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Form **990****Return of Organization Exempt From Income Tax**

OMB No 1545-0047

Department of the Treasury  
Internal Revenue Service

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 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**2014****Open to Public  
Inspection**

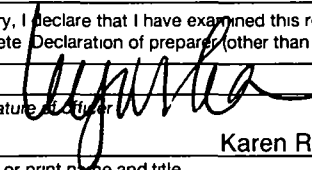
|                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A</b> For the 2014 calendar year, or tax year beginning July 1, 2014, and ending June 30, 2015                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                   |
| <b>B</b> Check if applicable:<br><input type="checkbox"/> Address change<br><input type="checkbox"/> Name change<br><input type="checkbox"/> Initial return<br><input type="checkbox"/> Final return/terminated<br><input type="checkbox"/> Amended return<br><input type="checkbox"/> Application pending | <b>C</b> Name of organization <b>CARTM</b><br>Doing business as<br>Number and street (or P O box if mail is not delivered to street address) Room/suite<br>34995 Necarney City Road, PO Box 122<br>City or town, state or province, country, and ZIP or foreign postal code<br>Manzanita OR 97130 |
|                                                                                                                                                                                                                                                                                                            | <b>D</b> Employer identification number<br>31-1541425                                                                                                                                                                                                                                             |
|                                                                                                                                                                                                                                                                                                            | <b>E</b> Telephone number<br>503-368-7764                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                            | <b>G</b> Gross receipts \$ 448,838                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                            | <b>F</b> Name and address of principal officer Karen Reddick Yurka<br>same address as above                                                                                                                                                                                                       |
| <b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br><b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If "No," attach a list (see instructions)                               |                                                                                                                                                                                                                                                                                                   |
| <b>I</b> Tax-exempt status <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527                                                                                                            |                                                                                                                                                                                                                                                                                                   |
| <b>J</b> Website: ▶ <a href="http://www.cartm.org">www.cartm.org</a>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                   |
| <b>K</b> Form of organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶                                                                                                                         |                                                                                                                                                                                                                                                                                                   |
| <b>L</b> Year of formation 1996 <b>M</b> State of legal domicile OR                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                   |

**Part I Summary**

|                                                                                               |                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activities &amp; Governance</b>                                                            | <b>1</b> Briefly describe the organization's mission or most significant activities: CARTM operates the Manzanita transfer station and provides facilities for the public to reduce waste, to recycle & to reuse materials that would otherwise be discarded. CARTM's mission is 'Leading our community to zero waste' |
|                                                                                               | <b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.                                                                                                                                                                       |
|                                                                                               | <b>3</b> Number of voting members of the governing body (Part VI, line 1a) . . . . . <b>3</b> 9                                                                                                                                                                                                                        |
|                                                                                               | <b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) . . . . . <b>4</b> 9                                                                                                                                                                                                            |
|                                                                                               | <b>5</b> Total number of individuals employed in calendar year 2014 (Part V, line 2a) . . . . . <b>5</b> 17                                                                                                                                                                                                            |
|                                                                                               | <b>6</b> Total number of volunteers (estimate if necessary) . . . . . <b>6</b> 100                                                                                                                                                                                                                                     |
|                                                                                               | <b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12 . . . . . <b>7a</b> 0                                                                                                                                                                                                                   |
| <b>b</b> Net unrelated business taxable income from Form 990-T, line 34 . . . . . <b>7b</b> 0 |                                                                                                                                                                                                                                                                                                                        |
| <b>Revenue</b>                                                                                | <b>8</b> Contributions and grants (Part VIII, line 1h) . . . . . <b>8</b> 53,502                                                                                                                                                                                                                                       |
|                                                                                               | <b>9</b> Program service revenue (Part VIII, line 2g) . . . . . <b>9</b> 397,895                                                                                                                                                                                                                                       |
|                                                                                               | <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d) . . . . . <b>10</b> 33                                                                                                                                                                                                                         |
|                                                                                               | <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . . . <b>11</b> 19,617                                                                                                                                                                                                          |
|                                                                                               | <b>12</b> Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) . . . . . <b>12</b> 471,047                                                                                                                                                                                                 |
|                                                                                               | <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3) . . . . . <b>13</b> 293,207                                                                                                                                                                                                                 |
|                                                                                               | <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4) . . . . . <b>14</b> 13,248                                                                                                                                                                                                                     |
| <b>Expenses</b>                                                                               | <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) . . . . . <b>15</b> 318,976                                                                                                                                                                                                |
|                                                                                               | <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e) . . . . . <b>16a</b> 10,973                                                                                                                                                                                                                   |
|                                                                                               | <b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ 20,884                                                                                                                                                                                                                                            |
|                                                                                               | <b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) . . . . . <b>17</b> 128,548                                                                                                                                                                                                                     |
|                                                                                               | <b>18</b> Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25) . . . . . <b>18</b> 448,442                                                                                                                                                                                                         |
|                                                                                               | <b>19</b> Revenue less expenses. Subtract line 18 from line 12 . . . . . <b>19</b> 36,044                                                                                                                                                                                                                              |
|                                                                                               | <b>20</b> Total assets (Part X, line 16) . . . . . <b>20</b> 234,739                                                                                                                                                                                                                                                   |
| <b>Net Assets or Fund Balances</b>                                                            | <b>21</b> Total liabilities (Part X, line 26) . . . . . <b>21</b> 1,582                                                                                                                                                                                                                                                |
|                                                                                               | <b>22</b> Net assets or fund balances. Subtract line 21 from line 20 . . . . . <b>22</b> 227,992                                                                                                                                                                                                                       |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

|                               |                                                                                                                                                      |                      |      |                                                 |      |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------|-------------------------------------------------|------|
| <b>Sign Here</b>              | Signature of officer                                              | Date 02-15-16        |      |                                                 |      |
|                               | Type or print name and title Karen Reddick Yurka, Executive Director                                                                                 |                      |      |                                                 |      |
| <b>Paid Preparer Use Only</b> | 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) . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No |                      |      |                                                 |      |

For Paperwork Reduction Act Notice, see the separate instructions.

