	(c) 2010	(d) 2011	(e) 2012	(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 lines 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 <b>stop here</b> . . . . <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2012 (line 8, column (f) divided by line 13, column (f)) . . . .	<b>15</b>	%
<b>16</b> Public support percentage from 2011 Schedule A, Part III, line 15 . . . .	<b>16</b>	%

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

<b>17</b> Investment income percentage for 2012 (line 10c, column (f) divided by line 13, column (f)) . . . .	<b>17</b>	%
<b>18</b> Investment income percentage from 2011 Schedule A, Part III, line 17 . . . .	<b>18</b>	%
<b>19a 33 1/3% support tests—2012.</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 <b>stop here</b> . The organization qualifies as a publicly supported organization . . . . <input type="checkbox"/>		
<b>b 33 1/3% support tests—2011.</b> If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and <b>stop here</b> . 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. Also complete this part for any additional information. (See instructions).

0

Area with horizontal dashed lines for supplemental information.



**Part II Fundraising Events.** Complete if the organization answered "Yes" to Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		Golf Tournament (event type)	Evening Under Stars (event type)	(total number)	(add col. (a) through col. (c))
Revenue	1	Gross receipts . . . . .	21,696.00	23,390.00	45,086.00
	2	Less: Contributions . . . . .	13,326.00	14,720.00	28,046.00
	3	Gross income (line 1 minus line 2) . . . . .	8,370.00	8,670.00	17,040.00
Direct Expenses	4	Cash prizes . . . . .			
	5	Noncash prizes . . . . .	200.00		200.00
	6	Rent/facility costs . . . . .			
	7	Food and beverages . . . . .	3,246.53	6,557.04	9,803.57
	8	Entertainment . . . . .	4,620.00	1,500.00	6,120.00
	9	Other direct expenses . . . . .	390.59	862.58	1,253.17
	10	Direct expense summary. Add lines 4 through 9 in column (d) . . . . . ▶			( 17,176.74 )
11	Net income summary. Combine line 3, column (d), and line 10 . . . . . ▶			-136.74	

**Part III Gaming.** Complete if the organization answered "Yes" to Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1	Gross revenue . . . . .			
Direct Expenses	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? . . . . .  Yes  No
- b If "No," explain: \_\_\_\_\_
- 10a Were any of the organization's gaming licenses revoked, suspended or terminated during the tax year? . . . . .  Yes  No
- b If "Yes," explain: \_\_\_\_\_



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

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

**2012**

**Open to Public  
Inspection**

Name of the organization

Helpful Hands, Inc

Employer identification number

80-0430434

Part I Line 10 Grants and similar amounts paid including purchasing items to enhance the quality of life for individuals in crisis to

fulfill our Mission.

Part I Line 16 Other Expenses Include Business Registration fees , Supplies, Marketing fees, and Membership in Chamber of Commerce.

Part III Line 32 Other programs including Haircuts for the Homeless and special needs dance

Part V Line 34 Changed the bylaws to include a Founding Member and dues amount.

BYLAWS OF  
**HELPFUL HANDS, INC.**

**ARTICLE I — NAME AND PURPOSE**

*Section 1 — Name:* The name of the organization shall be **Helpful Hands, Inc.** It shall be a nonprofit organization incorporated under the laws of the State of Florida

*Section 2 — Purpose:* **Helpful Hands, Inc.** is organized exclusively for charitable and informational purposes.

**The purpose of this corporation is:**

- **to enhance the quality of life of our area residents by providing charitable support to those residents experiencing a need for social, emotional, physical, or economic assistance**
- **to provide informational activities to increase public awareness regarding needs of area residents.**

**ARTICLE II —BOARD MEMBERSHIP**

*Section 1 — Eligibility for membership:* Application for voting membership shall be open to any one who supports the purpose statement in Article I, Section 2. Any person seeking membership must complete and submit a membership application and each candidate must be eighteen (18) years of age or older and must have agreed to accept the responsibilities of Board Membership. Membership is granted after review and approval of the membership application by a majority of the Officers of the Board of Directors (hereinafter "Officers"), and by approval by a majority vote of the Board of Directors (hereinafter "Board"). The Board shall have up to twenty-one (21), but not fewer than six (6) members.

*Section 2 — Annual dues:* Annual dues are \$50 and are to be paid at the annual meeting of members in December of each year.

*Section 3 — Rights of voting members:* Each voting member shall be eligible to cast one vote.

*Section 4 — Resignation and termination:* Resignation from membership must be in writing, delivered to the Secretary.

Any member may be expelled by Majority Vote of the Board of Directors at a regularly scheduled meeting thereof or any meeting called for this purpose, provided a quorum is present. Grounds for expulsion shall include, without limitation, member conduct deemed by the Board to be inappropriate or prejudicial to the purpose or reputation of the Corporation or any other reason deemed in the best interest of the Corporation by majority vote of the Board. Prior to the expulsion of any Board Member, the Board shall notify the Member in writing of the Board's intention to expel the member from the Corporation. Prior to taking action the Board shall permit the member to appear before the Board to object to the proposed expulsion and to offer a defense in accordance with such procedures as the Board may, from time to time, establish.

