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Form **990-PF**Department of the Treasury
Internal Revenue Service**Return of Private Foundation**

or Section 4947(a)(1) Trust Treated as Private Foundation

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Information about Form 990-PF and its separate instructions is at www.irs.gov/form990pf.

OMB No 1545-0052

2015

Open to Public Inspection

For calendar year 2015 or tax year beginning

, 2015, and ending

, 20

Name of foundation THE SINGLE STEP FOUNDATION		A Employer identification number 04-7025935
Number and street (or P O box number if mail is not delivered to street address)	Room/suite	B Telephone number (see instructions) (617) 423-3900
101 ARCH STREET, 18TH FLOOR		
City or town, state or province, country, and ZIP or foreign postal code BOSTON, MA 02110		C If exemption application is pending, check here <input type="checkbox"/>
G Check all that apply	<input type="checkbox"/> Initial return <input type="checkbox"/> Final return <input type="checkbox"/> Address change	<input type="checkbox"/> Initial return of a former public charity <input type="checkbox"/> Amended return <input type="checkbox"/> Name change
H Check type of organization <input checked="" type="checkbox"/> Section 501(c)(3) exempt private foundation <input type="checkbox"/> Section 4947(a)(1) nonexempt charitable trust <input type="checkbox"/> Other taxable private foundation		D 1 Foreign organizations, check here <input type="checkbox"/> 2 Foreign organizations meeting the 85% test, check here and attach computation <input type="checkbox"/>
I Fair market value of all assets at end of year (from Part II, col (c), line 16) \$ 948,805.		E If private foundation status was terminated under section 507(b)(1)(A), check here <input type="checkbox"/>
J Accounting method <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other (specify) _____		F If the foundation is in a 60-month termination under section 507(b)(1)(B), check here <input type="checkbox"/>
(Part I, column (d) must be on cash basis)		

Part I Analysis of Revenue and Expenses (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a) (see instructions))		(a) Revenue and expenses per books	(b) Net investment income	(c) Adjusted net income	(d) Disbursements for charitable purposes (cash basis only)
Revenue	1 Contributions, gifts, grants, etc., received (attach schedule)				
	2 Check <input checked="" type="checkbox"/> if the foundation is not required to attach Sch. B.				
	3 Interest on savings and temporary cash investments				
	4 Dividends and interest from securities	19,390.	19,390.		ATCH 1
	5a Gross rents				
	b Net rental income or (loss)				
	6a Net gain or (loss) from sale of assets not on line 10	23,594.			
	b Gross sales price for all assets on line 6a	408,487.			
	7 Capital gain net income (from Part IV, line 2)		23,594.		
	8 Net short-term capital gain				
	9 Income modifications				
	10a Gross sales less returns and allowances				
b Less Cost of goods sold					
c Gross profit or (loss) (attach schedule)					
11 Other income (attach schedule) ATCH. 2	494.				
12 Total. Add lines 1 through 11	43,478.	42,984.			
Operating and Administrative Expenses	13 Compensation of officers, directors, trustees, etc.	0.			
	14 Other employee salaries and wages				
	15 Pension plans, employee benefits				
	16a Legal fees (attach schedule)				
	b Accounting fees (attach schedule) ATCH. 3	6,191.	6,191.		
	c Other professional fees (attach schedule) ATCH. 4	6,271.	6,271.		
	17 Interest				
	18 Taxes (attach schedule) (see instructions) ATCH. 5	2,136.	336.		
	19 Depreciation (attach schedule) and depletion				
	20 Occupancy				
	21 Travel, conferences, and meetings				
	22 Printing and publications				
	23 Other expenses (attach schedule) ATCH. 6	361.	361.		
	24 Total operating and administrative expenses. Add lines 13 through 23.	14,959.	13,159.		
	25 Contributions, gifts, grants paid	55,000.			55,000.
26 Total expenses and disbursements. Add lines 24 and 25	69,959.	13,159.	0.	55,000.	
27 Subtract line 26 from line 12					
a Excess of revenue over expenses and disbursements	-26,481.				
b Net investment income (if negative, enter -0-)		29,825.			
c Adjusted net income (if negative, enter -0-)					