Cat No 11282Y

Form **990** (2014)

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**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒

- 1** Briefly describe the organization's mission:  
 CARTM's mission is 'Leading our community to zero waste' We provide facilities at the Manzanita Transfer Station to reduce waste by recycling and through the creative reuse of materials otherwise destined for the landfill We encourage citizens to take responsibility for the waste they generate
- 2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No  
 If "Yes," describe these new services on Schedule O.
- 3** Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No  
 If "Yes," describe these changes on Schedule O.
- 4** Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

**4a** (Code: ) (Expenses \$ 115,457 including grants of \$ ) (Revenue \$ 175,344 )  
 The Refinery Re-use store Usable items donated by the public and/or diverted from trash are sold to support our recycling and community outreach programs Items sold include household goods, small appliances, electronics, furniture, building materials, tools and fixtures Customers include medium and low income individuals, artists, 'do-it-yourself' craftsmen and seasonal visitors

We encourage reuse as the preferred method of disposal through creative displays and promotions

**4b** (Code: ) (Expenses \$ 121,218 including grants of \$ ) (Revenue \$ 114,186 )  
 Recycling depot Households and businesses drop off paper, metals, plastics, cardboard, tires, glass, paint, yard debris and other recyclable materials We process 40+ different materials to maximize value when marketing to brokers or other recycled-material buyers

In calendar year 2014, CARTM processed 944 tons of recyclable materials, which represents 65% of the solid waste passing through our facility

We encourage recycling by intercepting and diverting recyclable materials from trash, and through ongoing engagement with the public

**4c** (Code: ) (Expenses \$ 120,728 including grants of \$ ) (Revenue \$ 93,796 )  
 Transfer station CARTM manages the North Tillamook County transfer station under a franchise agreement Households and businesses deliver solid waste (trash) Customers are actively encouraged to separate recyclable and reusable items from trash at no charge, saving them money on disposal fees, and reducing the amount sent to the landfill CARTM also diverts materials from paid trash loads

In 2014, CARTM began operating the transfer station under a pilot project with Tillamook County, in which expenses for trash hauling and and landfilling are borne by the County (previously costs to CARTM), and fees from the public for waste disposal are owned by the County (previously owned by CARTM) Under this arrangement, CARTM is paid a fee to manage the trash-related services, as well as incentive fees for collecting certain materials on behalf of the County This arrangement is stabilizing the revenue to CARTM for trash operations

Under the pilot project, CARTM expanded its transfer station operation to provide services to businesses generating significantly more trash than households, typically home builders and remodeling contractors

**4d** Other program services (Describe in Schedule O.)  
 (Expenses \$ 44,171 including grants of \$ ) (Revenue \$ 5,589 )

**4e** Total program service expenses 401,574

**Part IV Checklist of Required Schedules**

|                                                                                                                                                                                                                                                                                                                             | Yes                                 | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| <b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A . . . . .                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>2</b> Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)? . . . . .                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I . . . . .                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>4</b> <b>Section 501(c)(3) organizations.</b> 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 . . . . .                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III . . . . .                                                                              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I . . . . .                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II . . . . .                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III . . . . .                                                                                                                                                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV . . . . .           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V . . . . .                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.                                                                                                                                                                   |                                     |                                     |
| <b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI . . . . .                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>b</b> Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII . . . . .                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>c</b> Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII . . . . .                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX . . . . .                                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X . . . . .                                                                                                                                                                                    | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X . . . . .                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>12 a</b> Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII . . . . .                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional . . . . .                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .                                                                                                                                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>14 a</b> Did the organization maintain an office, employees, or agents outside of the United States? . . . . .                                                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV. . . . . | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV . . . . .                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV. . . . .                                                                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions) . . . . .                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II . . . . .                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III . . . . .                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>20 a</b> Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H . . . . .                                                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? . . . . .                                                                                                                                                                                             | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Part IV Checklist of Required Schedules (continued)**

|                                                                                                                                                                                                                                                                                                                                      | Yes        | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|
| <b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II . . . . .</i>                                                                                             | <b>21</b>  | ✓  |
| <b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III . . . . .</i>                                                                                                                 | <b>22</b>  | ✓  |
| <b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J . . . . .</i>                                                      | <b>23</b>  | ✓  |
| <b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a . . . . .</i>                           | <b>24a</b> | ✓  |
| <b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? . . . . .                                                                                                                                                                                                                 | <b>24b</b> | ✓  |
| <b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? . . . . .                                                                                                                                                                        | <b>24c</b> | ✓  |
| <b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? . . . . .                                                                                                                                                                                                           | <b>24d</b> | ✓  |
| <b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I . . . . .</i>                                                                                        | <b>25a</b> | ✓  |
| <b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I . . . . .</i>                                        | <b>25b</b> | ✓  |
| <b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II . . . . .</i>                                 | <b>26</b>  | ✓  |
| <b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III . . . . .</i> | <b>27</b>  | ✓  |
| <b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):                                                                                                                              |            |    |
| <b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV . . . . .</i>                                                                                                                                                                                                    | <b>28a</b> | ✓  |
| <b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV . . . . .</i>                                                                                                                                                                                 | <b>28b</b> | ✓  |
| <b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV . . . . .</i>                                                                                     | <b>28c</b> | ✓  |
| <b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M . . . . .</i>                                                                                                                                                                                                  | <b>29</b>  | ✓  |
| <b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M . . . . .</i>                                                                                                                                  | <b>30</b>  | ✓  |
| <b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I . . . . .</i>                                                                                                                                                                                        | <b>31</b>  | ✓  |
| <b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II . . . . .</i>                                                                                                                                                                      | <b>32</b>  | ✓  |
| <b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I . . . . .</i>                                                                                                                      | <b>33</b>  | ✓  |
| <b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1 . . . . .</i>                                                                                                                                                                  | <b>34</b>  | ✓  |
| <b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? . . . . .                                                                                                                                                                                                                         | <b>35a</b> | ✓  |
| <b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2 . . . . .</i>                                                                                          | <b>35b</b> |    |
| <b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2 . . . . .</i>                                                                                                                           | <b>36</b>  | ✓  |
| <b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI . . . . .</i>                                                                             | <b>37</b>  | ✓  |
| <b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O . . . . .                                                                                                                              | <b>38</b>  | ✓  |

**Part V Statements Regarding Other IRS Filings and Tax Compliance**Check if Schedule O contains a response or note to any line in this Part V ☐