*Section 5 — Non-voting membership:* The Board shall have the authority to establish and define non-voting categories of membership.

### **ARTICLE III — MEETINGS OF THE BOARD**

*Section 1 — Regular meetings:* Regular meetings of the members shall be held at least quarterly at a time and place designated by the President.

*Section 2 — Annual meetings:* An annual meeting of the members shall take place at the end of the fiscal year beginning in 2013 at a time and place designated by the President. At the annual meeting the members will elect officers and receive reports on the finances and activities of the organization, and be advised of the direction of the organization for the coming year.

*Section 3 — Notice of meetings:* Electronic or verbal notice of each meeting shall be given to each voting member not less than one week prior to the meeting.

*Section 4 — Voting:* All issues to be voted on shall be decided by a simple majority of the voting members present at the meeting, or by proxy. Proxy designation is to be received in writing by the president & secretary before the meeting is called to order in which the vote takes place.

*Section 5—Board role, size and compensation.* The Board shall have up to twenty-one (21), but not fewer than six (6) members. The Board receives no compensation.

*Section 6—Quorum:* A quorum for business transactions to take place and motions to pass shall exist when at least fifty-percent (50%) of the Board members are present.

*Section 7 — Terms:* All Board members shall serve three-year terms, but are eligible for re-election for up to two consecutive terms. (Total of 6 years).

## ARTICLE IV — MEETINGS OF OFFICERS

*Section 1 — Officers, role, size, and compensation:* The Officers are responsible for overall policy and direction of the organization. The Officers shall receive no compensation.

*Section 2 — Terms:* All Officer members shall serve three-year terms, but are eligible for re-election for up to two consecutive terms. (Total of 6 years).

*Section 3 — Meetings and notice:* The Officers shall meet at least quarterly, at an agreed upon time and place; or as called by the President or Founder. An official Officer meeting requires that each Officer member have written notice at least one week in advance.

*Section 4 — Officer elections:* Officers shall be elected or re-elected by the voting members at the annual meeting. Officers will be elected by a simple majority of voting members present at the annual meeting.

*Section 5 — Election procedures:* Any qualified member of the Board may be nominated or submit his/her name for an Officer position after serving one year on the Board.

*Section 6 — Quorum:* A quorum for business transactions to take place and motions to pass shall exist when at least fifty-percent (50%) of the Board members are present.

*Section 7 — Officers and Duties:* There shall be five (5) Executive Officers (herein "Officers") of the Board of Directors (herein "Board"), consisting of Founder, Regina Bereswill, not an elected position; and four (4) elected Executive Officers, a President, Two Vice Presidents and a Secretary. Except for the power to amend the Articles of Incorporation and Bylaws, the Officers shall have all the powers and authority of the Board in the intervals between meetings of the Board.

The duties of the Officers are as follows:

*The Founder shall be the spokesperson for the organization, sign all contracts and obligations authorized by the Board, and together with the President set the direction of the Organization.*

*The President shall convene regularly scheduled Board meetings, shall preside or arrange for a Vice President to preside at each meeting. The President or Founder shall, sign all contracts and obligations authorized by the Board. The President shall oversee organizational Fundraising. The President shall have signatory authority.*

- Each *Vice-President* shall serve as ex-officio members of all committees as assigned by the President and, in the event the President is unable to perform the functions of his/her office, the President shall designate one of the Vice Presidents to execute the President's powers and duties until such time as the President is able to resume the functions of his/her office. Each Vice President shall have signatory authority.

*The Secretary* shall be responsible for keeping records of Board & Officer actions, including overseeing the taking of minutes at all Board meetings, sending out meeting notices and assuring that corporate records are maintained, including membership roster & member terms. This person shall make a report at each Board meeting. The Secretary shall have signatory authority.

*Section 8 — Treasurer:* In addition to the Officers named in Article IV, Section 7, above, there shall be a *Treasurer* who will not be a member of the Officers of the Board. The Treasurer shall assist in the preparation of the budget, and make financial information available to Board members. Any major change in the budget must be approved by the Board or Officers. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, the Board, and the public.

The Treasurer shall be responsible for the safekeeping of all funds received by the Corporation and for their proper disbursement and shall deposit the same in the name and to the credit of the organization in a bank or banks designated by the Officers. The Treasurer shall also have the custody of all stocks, bonds, securities, and other valuables belonging to the organization and shall keep an accurate record thereof and shall keep such books as are necessary for discharge of his/her duties. He/She shall present to the Board a Treasurer's report at each Board meeting. Any commingling of funds of with any other organization, person, or entity is expressly prohibited. The Treasurer shall cause a monthly financial statement to be made to the Board, pay all bills, including the annual tax bills where applicable.