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Part II Balance Sheets		Attached schedules and amounts in the description column should be for end-of-year amounts only (See instructions)		Beginning of year	End of year	
				(a) Book Value	(b) Book Value	(c) Fair Market Value
Assets	1	Cash - non-interest-bearing				
	2	Savings and temporary cash investments		-12,214.	34,175.	34,175.
	3	Accounts receivable ▶				
		Less allowance for doubtful accounts ▶				
	4	Pledges receivable ▶				
		Less allowance for doubtful accounts ▶				
	5	Grants receivable				
	6	Receivables due from officers, directors, trustees, and other disqualified persons (attach schedule) (see instructions)				
	7	Other notes and loans receivable (attach schedule) ▶				
		Less allowance for doubtful accounts ▶				
	8	Inventories for sale or use				
	9	Prepaid expenses and deferred charges				
	10a	Investments - U S and state government obligations (attach schedule) [7]		58,281.	57,758.	57,823.
	b	Investments - corporate stock (attach schedule) ATCH 8		593,606.	582,478.	684,114.
	c	Investments - corporate bonds (attach schedule) ATCH 9		236,260.	175,041.	172,693.
	11	Investments - land, buildings, and equipment basis ▶				
	Less accumulated depreciation (attach schedule) ▶					
12	Investments - mortgage loans					
13	Investments - other (attach schedule)					
14	Land, buildings, and equipment basis ▶					
	Less accumulated depreciation (attach schedule) ▶					
15	Other assets (describe ▶)					
16	Total assets (to be completed by all filers - see the instructions Also, see page 1, item I)		875,933.	849,452.	948,805.	
Liabilities	17	Accounts payable and accrued expenses				
	18	Grants payable				
	19	Deferred revenue				
	20	Loans from officers, directors, trustees, and other disqualified persons				
	21	Mortgages and other notes payable (attach schedule)				
	22	Other liabilities (describe ▶)				
23	Total liabilities (add lines 17 through 22)		0.	0.		
Net Assets or Fund Balances	Foundations that follow SFAS 117, check here ▶ <input type="checkbox"/> and complete lines 24 through 26 and lines 30 and 31.					
	24	Unrestricted				
	25	Temporarily restricted				
	26	Permanently restricted				
	Foundations that do not follow SFAS 117, check here ▶ <input checked="" type="checkbox"/> and complete lines 27 through 31.					
	27	Capital stock, trust principal, or current funds		33,152.	33,152.	
	28	Paid-in or capital surplus, or land, bldg, and equipment fund				
	29	Retained earnings, accumulated income, endowment, or other funds		842,781.	816,300.	
	30	Total net assets or fund balances (see instructions)		875,933.	849,452.	
31	Total liabilities and net assets/fund balances (see instructions)		875,933.	849,452.		

Part III Analysis of Changes in Net Assets or Fund Balances

1	Total net assets or fund balances at beginning of year - Part II, column (a), line 30 (must agree with end-of-year figure reported on prior year's return)	1	875,933.
2	Enter amount from Part I, line 27a	2	-26,481.
3	Other increases not included in line 2 (itemize) ▶	3	
4	Add lines 1, 2, and 3	4	849,452.
5	Decreases not included in line 2 (itemize) ▶	5	
6	Total net assets or fund balances at end of year (line 4 minus line 5) - Part II, column (b), line 30	6	849,452.

Part IV Capital Gains and Losses for Tax on Investment Income

(a) List and describe the kind(s) of property sold (e.g., real estate, 2-story brick warehouse, or common stock, 200 shs. MLC Co.)			(b) How acquired P - Purchase O - Donation	(c) Date acquired (mo., day, yr.)	(d) Date sold (mo., day, yr.)
1a SEE PART IV SCHEDULE					
b					
c					
d					
e					
(e) Gross sales price	(f) Depreciation allowed (or allowable)	(g) Cost or other basis plus expense of sale	(h) Gain or (loss) (e) plus (f) minus (g)		
a					
b					
c					
d					
e					
Complete only for assets showing gain in column (h) and owned by the foundation on 12/31/69					
(i) F M V as of 12/31/69	(j) Adjusted basis as of 12/31/69	(k) Excess of col. (i) over col. (j), if any	(l) Gains (Col. (h) gain minus col. (k), but not less than -0-) or Losses (from col. (h))		
a					
b					
c					
d					
e					
2 Capital gain net income or (net capital loss) { If gain, also enter in Part I, line 7 If (loss), enter -0- in Part I, line 7 }			2	23,594.	
3 Net short-term capital gain or (loss) as defined in sections 1222(5) and (6) If gain, also enter in Part I, line 8, column (c) (see instructions) If (loss), enter -0- in Part I, line 8			3	0.	

Part V Qualification Under Section 4940(e) for Reduced Tax on Net Investment Income

(For optional use by domestic private foundations subject to the section 4940(a) tax on net investment income.)

If section 4940(d)(2) applies, leave this part blank

Was the foundation liable for the section 4942 tax on the distributable amount of any year in the base period?

☐ Yes ☒ No

If "Yes," the foundation does not qualify under section 4940(e). Do not complete this part

1 Enter the appropriate amount in each column for each year; see the instructions before making any entries			
(a) Base period years Calendar year (or tax year beginning in)	(b) Adjusted qualifying distributions	(c) Net value of noncharitable-use assets	(d) Distribution ratio (col. (b) divided by col. (c))
2014	48,147.	1,070,116.	0.044992
2013	44,381.	1,003,810.	0.044213
2012	45,551.	928,640.	0.049051
2011	39,567.	924,318.	0.042807
2010	41,646.	884,460.	0.047086
2 Total of line 1, column (d)			2 0.228149
3 Average distribution ratio for the 5-year base period - divide the total on line 2 by 5, or by the number of years the foundation has been in existence if less than 5 years			3 0.045630
4 Enter the net value of noncharitable-use assets for 2015 from Part X, line 5			4 1,011,199.
5 Multiply line 4 by line 3			5 46,141.
6 Enter 1% of net investment income (1% of Part I, line 27b)			6 298.
7 Add lines 5 and 6			7 46,439.
8 Enter qualifying distributions from Part XII, line 4 If line 8 is equal to or greater than line 7, check the box in Part VI, line 1b, and complete that part using a 1% tax rate. See the Part VI instructions			8 55,000.

Part VI Excise Tax Based on Investment Income (Section 4940(a), 4940(b), 4940(e), or 4948 - see instructions)

1a	Exempt operating foundations described in section 4940(d)(2), check here <input type="checkbox"/> and enter "N/A" on line 1 Date of ruling or determination letter _____ (attach copy of letter if necessary - see instructions)	1	298.
b	Domestic foundations that meet the section 4940(e) requirements in Part V, check here <input checked="" type="checkbox"/> and enter 1% of Part I, line 27b		
c	All other domestic foundations enter 2% of line 27b. Exempt foreign organizations enter 4% of Part I, line 12, col (b)		
2	Tax under section 511 (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)	2	
3	Add lines 1 and 2	3	298.
4	Subtitle A (income) tax (domestic section 4947(a)(1) trusts and taxable foundations only. Others enter -0-)	4	0.
5	Tax based on investment income. Subtract line 4 from line 3. If zero or less, enter -0-	5	298.
6	Credits/Payments		
a	2015 estimated tax payments and 2014 overpayment credited to 2015	6a	943.
b	Exempt foreign organizations - tax withheld at source	6b	
c	Tax paid with application for extension of time to file (Form 8868)	6c	500.
d	Backup withholding erroneously withheld	6d	
7	Total credits and payments. Add lines 6a through 6d	7	1,443.
8	Enter any penalty for underpayment of estimated tax. Check here <input type="checkbox"/> if Form 2220 is attached	8	
9	Tax due. If the total of lines 5 and 8 is more than line 7, enter amount owed	9	
10	Overpayment. If line 7 is more than the total of lines 5 and 8, enter the amount overpaid	10	1,145.
11	Enter the amount of line 10 to be Credited to 2016 estimated tax <input type="checkbox"/> 1,145. Refunded <input type="checkbox"/> <input type="checkbox"/>	11	

Part VII-A Statements Regarding Activities

	Yes	No
1a During the tax year, did the foundation attempt to influence any national, state, or local legislation or did it participate or intervene in any political campaign?		X
b Did it spend more than \$100 during the year (either directly or indirectly) for political purposes (see Instructions for the definition)? If the answer is "Yes" to 1a or 1b, attach a detailed description of the activities and copies of any materials published or distributed by the foundation in connection with the activities		X
c Did the foundation file Form 1120-POL for this year?		X
d Enter the amount (if any) of tax on political expenditures (section 4955) imposed during the year (1) On the foundation <input type="checkbox"/> \$ _____ (2) On foundation managers <input type="checkbox"/> \$ _____		
e Enter the reimbursement (if any) paid by the foundation during the year for political expenditure tax imposed on foundation managers <input type="checkbox"/> \$ _____		
2 Has the foundation engaged in any activities that have not previously been reported to the IRS? If "Yes," attach a detailed description of the activities		X
3 Has the foundation made any changes, not previously reported to the IRS, in its governing instrument, articles of incorporation, or bylaws, or other similar instruments? If "Yes," attach a conformed copy of the changes		X
4a Did the foundation have unrelated business gross income of \$1,000 or more during the year?		X
b If "Yes," has it filed a tax return on Form 990-T for this year?		
5 Was there a liquidation, termination, dissolution, or substantial contraction during the year? If "Yes," attach the statement required by General Instruction T		X
6 Are the requirements of section 508(e) (relating to sections 4941 through 4945) satisfied either • By language in the governing instrument, or • By state legislation that effectively amends the governing instrument so that no mandatory directions that conflict with the state law remain in the governing instrument?	X	
7 Did the foundation have at least \$5,000 in assets at any time during the year? If "Yes," complete Part II, col (c), and Part XV	X	
8a Enter the states to which the foundation reports or with which it is registered (see instructions) <input type="checkbox"/> VT, _____		
b If the answer is "Yes" to line 7, has the foundation furnished a copy of Form 990-PF to the Attorney General (or designate) of each state as required by General Instruction G? If "No," attach explanation	X	
9 Is the foundation claiming status as a private operating foundation within the meaning of section 4942(j)(3) or 4942(j)(5) for calendar year 2015 or the taxable year beginning in 2015 (see instructions for Part XIV)? If "Yes," complete Part XIV		X
10 Did any persons become substantial contributors during the tax year? If "Yes," attach a schedule listing their names and addresses		X

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Part VII-A Statements Regarding Activities (continued)

	Yes	No
11 At any time during the year, did the foundation, directly or indirectly, own a controlled entity within the meaning of section 512(b)(13)? If "Yes," attach schedule (see instructions).	11	X
12 Did the foundation make a distribution to a donor advised fund over which the foundation or a disqualified person had advisory privileges? If "Yes," attach statement (see instructions).	12	X
13 Did the foundation comply with the public inspection requirements for its annual returns and exemption application? Website address ▶ NONE	13	X
14 The books are in care of ▶ BOLAR HIRSCH & JENNINGS, LLP Telephone no ▶ 949-224-3300 Located at ▶ 18101 VON KARMAN AVE., #1440 IRVINE, CA ZIP+4 ▶ 92612		
15 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-PF in lieu of Form 1041 - Check here ▶ <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the year ▶ 15		
16 At any time during calendar year 2015, did the foundation have an interest in or a signature or other authority over a bank, securities, or other financial account in a foreign country? See the instructions for exceptions and filing requirements for FinCEN Form 114. If "Yes," enter the name of the foreign country ▶	16	X

Part VII-B Statements Regarding Activities for Which Form 4720 May Be Required**File Form 4720 if any item is checked in the "Yes" column, unless an exception applies.**

	Yes	No
1a During the year did the foundation (either directly or indirectly) (1) Engage in the sale or exchange, or leasing of property with a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (2) Borrow money from, lend money to, or otherwise extend credit to (or accept it from) a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (3) Furnish goods, services, or facilities to (or accept them from) a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (4) Pay compensation to, or pay or reimburse the expenses of, a disqualified person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (5) Transfer any income or assets to a disqualified person (or make any of either available for the benefit or use of a disqualified person)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (6) Agree to pay money or property to a government official? (Exception. Check "No" if the foundation agreed to make a grant to or to employ the official for a period after termination of government service, if terminating within 90 days.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	1b	
b If any answer is "Yes" to 1a(1)-(6), did any of the acts fail to qualify under the exceptions described in Regulations section 53.4941(d)-3 or in a current notice regarding disaster assistance (see instructions)? Organizations relying on a current notice regarding disaster assistance check here ▶ <input type="checkbox"/>	1b	
c Did the foundation engage in a prior year in any of the acts described in 1a, other than excepted acts, that were not corrected before the first day of the tax year beginning in 2015?	1c	X
2 Taxes on failure to distribute income (section 4942) (does not apply for years the foundation was a private operating foundation defined in section 4942(j)(3) or 4942(j)(5))		
a At the end of tax year 2015, did the foundation have any undistributed income (lines 6d and 6e, Part XIII) for tax year(s) beginning before 2015? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," list the years ▶	2b	
b Are there any years listed in 2a for which the foundation is not applying the provisions of section 4942(a)(2) (relating to incorrect valuation of assets) to the year's undistributed income? (If applying section 4942(a)(2) to all years listed, answer "No" and attach statement - see instructions.)	2b	
c If the provisions of section 4942(a)(2) are being applied to any of the years listed in 2a, list the years here ▶		
3a Did the foundation hold more than a 2% direct or indirect interest in any business enterprise at any time during the year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	3b	X
b If "Yes," did it have excess business holdings in 2015 as a result of (1) any purchase by the foundation or disqualified persons after May 26, 1969, (2) the lapse of the 5-year period (or longer period approved by the Commissioner under section 4943(c)(7)) to dispose of holdings acquired by gift or bequest, or (3) the lapse of the 10-, 15-, or 20-year first phase holding period? (Use Schedule C, Form 4720, to determine if the foundation had excess business holdings in 2015.)	4a	X
4a Did the foundation invest during the year any amount in a manner that would jeopardize its charitable purposes?	4b	X
b Did the foundation make any investment in a prior year (but after December 31, 1969) that could jeopardize its charitable purpose that had not been removed from jeopardy before the first day of the tax year beginning in 2015?		

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Part VII-B Statements Regarding Activities for Which Form 4720 May Be Required (continued)**5a** During the year did the foundation pay or incur any amount to(1) Carry on propaganda, or otherwise attempt to influence legislation (section 4945(e))? ☐ Yes ☒ No(2) Influence the outcome of any specific public election (see section 4955), or to carry on, directly or indirectly, any voter registration drive? ☐ Yes ☒ No(3) Provide a grant to an individual for travel, study, or other similar purposes? ☐ Yes ☒ No(4) Provide a grant to an organization other than a charitable, etc., organization described in section 4945(d)(4)(A)? (see instructions). ☐ Yes ☒ No(5) Provide for any purpose other than religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals? ☐ Yes ☒ No**b** If any answer is "Yes" to 5a(1)-(5), did any of the transactions fail to qualify under the exceptions described in Regulations section 53.4945 or in a current notice regarding disaster assistance (see instructions)? ☐ Yes ☒ NoOrganizations relying on a current notice regarding disaster assistance check here ☐**c** If the answer is "Yes" to question 5a(4), does the foundation claim exemption from the tax because it maintained expenditure responsibility for the grant? ☐ Yes ☐ No

If "Yes," attach the statement required by Regulations section 53.4945-5(d)

6a Did the foundation, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? ☐ Yes ☒ No**b** Did the foundation, during the year, pay premiums, directly or indirectly, on a personal benefit contract? ☐ Yes ☒ No

If "Yes" to 6b, file Form 8870

7a At any time during the tax year, was the foundation a party to a prohibited tax shelter transaction? ☐ Yes ☒ No**b** If "Yes," did the foundation receive any proceeds or have any net income attributable to the transaction? ☐ Yes ☒ No**Part VIII Information About Officers, Directors, Trustees, Foundation Managers, Highly Paid Employees, and Contractors****1** List all officers, directors, trustees, foundation managers and their compensation (see instructions).