|            |                                                                                                                                                                                                                                            | Yes          | No |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----|
| <b>1a</b>  | Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable                                                                                                                                                               | <b>1a</b> 4  |    |
| <b>b</b>   | Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable                                                                                                                                                            | <b>1b</b> 0  |    |
| <b>c</b>   | Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?                                                                                   | <b>1c</b> ✓  |    |
| <b>2a</b>  | Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return                                                              | <b>2a</b> 17 |    |
| <b>b</b>   | If at least one is reported on line 2a, did the organization file all required federal employment tax returns?<br><b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)         | <b>2b</b> ✓  |    |
| <b>3a</b>  | Did the organization have unrelated business gross income of \$1,000 or more during the year?                                                                                                                                              | <b>3a</b>    | ✓  |
| <b>b</b>   | If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O                                                                                                                                | <b>3b</b>    |    |
| <b>4a</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)? | <b>4a</b>    | ✓  |
| <b>b</b>   | If "Yes," enter the name of the foreign country:<br>See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).                                                                    |              |    |
| <b>5a</b>  | Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?                                                                                                                                      | <b>5a</b>    | ✓  |
| <b>b</b>   | Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?                                                                                                                           | <b>5b</b>    | ✓  |
| <b>c</b>   | If "Yes" to line 5a or 5b, did the organization file Form 8886-T?                                                                                                                                                                          | <b>5c</b>    |    |
| <b>6a</b>  | Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?                                    | <b>6a</b>    | ✓  |
| <b>b</b>   | If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?                                                                                              | <b>6b</b>    |    |
| <b>7</b>   | <b>Organizations that may receive deductible contributions under section 170(c).</b>                                                                                                                                                       |              |    |
| <b>a</b>   | Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?                                                                                            | <b>7a</b>    | ✓  |
| <b>b</b>   | If "Yes," did the organization notify the donor of the value of the goods or services provided?                                                                                                                                            | <b>7b</b>    |    |
| <b>c</b>   | Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?                                                                                                       | <b>7c</b>    | ✓  |
| <b>d</b>   | If "Yes," indicate the number of Forms 8282 filed during the year                                                                                                                                                                          | <b>7d</b>    |    |
| <b>e</b>   | Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?                                                                                                                            | <b>7e</b>    | ✓  |
| <b>f</b>   | Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?                                                                                                                               | <b>7f</b>    | ✓  |
| <b>g</b>   | If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?                                                                                                           | <b>7g</b>    |    |
| <b>h</b>   | If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?                                                                                                         | <b>7h</b>    |    |
| <b>8</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?                                             | <b>8</b>     |    |
| <b>9</b>   | <b>Sponsoring organizations maintaining donor advised funds.</b>                                                                                                                                                                           |              |    |
| <b>a</b>   | Did the sponsoring organization make any taxable distributions under section 4966?                                                                                                                                                         | <b>9a</b>    |    |
| <b>b</b>   | Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?                                                                                                                                          | <b>9b</b>    |    |
| <b>10</b>  | <b>Section 501(c)(7) organizations.</b> Enter:                                                                                                                                                                                             |              |    |
| <b>a</b>   | Initiation fees and capital contributions included on Part VIII, line 12                                                                                                                                                                   | <b>10a</b>   |    |
| <b>b</b>   | Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities                                                                                                                                                | <b>10b</b>   |    |
| <b>11</b>  | <b>Section 501(c)(12) organizations.</b> Enter:                                                                                                                                                                                            |              |    |
| <b>a</b>   | Gross income from members or shareholders                                                                                                                                                                                                  | <b>11a</b>   |    |
| <b>b</b>   | Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)                                                                                                               | <b>11b</b>   |    |
| <b>12a</b> | <b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?                                                                                                                          | <b>12a</b>   |    |
| <b>b</b>   | If "Yes," enter the amount of tax-exempt interest received or accrued during the year                                                                                                                                                      | <b>12b</b>   |    |
| <b>13</b>  | <b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>                                                                                                                                                                    |              |    |
| <b>a</b>   | Is the organization licensed to issue qualified health plans in more than one state?<br><b>Note.</b> See the instructions for additional information the organization must report on Schedule O.                                           | <b>13a</b>   |    |
| <b>b</b>   | Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans                                                                                  | <b>13b</b>   |    |
| <b>c</b>   | Enter the amount of reserves on hand                                                                                                                                                                                                       | <b>13c</b>   |    |
| <b>14a</b> | Did the organization receive any payments for indoor tanning services during the tax year?                                                                                                                                                 | <b>14a</b>   | ✓  |
| <b>b</b>   | If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O                                                                                                                                  | <b>14b</b>   |    |

**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI ☒

**Section A. Governing Body and Management**

|                                                                                                                                                                                                                                         | Yes                                 | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| <b>1a</b> Enter the number of voting members of the governing body at the end of the tax year . . . . . <b>1a</b> 9                                                                                                                     |                                     |                                     |
| If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.                       |                                     |                                     |
| <b>b</b> Enter the number of voting members included in line 1a, above, who are independent . . . . . <b>1b</b> 9                                                                                                                       |                                     |                                     |
| <b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .                                                |                                     | <input checked="" type="checkbox"/> |
| <b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . . |                                     | <input checked="" type="checkbox"/> |
| <b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .                                                                                                     |                                     | <input checked="" type="checkbox"/> |
| <b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .                                                                                                           |                                     | <input checked="" type="checkbox"/> |
| <b>6</b> Did the organization have members or stockholders? . . . . .                                                                                                                                                                   |                                     | <input checked="" type="checkbox"/> |
| <b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .                                                                  |                                     | <input checked="" type="checkbox"/> |
| <b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .                                                            |                                     | <input checked="" type="checkbox"/> |
| <b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:                                                                                              |                                     |                                     |
| <b>a</b> The governing body? . . . . .                                                                                                                                                                                                  | <input checked="" type="checkbox"/> |                                     |
| <b>b</b> Each committee with authority to act on behalf of the governing body? . . . . .                                                                                                                                                | <input checked="" type="checkbox"/> |                                     |
| <b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O . . . . .         |                                     | <input checked="" type="checkbox"/> |

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

|                                                                                                                                                                                                                                                                                                                 | Yes                                 | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| <b>10a</b> Did the organization have local chapters, branches, or affiliates? . . . . .                                                                                                                                                                                                                         |                                     | <input checked="" type="checkbox"/> |
| <b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . .                                                                   |                                     |                                     |
| <b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .                                                                                                                                                                | <input checked="" type="checkbox"/> |                                     |
| <b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990. . . . .                                                                                                                                                                                                  |                                     |                                     |
| <b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13 . . . . .                                                                                                                                                                                                    | <input checked="" type="checkbox"/> |                                     |
| <b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .                                                                                                                                                          | <input checked="" type="checkbox"/> |                                     |
| <b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done . . . . .                                                                                                                                           | <input checked="" type="checkbox"/> |                                     |
| <b>13</b> Did the organization have a written whistleblower policy? . . . . .                                                                                                                                                                                                                                   |                                     | <input checked="" type="checkbox"/> |
| <b>14</b> Did the organization have a written document retention and destruction policy? . . . . .                                                                                                                                                                                                              |                                     | <input checked="" type="checkbox"/> |
| <b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?                                                                                  |                                     |                                     |
| <b>a</b> The organization's CEO, Executive Director, or top management official . . . . .                                                                                                                                                                                                                       |                                     | <input checked="" type="checkbox"/> |
| <b>b</b> Other officers or key employees of the organization . . . . .                                                                                                                                                                                                                                          |                                     | <input checked="" type="checkbox"/> |
| If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).                                                                                                                                                                                                                             |                                     |                                     |
| <b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .                                                                                                                                      |                                     | <input checked="" type="checkbox"/> |
| <b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . . |                                     |                                     |

**Section C. Disclosure**

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

**18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☒ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

**19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records: ► Karen Reddick Yurka (Executive Director) 34995 Necarney City Road, Manzanita OR 97130, 503-368-7764

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.

- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

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

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

| (A)<br>Name and Title            | (B)<br>Average hours per week (list any hours for related organizations below dotted line) | (C)<br>Position<br>(do not check more than one box, unless person is both an officer and a director/trustee) |                       |                                     |              |                              |                                     | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|----------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|--------------|------------------------------|-------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                  |                                                                                            | Individual trustee or director                                                                               | Institutional trustee | Officer                             | Key employee | Highest compensated employee | Former                              |                                                                      |                                                                           |                                                                                               |
| (1) Linda Kozlowski<br>Chair     | 8                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       | <input checked="" type="checkbox"/> |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (2) Betsy Chase<br>Treasurer     | 2                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       | <input checked="" type="checkbox"/> |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (3) Susan C. Walsh<br>Vice-Chair | 5                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       | <input checked="" type="checkbox"/> |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (4) Robert Borgford<br>Secretary | 2                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       | <input checked="" type="checkbox"/> |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (5) Carl Vandervoort             | 1                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       |                                     |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (6) Michael Maginnis             | 2                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       |                                     |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (7) Bryan Pohl                   | 1                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       |                                     |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (8) Wendy Ryan                   | 1                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       |                                     |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (9) Tim Garvin                   | 1                                                                                          | <input checked="" type="checkbox"/>                                                                          |                       |                                     |              |                              |                                     | 0                                                                    | 0                                                                         | 0                                                                                             |
| (10) Mary C. Silver              | 5                                                                                          |                                                                                                              |                       |                                     |              |                              | <input checked="" type="checkbox"/> | 0                                                                    | 0                                                                         | 0                                                                                             |
| (11) Sam Mason                   | 1                                                                                          |                                                                                                              |                       |                                     |              |                              | <input checked="" type="checkbox"/> | 0                                                                    | 0                                                                         | 0                                                                                             |
| (12)                             |                                                                                            |                                                                                                              |                       |                                     |              |                              |                                     |                                                                      |                                                                           |                                                                                               |
| (13)                             |                                                                                            |                                                                                                              |                       |                                     |              |                              |                                     |                                                                      |                                                                           |                                                                                               |
| (14)                             |                                                                                            |                                                                                                              |                       |                                     |              |                              |                                     |                                                                      |                                                                           |                                                                                               |

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

| (A)<br>Name and title                                          | (B)<br>Average hours per week (list any hours for related organizations below dotted line) | (C)<br>Position<br>(do not check more than one box, unless person is both an officer and a director/trustee) |                       |         |              |                              |        | (D)<br>Reportable compensation from the organization (W-2/1099-MISC) | (E)<br>Reportable compensation from related organizations (W-2/1099-MISC) | (F)<br>Estimated amount of other compensation from the organization and related organizations |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------|---------|--------------|------------------------------|--------|----------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                                                |                                                                                            | Individual trustee or director                                                                               | Institutional trustee | Officer | Key employee | Highest compensated employee | Former |                                                                      |                                                                           |                                                                                               |
| (15)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (16)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (17)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (18)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (19)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (20)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (21)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (22)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (23)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (24)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| (25)                                                           |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| <b>1b Sub-total</b>                                            |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| <b>c Total from continuation sheets to Part VII, Section A</b> |                                                                                            |                                                                                                              |                       |         |              |                              |        |                                                                      |                                                                           |                                                                                               |
| <b>d Total (add lines 1b and 1c)</b>                           |                                                                                            |                                                                                                              |                       |         |              |                              |        | - 0 -                                                                | - 0 -                                                                     | - 0 -                                                                                         |

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **- 0 -**

- |                                                                                                                                                                                                                                              | Yes                      | No                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| <b>3</b> Did the organization list any <b>former</b> officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**Section B. Independent Contractors**

- 1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

| (A)<br>Name and business address | (B)<br>Description of services | (C)<br>Compensation |
|----------------------------------|--------------------------------|---------------------|
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |
|                                  |                                |                     |

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII ☐

|                                                                   |            |                                                                                                                                             |                      | (A)<br>Total revenue | (B)<br>Related or<br>exempt<br>function<br>revenue | (C)<br>Unrelated<br>business<br>revenue | (D)<br>Revenue<br>excluded from tax<br>under sections<br>512-514 |
|-------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------------------------------------|-----------------------------------------|------------------------------------------------------------------|
| <b>Contributions, Gifts, Grants<br/>and Other Similar Amounts</b> | <b>1a</b>  | Federated campaigns . . . . .                                                                                                               | <b>1a</b>            |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>b</b>   | Membership dues . . . . .                                                                                                                   | <b>1b</b>            |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>c</b>   | Fundraising events . . . . .                                                                                                                | <b>1c</b>            | 3,426                |                                                    |                                         |                                                                  |
|                                                                   | <b>d</b>   | Related organizations . . . . .                                                                                                             | <b>1d</b>            |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>e</b>   | Government grants (contributions)                                                                                                           | <b>1e</b>            |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>f</b>   | All other contributions, gifts, grants,<br>and similar amounts not included above                                                           | <b>1f</b>            | 42,056               |                                                    |                                         |                                                                  |
|                                                                   | <b>g</b>   | Noncash contributions included in lines 1a-1f \$                                                                                            |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>h</b>   | <b>Total.</b> Add lines 1a-1f . . . . . ▶                                                                                                   |                      | 45,482               |                                                    |                                         |                                                                  |
| <b>Program Service Revenue</b>                                    |            |                                                                                                                                             | <b>Business Code</b> |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>2a</b>  | Refinery re-use store sales                                                                                                                 |                      | 175,344              | 175,344                                            |                                         |                                                                  |
|                                                                   | <b>b</b>   | Recycling sales and fees                                                                                                                    |                      | 114,186              | 114,186                                            |                                         |                                                                  |
|                                                                   | <b>c</b>   | Transfer station management                                                                                                                 |                      | 93,796               | 93,796                                             |                                         |                                                                  |
|                                                                   | <b>d</b>   | Zero waste event rentals                                                                                                                    |                      | 235                  | 235                                                |                                         |                                                                  |
|                                                                   | <b>e</b>   |                                                                                                                                             |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>f</b>   | All other program service revenue .                                                                                                         |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>g</b>   | <b>Total.</b> Add lines 2a-2f . . . . . ▶                                                                                                   |                      | 383,561              |                                                    |                                         |                                                                  |
| <b>Other Revenue</b>                                              | <b>3</b>   | Investment income (including dividends, interest,<br>and other similar amounts) . . . . . ▶                                                 |                      | 17                   |                                                    |                                         | 17                                                               |
|                                                                   | <b>4</b>   | Income from investment of tax-exempt bond proceeds ▶                                                                                        |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>5</b>   | Royalties . . . . . ▶                                                                                                                       |                      |                      |                                                    |                                         |                                                                  |
|                                                                   |            |                                                                                                                                             | (i) Real             | (ii) Personal        |                                                    |                                         |                                                                  |
|                                                                   | <b>6a</b>  | Gross rents . . . . .                                                                                                                       |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>b</b>   | Less: rental expenses                                                                                                                       |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>c</b>   | Rental income or (loss)                                                                                                                     |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>d</b>   | Net rental income or (loss) . . . . . ▶                                                                                                     |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>7a</b>  | Gross amount from sales of<br>assets other than inventory                                                                                   | (i) Securities       | (ii) Other           |                                                    |                                         |                                                                  |
|                                                                   | <b>b</b>   | Less: cost or other basis<br>and sales expenses . . . . .                                                                                   |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>c</b>   | Gain or (loss) . . . . .                                                                                                                    |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>d</b>   | Net gain or (loss) . . . . . ▶                                                                                                              |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>8a</b>  | Gross income from fundraising<br>events (not including \$ 3,426<br>of contributions reported on line 1c).<br>See Part IV, line 18 . . . . . | <b>a</b>             | 9,427                |                                                    |                                         |                                                                  |
|                                                                   | <b>b</b>   | Less: direct expenses . . . . .                                                                                                             | <b>b</b>             | 4,333                |                                                    |                                         |                                                                  |
|                                                                   | <b>c</b>   | Net income or (loss) from fundraising events . . ▶                                                                                          |                      | 5,094                |                                                    |                                         | 5,094                                                            |
|                                                                   | <b>9a</b>  | Gross income from gaming activities.<br>See Part IV, line 19 . . . . .                                                                      | <b>a</b>             |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>b</b>   | Less: direct expenses . . . . .                                                                                                             | <b>b</b>             |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>c</b>   | Net income or (loss) from gaming activities . . ▶                                                                                           |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>10a</b> | Gross sales of inventory, less<br>returns and allowances . . . . .                                                                          | <b>a</b>             | 4,997                |                                                    |                                         |                                                                  |
|                                                                   | <b>b</b>   | Less: cost of goods sold . . . . .                                                                                                          | <b>b</b>             | 2,393                |                                                    |                                         |                                                                  |
|                                                                   | <b>c</b>   | Net income or (loss) from sales of inventory . . ▶                                                                                          |                      | 2,604                |                                                    |                                         | 2,604                                                            |
|                                                                   |            | Miscellaneous Revenue                                                                                                                       | <b>Business Code</b> |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>11a</b> | Work Comp dividend                                                                                                                          |                      | 5,194                | 5,194                                              |                                         |                                                                  |
|                                                                   | <b>b</b>   | Interest on customer accounts                                                                                                               |                      | 160                  | 160                                                |                                         |                                                                  |
|                                                                   | <b>c</b>   |                                                                                                                                             |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>d</b>   | All other revenue . . . . .                                                                                                                 |                      |                      |                                                    |                                         |                                                                  |
|                                                                   | <b>e</b>   | <b>Total.</b> Add lines 11a-11d . . . . . ▶                                                                                                 |                      | 5,354                |                                                    |                                         |                                                                  |
|                                                                   | <b>12</b>  | <b>Total revenue.</b> See instructions. . . . . ▶                                                                                           |                      | 442,112              | 388,915                                            | 0                                       | 7,715                                                            |

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

|                                                                                                                                                                                                                                                            | (A)<br>Total expenses | (B)<br>Program service expenses | (C)<br>Management and general expenses | (D)<br>Fundraising expenses |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------|----------------------------------------|-----------------------------|
| <b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 . . . . .                                                                                                                                    |                       |                                 |                                        |                             |
| <b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 . . . . .                                                                                                                                                               |                       |                                 |                                        |                             |
| <b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 . . . . .                                                                                                        |                       |                                 |                                        |                             |
| <b>4</b> Benefits paid to or for members . . . . .                                                                                                                                                                                                         |                       |                                 |                                        |                             |
| <b>5</b> Compensation of current officers, directors, trustees, and key employees . . . . .                                                                                                                                                                |                       |                                 |                                        |                             |
| <b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .                                                                                           |                       |                                 |                                        |                             |
| <b>7</b> Other salaries and wages . . . . .                                                                                                                                                                                                                | 287,318               | 261,877                         | 17,442                                 | 7,999                       |
| <b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) . . . . .                                                                                                                                      | 4,227                 | 3,600                           | 600                                    | 27                          |
| <b>9</b> Other employee benefits . . . . .                                                                                                                                                                                                                 | 100                   |                                 | 100                                    |                             |
| <b>10</b> Payroll taxes . . . . .                                                                                                                                                                                                                          | 27,331                | 24,714                          | 2,136                                  | 481                         |
| <b>11</b> Fees for services (non-employees):                                                                                                                                                                                                               |                       |                                 |                                        |                             |
| <b>a</b> Management . . . . .                                                                                                                                                                                                                              |                       |                                 |                                        |                             |
| <b>b</b> Legal . . . . .                                                                                                                                                                                                                                   |                       |                                 |                                        |                             |
| <b>c</b> Accounting . . . . .                                                                                                                                                                                                                              | 600                   | 551                             | 42                                     | 7                           |
| <b>d</b> Lobbying . . . . .                                                                                                                                                                                                                                |                       |                                 |                                        |                             |
| <b>e</b> Professional fundraising services. See Part IV, line 17 . . . . .                                                                                                                                                                                 | 10,973                |                                 |                                        | 10,973                      |
| <b>f</b> Investment management fees . . . . .                                                                                                                                                                                                              |                       |                                 |                                        |                             |
| <b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O) . . . . .                                                                                                                             | 8,201                 | 7,706                           | 495                                    |                             |
| <b>12</b> Advertising and promotion . . . . .                                                                                                                                                                                                              | 1,230                 | 838                             | 231                                    | 161                         |
| <b>13</b> Office expenses . . . . .                                                                                                                                                                                                                        | 10,985                | 9,866                           | 890                                    | 229                         |
| <b>14</b> Information technology . . . . .                                                                                                                                                                                                                 |                       |                                 |                                        |                             |
| <b>15</b> Royalties . . . . .                                                                                                                                                                                                                              |                       |                                 |                                        |                             |
| <b>16</b> Occupancy . . . . .                                                                                                                                                                                                                              |                       |                                 |                                        |                             |
| <b>17</b> Travel . . . . .                                                                                                                                                                                                                                 | 499                   |                                 | 499                                    |                             |
| <b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials . . . . .                                                                                                                                         |                       |                                 |                                        |                             |
| <b>19</b> Conferences, conventions, and meetings . . . . .                                                                                                                                                                                                 | 629                   | 629                             |                                        |                             |
| <b>20</b> Interest . . . . .                                                                                                                                                                                                                               |                       |                                 |                                        |                             |
| <b>21</b> Payments to affiliates . . . . .                                                                                                                                                                                                                 |                       |                                 |                                        |                             |
| <b>22</b> Depreciation, depletion, and amortization . . . . .                                                                                                                                                                                              | 10,566                | 10,566                          |                                        |                             |
| <b>23</b> Insurance . . . . .                                                                                                                                                                                                                              | 9,732                 | 7,338                           | 2,240                                  | 154                         |
| <b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)                                                |                       |                                 |                                        |                             |
| <b>a</b> Workers compensation premium . . . . .                                                                                                                                                                                                            | 10,748                | 9,636                           | 917                                    | 195                         |
| <b>b</b> Program operating costs . . . . .                                                                                                                                                                                                                 | 63,026                | 62,847                          | 179                                    |                             |
| <b>c</b> . . . . .                                                                                                                                                                                                                                         |                       |                                 |                                        |                             |
| <b>d</b> . . . . .                                                                                                                                                                                                                                         |                       |                                 |                                        |                             |
| <b>e</b> All other expenses Schedule O . . . . .                                                                                                                                                                                                           | 2,277                 | 1,406                           | 213                                    | 658                         |
| <b>25</b> Total functional expenses. Add lines 1 through 24e . . . . .                                                                                                                                                                                     | 448,442               | 401,574                         | 25,984                                 | 20,884                      |
| <b>26</b> Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . . |                       |                                 |                                        |                             |