*Section 9 — Vacancies:* When a vacancy on the Board exists midterm, the Secretary must receive nominations for new members from present Board members one week in advance of a Board meeting. These nominations shall be sent out to the Officers who will present qualified applicants to the Board to be voted upon at the next Board meeting.

*Section 10 — Resignation, termination, and absences:* Resignation from the Board must be in writing, and sent to the Secretary. A Board member shall be terminated from the Board due to non-payment of dues, or non-excused absence at three (3) Helpful Hands, Inc. meetings in one year. A Board member may be removed for other reasons by a simple majority of the Officers or a three fourths vote of the Board.

*Section 11 — Special meetings:* Special meetings of the Board shall be called upon the request of the Founder or President, or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member at least one week in advance.

## **ARTICLE V — COMMITTEES**

*Section 1 — Committee formation:* The President, with the approval of the Board, shall appoint all Committees Chairs & Committee members. Nominees for Committee members may be recommended by the Committee Chair, for that particular Committee to the President. No Committee appointment shall exceed the conclusion of the fiscal year in which the appointment was made. In the event that any member of a standing and/or Ad Hoc committee of the Board shall resign, the President may appoint a member to serve on such standing and/or Ad Hoc committee upon approval of the Board.

Section 2—Committees: Finance, Fundraising, Marketing/Public Relations & Programs.

*Section 3 — Finance Committee :* The Committee shall include the Treasurer, President, Founder and one other Officer. The Finance Committee is responsible for developing and reviewing fiscal procedures and the annual budget. The Board must approve by a simple majority the fundraising plans and the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Officers. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the Board, and the public.

## **ARTICLE VI — EXECUTIVE DIRECTOR**

*Section 1 — Executive Director:* As of the writing date of these Bylaws, there is no paid Director utilized in Helpful Hands, Inc.

## **ARTICLE VII – CONFLICTS OF INTEREST POLICY**

The purpose of this Conflicts of Interest Policy is to protect the interests of the organization in regard to transactions or arrangements that might benefit the private interest of an Officer or Board member of the organization. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **DEFINITIONS:**

*Section 1 — “Interested person”:* Any member of the organization, who has a direct or indirect financial interest, as defined below, is an interested person.

*Section 2 — “Financial interest”:* A member has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement, or

- b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

#### PROCEDURES:

*Section 1 — Finding of conflict:* A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Officers, the Board, or the appropriate committee finds a conflict of interest exists.

*Section 2 — Duty to disclose:* In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts.

*Section 3 — Determining a conflict of interest exists:* After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the Officers, the Board, or the appropriate committee shall discuss and decide if a conflict of interest exists.

*Section 4 — Alternative transactions or arrangements in the event of a finding that a conflict of interest exists:* A disinterested member of the Board or committee may explore alternatives to the proposed transaction or arrangement. After exercising due diligence, it may be determined whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested Board members whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination the Board shall make its decision as to whether to enter into the transaction or arrangement.

*Section 5 — Violations of the Conflicts of Interest Policy:* If there is reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, the Board shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

*Section 6 — Acknowledgement of receipt of Conflicts of Interest Policy:* Each Officer and Board member shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

*Section 7 — Periodic reviews:* To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. When conducting the periodic reviews, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the organization for ensuring periodic reviews are conducted.

#### **ARTICLE VIII— AUDIT**

A CPA firm to conduct a financial analysis (audit, review or compilation) based on recommendations by the Officers and/or the Treasurer or as needed for grant applications.

#### **ARTICLE IX – DIRECTORS INDEMNITY INSURANCE**

An indemnification insurance policy covering all Officers, Board members, and staff may be purchased and renewed annually, at the discretion of the Officers.

#### **ARTICLE X— AMENDMENTS**

These Bylaws may be amended by two-thirds majority of the Board inclusive of two Officers of the Board. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

#### **ARTICLE XI – DISSOLUTION**

The organization may be dissolved by a vote of fifty-one percent (51%) of the voting members, inclusive of two Officers of the Board

In the event the organization is dissolved by a vote of the voting members or by government action, its assets remaining after payment of, or provision for payment of, all debts and liabilities shall be distributed to such corporations which are organized and operated exclusively for charitable purposes and which none established their tax exempt status under 501-c-3 of the Internal Revenue Code of 1954, as amended.

**CERTIFICATION**

These Bylaws were approved at a meeting of the Board of directors by a two thirds majority vote on **Dec 10, 2012.**

In Witness where of, we the undersigned Board representatives, have hereto set our hands  
\_\_10th \_\_ day of \_\_December\_\_\_\_\_ 2012, for the purpose of this revision of the  
Bylaws of Helpful Hands, Inc.

Signature:

Printed Name:       \_\_REGINA BERESWILL

Title:               \_\_FOUNDER

Date:               \_\_\_\_\_

Printed Name:       JOSH STRZALKO

Title:               PRESIDENT

Date: