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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 private foundations)

▶ Do not enter Social Security numbers on this form as it may be made public.

▶ Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

OMB No 1545-1150

2013**Open to Public Inspection****A** For the 2013 calendar year, or tax year beginning January 1, 2013, and ending December 31, 2013**B** Check if applicable

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

C Name of organization

Berkeley Community Pride, Inc.

Number and street (or P.O. box, if mail is not delivered to street address)

Room/suite

142 North Queen Street

City or town, state or province, country, and ZIP or foreign postal code

Martinsburg WV 25401-3312

D Employer identification number

30-183479 30-0183479

E Telephone number

304-262-0065

F Group Exemption Number ▶**G** Accounting Method: ☒ Cash ☐ Accrual ☐ Other (specify) ▶**I** Website: ▶ www.bcpwv.org**H** Check ☒ if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF)**J** Tax-exempt status (check only one) – ☒ 501(c)(3) ☐ 501(c)() ◀ (insert no) ☐ 4947(a)(1) or ☐ 527**K** Form of organization ☒ Corporation ☐ Trust ☐ Association ☐ Other**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, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 0**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 ☐

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	122
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	
	4	Investment income	4	9
	5a	Gross amount from sale of assets other than inventory	5a	
	b	Less: cost or other basis and sales expenses	5b	
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	
	6	Gaming and fundraising events		
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	
	b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b	3193
c	Less: direct expenses from gaming and fundraising events	6c		
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	3193	
7a	Gross sales of inventory, less returns and allowances	7a		
b	Less: cost of goods sold	7b		
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe in Schedule O)	8		
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	3324	
Expenses	10	Grants and similar amounts paid (list in Schedule O)	10	
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	
	13	Professional fees and other payments to independent contractors	13	
	14	Occupancy, rent, utilities, and maintenance	14	
	15	Printing, publications, postage, and shipping	15	506
	16	Other expenses (describe in Schedule O)	16	4151
	17	Total expenses. Add lines 10 through 16 ▶	17	4657
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	-1332
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	10317
	20	Other changes in net assets or fund balances (explain in Schedule O)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	8984

For Paperwork Reduction Act Notice, see the separate instructions.

Cat No 106421

Form **990-EZ** (2013)

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Part II Balance Sheets (see the instructions for Part II)Check if the organization used Schedule O to respond to any question in this Part II ☐

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	10317	22 8984
23 Land and buildings		23
24 Other assets (describe in Schedule O)		24
25 Total assets	10317	25 8984
26 Total liabilities (describe in Schedule O)		26
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	10317	27 8984

Part III Statement of Program Service Accomplishments (see the instructions for Part III)Check if the organization used Schedule O to respond to any question in this Part III ☐

What is the organization's primary exempt purpose? _____

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

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

28 Two scholarships to Shepherd University students majoring in Environmental Science- Jonathan D'Autrechy- \$250; and Jared Tomlin- \$250.		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	500
29 Sponsorship of Audubon Society's summer Discovery Camp to help children learn about environmental issues. Assisted 25 students.		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	300
30 Assisted in judging Environmental Science exhibits as part of Berkeley County Science Fair elementary, middle and high schools, provided prizes for 1st, 2nd and 3rd in each group including recycled bag, book covers, book marks and gift cards to local book store- 11 students helped.		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	225
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)	32	1,025

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)Check if the organization used Schedule O to respond to any question in this Part IV ☐

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
David Ranck- President				
167 Eagle School Road, Martinsburg WV 25403	5 hours	0	0	0
Kelly Tanksley- President-Elect				
101 W. King Street, Martinsburg WV 25401	3 hours	0	0	0
Lisa Arias- Secretary				
855 Caperton Blvd, Martinsburg WV 25403	3 hours	0	0	0
Christina Lundberg- Treasurer				
142 North Queen Street, Martinsburg WV 25401	2 hours	0	0	0
Bill Klingelsmith- Board Member				
855 Caperton Blvd, Martinsburg WV 25403	1 hour	0	0	0
Melanie Files- Board Member				
605 S. Raleigh Street, Martinsburg WV 25401		0	0	0
Bob Williamson- Board Member				
855 Caperton Blvd, Martinsburg WV 25403	1 hour	0	0	0
Jerry Minnett- Board Member				
855 Caperton Blvd, Martinsburg WV 25403		0	0	0
Rick Loman- Board Member				
605 S. Raleigh Street, Martinsburg WV 25401		0	0	0
Hans Fogle- Board Member				
1606 W King Street, Martinsburg WV 25401		0	0	0

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
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		✓
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)		✓
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)?		✓
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		
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		
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		✓
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a		
b Did the organization file Form 1120-POL for this year?		✓
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?		✓
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		✓
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 ▶		
d Section 501(c)(3) and 501(c)(4) organizations Enter amount of tax on line 40c reimbursed by the organization ▶		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		✓
41 List the states with which a copy of this return is filed ▶ <u>West Virginia</u>		
42a The organization's books are in care of ▶ <u>Christina Lundberg</u> Telephone no. ▶ <u>304-262-0065</u> Located at ▶ <u>142 North Queen Street, Martinsburg WV</u> ZIP + 4 ▶ <u>25401-3312</u>		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		✓
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 .		
c At any time during the calendar year, did the organization maintain an office outside the U S ?		✓
If "Yes," enter the name of the foreign country ▶		
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here ▶ <input type="checkbox"/> 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		✓
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		✓
c Did the organization receive any payments for indoor tanning services during the year?		✓
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		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		✓
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)		✓

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
46		✓

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
47		✓

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

	Yes	No
48		✓

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

	Yes	No
49a		✓

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

	Yes	No
49b		

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	(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

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 business address of each independent contractor	(b) Type of service	(c) Compensation

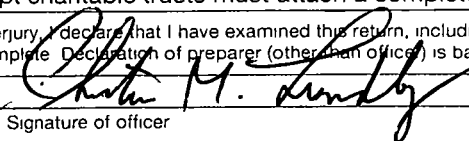
d Total number of other independent contractors each receiving over \$100,000 **▶** _____

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

3/4/14
Date

Christina M. Lundberg, 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)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

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

▶ Attach to Form 990 or Form 990-EZ.
▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047

2013

Open to Public Inspection

Name of the organization

Berkeley Community Pride, Inc.

Employer identification number

30-1083479

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? ☐
- (ii) A family member of a person described in (i) above? ☐
- (iii) A 35% controlled entity of a person described in (i) or (ii) above? ☐
- h Provide the following information about the supported organization(s).

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

(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)									
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I 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) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						
6 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ► <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2013 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2012 Schedule A, Part II, line 14	15	%
16a 33¹/₃% support test—2013. If the organization did not check the box on line 13, and line 14 is 33 ¹ / ₃ % or more, check this box and stop here. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
b 33¹/₃% support test—2012. If the organization did not check a box on line 13 or 16a, and line 15 is 33 ¹ / ₃ % or more, check this box and stop here. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2013. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2012. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ► <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ► <input type="checkbox"/>		

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

(Complete only if you checked the box on line 9 of Part I 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) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")					122	122
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513					3193	3193
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5					3315	3315
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						3315

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources					9	9
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b					9	9
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)					9	9
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input checked="" type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2013 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2012 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2013 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2012 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2013. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests—2012. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV **Supplemental Information.** 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).

Lined area for supplemental information.

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.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No 1545-0047

2013

**Open to Public
Inspection**

Name of the organization

Berkeley Community Pride, Inc.

Employer identification number

30-0183479

Part 1. Line 16 Other Expenses

Advertising and website \$816

Audubon Discovery Camp \$300

Insurance \$1,729

Chamber membership dues \$139

Berkeley County Public Schools Science Fair awards \$225

Shepherd University Foundation scholarships \$500

West Virginia state registration \$25

Berkeley County Back Pack program \$284

Board expense \$133

Total \$4,151

Name of the organization	Employer identification number
--------------------------	--------------------------------

Area with horizontal dashed lines for supplemental information.

Berkeley Community Pride, Inc.
Balance Sheet Prev Year Comparison
As of December 31, 2013

	<u>Dec 31, 13</u>	<u>Dec 31, 12</u>
ASSETS		
Current Assets		
Checking/Savings		
First United My Choice MM	5,458 96	5,456 06
First United PayPal	0 00	50 00
My Bank First United Community	2,468 52	3,762 90
My Business Prime Saver	1,042 91	1,040 88
Petty cash	14 24	7 24
Total Checking/Savings	<u>8,984 63</u>	<u>10,317 08</u>
Total Current Assets	<u>8,984 63</u>	<u>10,317 08</u>
TOTAL ASSETS	<u><u>8,984.63</u></u>	<u><u>10,317.08</u></u>
LIABILITIES & EQUITY		
Equity		
Unrestricted equity	10,317 08	9,747 27
Net Income	-1,332 45	569 81
Total Equity	<u>8,984 63</u>	<u>10,317 08</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,984 63</u></u>	<u><u>10,317 08</u></u>

Berkeley Community Pride, Inc.
Profit & Loss
January through December 2013

	<u>Jan - Dec 13</u>
Ordinary Income/Expense	
Income	
Donations	10 00
First United Checking Interest	4 28
First United MM Interest	2 90
First United Prime Saver Intere	2 03
Paper Recycling Fundraising	3,193 23
United Way Funding	112 25
Total Income	<u>3,324 69</u>
Expense	
2012 Back Pack	98 18
2013 Backpack	186 00
2014 Recycling labels	165 74
Advertising	525 00
Audobon scholarship	300 00
Green Award	28 00
Insurance	1,729 46
Membership Dues	139 00
Recycling Materials	312 55
Retreat	132 50
Science Fair Awards	225 00
Shepherd University Schlorship	500 00
Taxes & licenses	25 00
Web Site	290 71
Total Expense	<u>4,657 14</u>
Net Ordinary Income	<u>-1,332 45</u>
Net Income	<u><u>-1,332.45</u></u>

Berkeley Community Pride
2013 Budget approved 6/18/13

Income	
Bank Interest	10
Recycling Fundraiser	3000
Total Income	3010
Expenses	
Advertising	450
Insurance	1730
Membership Dues	134
Science Fair Prizes	125
Shepherd Scholarships	1000
Website	150
Recycle labels & signs	225
Audubon scholarships	300
Green award	30
State license	25
BCP Family event	500
Total	4669

Berkeley Community Pride By-Laws

Article I: Name, Purpose

Section 1: The name of the organization shall be **Berkeley Community Pride**

Section 2: Berkeley Community Pride is organized exclusively for charitable and educational purposes, more specifically to address litter abatement and recycling in Berkeley County, West Virginia.

Article II: Membership

Section 1: Membership shall consist of members of the board of directors and the active committee members.

Article III: Annual and Special Meetings

Section 1: Annual meeting. The date of the annual meeting shall be set by the Board of Directors who shall also set the time and place. The annual meeting will be within the first quarter of the calendar year. Each member, as defined in Article II, attending the annual meeting shall have one vote. A quorum will consist of forty percent of the board members.

Section2: Special meetings. The President or the Executive Committee may call special meetings of the membership. Notice and quorum requirements will apply.

Section 3: Notice. Notice of each meeting shall be given to each voting member, by mail, fax, or email, not less than seven days before the meeting.

Article IV: Board of Directors

Section 1: Board Role, Size, and Compensation. The Board is responsible for overall policy and direction of the Corporation. The Board shall have fifteen and not fewer than eleven members. The Board receives no compensation other than reimbursement of reasonable expenses.

Section2: Meetings. The Board shall meet at least bi-monthly at an agreed upon time and place.

Section 3: Board Elections. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting or the corporation. Directors will be elected by a majority vote of the members present at the annual meeting.

Section 4: Terms. All Board members shall serve three-year terms, but are eligible for reelection for one additional term. At the first Board of Directors meeting, following the initial annual meeting of the corporation, one third of the Directors will be appointed for a one-year term, one third for a two-year term, and one third for a three year term. The determination for the length of the initial term will be by chance. Those Directors whose initial term is for only one year will be eligible for reelection for two additional full three-year terms. All other Directors will be eligible for reelection for only one additional three-year term. After a Director has served two full three-year terms, and those Directors serving a one-year term and two full three-year terms, the Director must remain off of the Board for one year before becoming eligible for reelection. Upon reelection after being off the Board for one year, the Director serves a three-year term with the option of reelection for a second three-year term.