**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                  | (A)<br>Beginning of year |                    | (B)<br>End of year |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|--------------------|
| <b>Assets</b>                                                                        | <b>1</b> Cash—non-interest-bearing . . . . .                                                                                                                                                                                                                                                                                                     | 58,962                   | <b>1</b>           | 52,379             |
|                                                                                      | <b>2</b> Savings and temporary cash investments . . . . .                                                                                                                                                                                                                                                                                        | 36,656                   | <b>2</b>           | 33,893             |
|                                                                                      | <b>3</b> Pledges and grants receivable, net . . . . .                                                                                                                                                                                                                                                                                            |                          | <b>3</b>           | 4,150              |
|                                                                                      | <b>4</b> Accounts receivable, net . . . . .                                                                                                                                                                                                                                                                                                      | 4,654                    | <b>4</b>           | 5,591              |
|                                                                                      | <b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L . . . . .                                                                                                                                                           |                          | <b>5</b>           |                    |
|                                                                                      | <b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L . . . . . |                          | <b>6</b>           |                    |
|                                                                                      | <b>7</b> Notes and loans receivable, net . . . . .                                                                                                                                                                                                                                                                                               |                          | <b>7</b>           |                    |
|                                                                                      | <b>8</b> Inventories for sale or use . . . . .                                                                                                                                                                                                                                                                                                   |                          | <b>8</b>           |                    |
|                                                                                      | <b>9</b> Prepaid expenses and deferred charges . . . . .                                                                                                                                                                                                                                                                                         |                          | <b>9</b>           |                    |
|                                                                                      | <b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D                                                                                                                                                                                                                                                   | <b>10a</b> 358,583       |                    |                    |
|                                                                                      | <b>b</b> Less: accumulated depreciation . . . . .                                                                                                                                                                                                                                                                                                | <b>10b</b> 225,021       | <b>10c</b> 133,562 |                    |
|                                                                                      | <b>11</b> Investments—publicly traded securities . . . . .                                                                                                                                                                                                                                                                                       |                          | <b>11</b>          |                    |
|                                                                                      | <b>12</b> Investments—other securities. See Part IV, line 11 . . . . .                                                                                                                                                                                                                                                                           |                          | <b>12</b>          |                    |
|                                                                                      | <b>13</b> Investments—program-related. See Part IV, line 11 . . . . .                                                                                                                                                                                                                                                                            |                          | <b>13</b>          |                    |
|                                                                                      | <b>14</b> Intangible assets . . . . .                                                                                                                                                                                                                                                                                                            |                          | <b>14</b>          |                    |
|                                                                                      | <b>15</b> Other assets. See Part IV, line 11 . . . . .                                                                                                                                                                                                                                                                                           | 1                        | <b>15</b>          | <1>                |
| <b>16</b> <b>Total assets.</b> Add lines 1 through 15 (must equal line 34) . . . . . | 234,739                                                                                                                                                                                                                                                                                                                                          | <b>16</b>                | 229,574            |                    |
| <b>Liabilities</b>                                                                   | <b>17</b> Accounts payable and accrued expenses . . . . .                                                                                                                                                                                                                                                                                        | 18,292                   | <b>17</b>          | 1,582              |
|                                                                                      | <b>18</b> Grants payable . . . . .                                                                                                                                                                                                                                                                                                               |                          | <b>18</b>          |                    |
|                                                                                      | <b>19</b> Deferred revenue . . . . .                                                                                                                                                                                                                                                                                                             |                          | <b>19</b>          |                    |
|                                                                                      | <b>20</b> Tax-exempt bond liabilities . . . . .                                                                                                                                                                                                                                                                                                  |                          | <b>20</b>          |                    |
|                                                                                      | <b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D . . . . .                                                                                                                                                                                                                                                        |                          | <b>21</b>          |                    |
|                                                                                      | <b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L . . . . .                                                                                                                                         |                          | <b>22</b>          |                    |
|                                                                                      | <b>23</b> Secured mortgages and notes payable to unrelated third parties . . . . .                                                                                                                                                                                                                                                               |                          | <b>23</b>          |                    |
|                                                                                      | <b>24</b> Unsecured notes and loans payable to unrelated third parties . . . . .                                                                                                                                                                                                                                                                 |                          | <b>24</b>          |                    |
|                                                                                      | <b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D . . . . .                                                                                                                                                        |                          | <b>25</b>          |                    |
|                                                                                      | <b>26</b> <b>Total liabilities.</b> Add lines 17 through 25 . . . . .                                                                                                                                                                                                                                                                            | 18,292                   | <b>26</b>          | 1,582              |
| <b>Net Assets or Fund Balances</b>                                                   | <b>Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>                                                                                                                                                                                       |                          |                    |                    |
|                                                                                      | <b>27</b> Unrestricted net assets . . . . .                                                                                                                                                                                                                                                                                                      | 20,001                   | <b>27</b>          | 40,793             |
|                                                                                      | <b>28</b> Temporarily restricted net assets . . . . .                                                                                                                                                                                                                                                                                            | 61,980                   | <b>28</b>          | 53,637             |
|                                                                                      | <b>29</b> Permanently restricted net assets . . . . .                                                                                                                                                                                                                                                                                            | 134,466                  | <b>29</b>          | 133,562            |
|                                                                                      | <b>Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.</b>                                                                                                                                                                                                                |                          |                    |                    |
|                                                                                      | <b>30</b> Capital stock or trust principal, or current funds . . . . .                                                                                                                                                                                                                                                                           |                          | <b>30</b>          |                    |
|                                                                                      | <b>31</b> Paid-in or capital surplus, or land, building, or equipment fund . . . . .                                                                                                                                                                                                                                                             |                          | <b>31</b>          |                    |
|                                                                                      | <b>32</b> Retained earnings, endowment, accumulated income, or other funds . . . . .                                                                                                                                                                                                                                                             |                          | <b>32</b>          |                    |
|                                                                                      | <b>33</b> <b>Total net assets or fund balances</b> . . . . .                                                                                                                                                                                                                                                                                     | 216,447                  | <b>33</b>          | 227,992            |
|                                                                                      | <b>34</b> <b>Total liabilities and net assets/fund balances</b> . . . . .                                                                                                                                                                                                                                                                        | 234,739                  | <b>34</b>          | 229,574            |

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☐

|           |                                                                                                                          |           |           |
|-----------|--------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>1</b>  | Total revenue (must equal Part VIII, column (A), line 12) . . . . .                                                      | <b>1</b>  | 442,112   |
| <b>2</b>  | Total expenses (must equal Part IX, column (A), line 25) . . . . .                                                       | <b>2</b>  | 448,442   |
| <b>3</b>  | Revenue less expenses. Subtract line 2 from line 1 . . . . .                                                             | <b>3</b>  | < 6,330 > |
| <b>4</b>  | Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)) . . . . .                      | <b>4</b>  | 216,447   |
| <b>5</b>  | Net unrealized gains (losses) on investments . . . . .                                                                   | <b>5</b>  |           |
| <b>6</b>  | Donated services and use of facilities . . . . .                                                                         | <b>6</b>  |           |
| <b>7</b>  | Investment expenses . . . . .                                                                                            | <b>7</b>  |           |
| <b>8</b>  | Prior period adjustments . . . . .                                                                                       | <b>8</b>  |           |
| <b>9</b>  | Other changes in net assets or fund balances (explain in Schedule O) . . . . .                                           | <b>9</b>  | 17,875    |
| <b>10</b> | Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) . . . . . | <b>10</b> | 227,992   |

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☒

- 1** Accounting method used to prepare the Form 990: ☐ Cash ☐ Accrual ☒ Other modified cash  
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant? . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:  
☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis
- b** Were the organization's financial statements audited by an independent accountant? . . . . .  
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:  
☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis
- c** If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?  
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- 3a** As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? . . . . .
- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.

|           | Yes | No                                  |
|-----------|-----|-------------------------------------|
| <b>2a</b> |     | <input checked="" type="checkbox"/> |
| <b>2b</b> |     | <input checked="" type="checkbox"/> |
| <b>2c</b> |     |                                     |
| <b>3a</b> |     | <input checked="" type="checkbox"/> |
| <b>3b</b> |     |                                     |

**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](http://www.irs.gov/form990).

OMB No 1545-0047

**2014**

**Open to Public  
Inspection**

Name of the organization  
CARTM

Employer identification number  
31-1541425

**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 in lines 11a through 11d that describes the type of supporting organization and complete lines 11e, 11f, and 11g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations . . . . .
- g 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 listed in your governing document? |    | (v) Amount of monetary support (see instructions) | (vi) Amount of other support (see instructions) |
|------------------------------------|----------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------|----|---------------------------------------------------|-------------------------------------------------|
|                                    |          |                                                                                             | 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) 2010 | (b) 2011 | (c) 2012 | (d) 2013 | (e) 2014 | (f) Total |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|----------|-----------|
| <b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .                                                                                                  | 25,520   | 31,914   | 60,246   | 50,702   | 42,056   | 210,441   |
| <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 . . . . .                                                                                                                                                                        | 25,520   | 31,914   | 60,246   | 50,702   | 42,056   | 210,441   |
| <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) . . . . . |          |          |          |          |          | 607       |
| <b>6 Public support.</b> Subtract line 5 from line 4. . . . .                                                                                                                                                          |          |          |          |          |          | 209,834   |

**Section B. Total Support**

| Calendar year (or fiscal year beginning in) ►                                                                                                                                                            | (a) 2010 | (b) 2011 | (c) 2012 | (d) 2013 | (e) 2014  | (f) Total                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|----------|-----------|--------------------------|
| <b>7</b> Amounts from line 4 . . . . .                                                                                                                                                                   | 25,520   | 31,914   | 60,246   | 50,702   | 42,056    | 209,834                  |
| <b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . . . .                                                        | 251      | 208      | 163      | 448      | 177       | 1,247                    |
| <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 VI.) . . . . .                                                                                      | 19,346   | 250      | 13,246   | 13,996   | 11,124    | 57,962                   |
| <b>11 Total support.</b> Add lines 7 through 10 . . . . .                                                                                                                                                |          |          |          |          |           | 269,043                  |
| <b>12</b> Gross receipts from related activities, etc. (see instructions) . . . . .                                                                                                                      |          |          |          |          | <b>12</b> | 1,877,404                |
| <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 type="checkbox"/> |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|
| <b>14</b> Public support percentage for 2014 (line 6, column (f) divided by line 11, column (f)) . . . . .                                                                                                                                                                                                                                                                                                           | <b>14</b> | 77.9 %                              |
| <b>15</b> Public support percentage from 2013 Schedule A, Part II, line 14 . . . . .                                                                                                                                                                                                                                                                                                                                 | <b>15</b> | 78.7 %                              |
| <b>16a 33 1/3% support test—2014.</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 checked="" type="checkbox"/> |
| <b>b 33 1/3% support test—2013.</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—2014.</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 VI 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—2013.</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 VI 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 VI** **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.)

Part II, Section B, Line 10 Other Income Includes income from fundraising events

**SCHEDULE D  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

► Complete if the organization answered "Yes" to Form 990,  
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.

► Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No 1545-0047

**2014**

**Open to Public  
Inspection**

Name of the organization

CARTM

Employer identification number

31-1541425

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

|                                                                                                                                                                                                                                                                                 | (a) Donor advised funds | (b) Funds and other accounts                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------|
| 1 Total number at end of year . . . . .                                                                                                                                                                                                                                         | 3                       |                                                          |
| 2 Aggregate value of contributions to (during year)                                                                                                                                                                                                                             |                         |                                                          |
| 3 Aggregate value of grants from (during year)                                                                                                                                                                                                                                  |                         |                                                          |
| 4 Aggregate value at end of year . . . . .                                                                                                                                                                                                                                      |                         |                                                          |
| 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? . . . . .                                                            |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? . . . . . |                         | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Part II Conservation Easements.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 1 Purpose(s) of conservation easements held by the organization (check all that apply).<br><input type="checkbox"/> Preservation of land for public use (e.g., recreation or education) <input type="checkbox"/> Preservation of a historically important land area<br><input type="checkbox"/> Protection of natural habitat <input type="checkbox"/> Preservation of a certified historic structure<br><input type="checkbox"/> Preservation of open space |                                                          |
| 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.                                                                                                                                                                                                                                                                                        |                                                          |
| a Total number of conservation easements . . . . .                                                                                                                                                                                                                                                                                                                                                                                                           | 2a                                                       |
| b Total acreage restricted by conservation easements . . . . .                                                                                                                                                                                                                                                                                                                                                                                               | 2b                                                       |
| c Number of conservation easements on a certified historic structure included in (a) . . . . .                                                                                                                                                                                                                                                                                                                                                               | 2c                                                       |
| d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register . . . . .                                                                                                                                                                                                                                                                                                         | 2d                                                       |
| 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►                                                                                                                                                                                                                                                                                                                    |                                                          |
| 4 Number of states where property subject to conservation easement is located ►                                                                                                                                                                                                                                                                                                                                                                              |                                                          |
| 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? . . . . .                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year<br>►                                                                                                                                                                                                                                                                                                                                     |                                                          |
| 7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year<br>► \$                                                                                                                                                                                                                                                                                                                                        |                                                          |
| 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? . . . . .                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.                                                                                                                                               |                                                          |

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.                                                                  |                  |
| b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:<br>(i) Revenue included in Form 990, Part VIII, line 1 . . . . .<br>(ii) Assets included in Form 990, Part X . . . . . | <br>► \$<br>► \$ |
| 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:<br>a Revenue included in Form 990, Part VIII, line 1 . . . . .<br>b Assets included in Form 990, Part X . . . . .                                                                                                          | <br>► \$<br>► \$ |

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a** ☐ Public exhibition **d** ☐ Loan or exchange programs
- b** ☐ Scholarly research **e** ☐ Other \_\_\_\_\_
- c** ☐ Preservation for future generations
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- |                                        | Amount    |
|----------------------------------------|-----------|
| <b>c</b> Beginning balance             | <b>1c</b> |
| <b>d</b> Additions during the year     | <b>1d</b> |
| <b>e</b> Distributions during the year | <b>1e</b> |
| <b>f</b> Ending balance                | <b>1f</b> |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

**Part V Endowment Funds.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

- |                                                         | (a) Current year | (b) Prior year | (c) Two years back | (d) Three years back | (e) Four years back |
|---------------------------------------------------------|------------------|----------------|--------------------|----------------------|---------------------|
| <b>1a</b> Beginning of year balance                     |                  |                |                    |                      |                     |
| <b>b</b> Contributions                                  |                  |                |                    |                      |                     |
| <b>c</b> Net investment earnings, gains, and losses     |                  |                |                    |                      |                     |
| <b>d</b> Grants or scholarships                         |                  |                |                    |                      |                     |
| <b>e</b> Other expenditures for facilities and programs |                  |                |                    |                      |                     |
| <b>f</b> Administrative expenses                        |                  |                |                    |                      |                     |
| <b>g</b> End of year balance                            |                  |                |                    |                      |                     |
- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment  %
- b** Permanent endowment  %
- c** Temporarily restricted endowment  %
- The percentages in lines 2a, 2b, and 2c should equal 100%.
- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- |                                                                                              | Yes           | No |
|----------------------------------------------------------------------------------------------|---------------|----|
| <b>(i)</b> unrelated organizations                                                           | <b>3a(i)</b>  |    |
| <b>(ii)</b> related organizations                                                            | <b>3a(ii)</b> |    |
| <b>b</b> If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R? | <b>3b</b>     |    |
- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" to Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

| Description of property                                                                                | (a) Cost or other basis (investment) | (b) Cost or other basis (other) | (c) Accumulated depreciation | (d) Book value |
|--------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------|------------------------------|----------------|
| <b>1a</b> Land                                                                                         |                                      |                                 |                              |                |
| <b>b</b> Buildings                                                                                     | 34,575                               |                                 | 9,905                        | 24,670         |
| <b>c</b> Leasehold improvements                                                                        | 144,256                              |                                 | 62,373                       | 81,883         |
| <b>d</b> Equipment                                                                                     | 44,866                               |                                 | 17,857                       | 27,009         |
| <b>e</b> Other                                                                                         |                                      |                                 |                              |                |
| <b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) |                                      |                                 |                              | 133,562        |

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

Department of the Treasury  
Internal Revenue Service

Name of the organization  
CARTM

**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](http://www.irs.gov/form990).

OMB No 1545-0047

**2014**

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Employer identification number  
31-1541425

Part III, Line 4d Other program services Outreach and education CARTM advocates zero waste principles and educates the public about waste reduction by engaging customers at the point of disposal, by assisting other organizations with waste audits, by offering support and reusable supplies for waste-free community events, by speaking to community organizations about reuse and recycling, and by participating in Tillamook County's Solid Waste Advisory Committee, Recycling Committee, and Master Recyclers program

Part VI, Line 11b Describe the process used by the organization's governing body to review this Form 990 Board members are notified by email that the complete 990 form is available for review in the office and in digital form on the board's online server, prior to filing Board members are encouraged to review and comment

Part VI, Line 12c Describe how the organization consistently and regularly monitors and enforces compliance with the written conflict of interest policy Board members are required to disclose actual and potential conflicts annually at a board meeting Disclosures are recorded in meeting minutes The board's Executive Committee reviews all contracts

Part VI, Line 19 Describe how the organization made its governing documents, conflict of interest policy and financial statements available to the public All documents, policies and financial statements are available in the office on request Financial statements are available at monthly board meetings, which are open to the public

Part IX, Line 24e Other expenses See attached page 2

Part XI, Line 9 Other change in net assets In fiscal year 2014-15, CARTM reported its finances using cash basis accounting A debt was incurred against unrestricted funds so that the board could understand the fund balance The 2013 Form 990 included this \$17,875 as a liability In 2014-15 the debt was expensed monthly when paid, and the liability and unrestricted funds were adjusted to reflect the remaining balances The effect of this handling reduced the unrestricted funds balance twice This Form 990 includes a one-time adjustment to the unrestricted fund balance to reflect the actual balance The financial statements are now prepared using a modified cash basis to accurately reflect debt and accounts receivable