Section 5: Quorum. A Board of Directors' meeting must be attended by at least forty percent of the Board members before business can be transacted or motions made or passed.

Section 6: Notice. Each Board member must be given notice of a Board meeting, by mail, email, phone call, or fax, at least seven days in advance.

Section 7: Vacancies. When a vacancy on the Board exists, the membership will be notified that an election will be held to fill the vacancy at the next Board meeting. This notification will be a least 7 days prior to the next Board meeting. The Secretary will receive nominations for the new members from present Board members and the general membership. All Board members present shall vote on these nominations at the Board meeting. These vacancies will be filled only until the next Annual Meeting. At the Annual Meeting an election will be held by all members present to fill the vacancy for the remaining portion of the original term.

Section 8: Resignation, Termination, Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member may be dropped for excessive absences from the Board if he/she has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by three-fourths vote of the remaining Directors.

Section 9: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. Notice requirements of Article IV, Section 6 apply.

Article V: Officers

Section 1: Duties. There shall be four officers of the Board consisting of a President, Vice President, Secretary, and Treasurer. Officers will be elected from among the members of the Board of Directors. This election will be held at the Annual Meeting. All officers will serve until their successors are elected. The duties of the officers are as follows: The President shall convene regularly scheduled Board meetings; shall preside

or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice President, Secretary, and Treasurer; and, is responsible for ensuring appropriate announcement is made for each meeting. The Vice President will chair special projects as designated by the Board of Directors. The Secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of the minutes and the agenda to each Board member, and assuring that corporate records are maintained. The Treasurer shall make a report at each Board meeting, assist in the preparation of the budget, and make financial information available to Board members and the public. Furthermore, the Treasurer shall be responsible for all State tax filings and coordinate the preparation of the external financial statements as directed by the Board. The President shall be responsible for all Federal tax filings.

Section 2: Term and Progression of duties. Each officer, except for the Treasurer and Secretary, serves a one-year term and progresses up the ranks. After the first year, the Vice-President becomes the President. The Treasurer and the Secretary shall be elected for a two year term and may be reelected for two additional terms.

Section 3: Vacancies. In the event of a vacancy the officers ideally will progress upward to fill the vacancy. At the next Board meeting, a new Vice President would be elected. If an officer is unwilling or unable to progress, the Board will fill the vacancy through an election. The election will be in accordance with the procedures of Article IV, section 7.

Article VI: Committees

Section 1: Active Committees. Ideally, the active committees will be: Litter Abatement, Education, Recycling, and Marketing. The Board has the authority to add, change, or eliminate active committees. Membership of the Active Committees shall be no fewer than 2 and no more than 10 members. Each Committee must have a member from the Board of Directors. Each Committee Chair must provide the board member on their committee with an update before each board meeting on a bi-monthly basis. At the Annual Meeting of the Corporation the Board of Directors will appoint all committee members and committee chairs.

Section 2: Executive Committee. The four officers will serve as members of the Executive Committee. Except for the power to amend the Articles of Incorporation and the By-Laws, the Executive Committee shall have all of the powers and authority of the Board of Directors, subject to the direction and control of the Board of Directors.

Section 3: Finance Committee. In addition to the active committees and the Executive Committee, there will be a Finance Committee. The Finance Committee will be comprised of the four officers of the Executive Committee. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fund raising plan, and the annual budget. The Board must approve a budget and all expenditures must be within the budget. The Board or the Executive Committee must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be

- submitted to the Board showing income, expenditures, and pending income. Officers and Directors have reasonable access to all financial records.

Section 4: Nominating Committee. The purpose of the Nominating Committee is to provide nominations to the organization for Board and Active Committee membership. This committee will consist of the immediate past-President of the Board of Directors and the Chairpersons of the Active Committees. In the event that the immediate past-President is unwilling or unable to serve, or one of the Chairpersons is up for reelection, the President will substitute for that person or persons with Board members who are not up for reelection.

Section 5: Special Committees. The President may create Special Committees as needed. These Special Committees will have a short tenure of existence, generally for not more than six months. Membership of these Special Committees will be from either the Board or the Standing Committees.

Article VII; amendments

Section 1: These By-Laws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

These By-Laws were approved at a meeting of the Board of Directors of Berkeley Community Pride on November 19, 2013.