(a) Name and address	(b) Title, and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances
ATCH 10		0.	0.	0.

2 Compensation of five highest-paid employees (other than those included on line 1 - see instructions). If none, enter "NONE."

(a) Name and address of each employee paid more than \$50,000	(b) Title, and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account, other allowances
NONE				

Total number of other employees paid over \$50,000. ☐

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Part VIII Information About Officers, Directors, Trustees, Foundation Managers, Highly Paid Employees, and Contractors *(continued)***3** Five highest-paid independent contractors for professional services (see instructions). If none, enter "NONE."

(a) Name and address of each person paid more than \$50,000	(b) Type of service	(c) Compensation
NONE		

Total number of others receiving over \$50,000 for professional services ▶

Part IX-A Summary of Direct Charitable Activities

List the foundation's four largest direct charitable activities during the tax year. Include relevant statistical information such as the number of organizations and other beneficiaries served, conferences convened, research papers produced, etc.

	Expenses
1 N/A	
2	
3	
4	

Part IX-B Summary of Program-Related Investments (see instructions)

Describe the two largest program-related investments made by the foundation during the tax year on lines 1 and 2

	Amount
1 NONE	
2	
All other program-related investments See instructions	
3 NONE	

Total. Add lines 1 through 3 ▶

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Part X Minimum Investment Return (All domestic foundations must complete this part. Foreign foundations, see instructions.)

1	Fair market value of assets not used (or held for use) directly in carrying out charitable, etc., purposes:	
a	Average monthly fair market value of securities	1a 1,003,772.
b	Average of monthly cash balances	1b 22,826.
c	Fair market value of all other assets (see instructions).	1c
d	Total (add lines 1a, b, and c)	1d 1,026,598.
e	Reduction claimed for blockage or other factors reported on lines 1a and 1c (attach detailed explanation) 1e	
2	Acquisition indebtedness applicable to line 1 assets	2
3	Subtract line 2 from line 1d	3 1,026,598.
4	Cash deemed held for charitable activities. Enter 1 1/2% of line 3 (for greater amount, see instructions).	4 15,399.
5	Net value of noncharitable-use assets. Subtract line 4 from line 3. Enter here and on Part V, line 4	5 1,011,199.
6	Minimum investment return. Enter 5% of line 5	6 50,560.

Part XI Distributable Amount (see instructions) (Section 4942(j)(3) and (j)(5) private operating foundations and certain foreign organizations check here ☐ and do not complete this part)

1	Minimum investment return from Part X, line 6	1 50,560.
2a	Tax on investment income for 2015 from Part VI, line 5 2a 298.	
b	Income tax for 2015 (This does not include the tax from Part VI) 2b	
c	Add lines 2a and 2b	2c 298.
3	Distributable amount before adjustments Subtract line 2c from line 1	3 50,262.
4	Recoveries of amounts treated as qualifying distributions	4
5	Add lines 3 and 4	5 50,262.
6	Deduction from distributable amount (see instructions).	6
7	Distributable amount as adjusted Subtract line 6 from line 5 Enter here and on Part XIII, line 1	7 50,262.

Part XII Qualifying Distributions (see instructions)

1	Amounts paid (including administrative expenses) to accomplish charitable, etc., purposes:	
a	Expenses, contributions, gifts, etc - total from Part I, column (d), line 26	1a 55,000.
b	Program-related investments - total from Part IX-B	1b
2	Amounts paid to acquire assets used (or held for use) directly in carrying out charitable, etc., purposes	2
3	Amounts set aside for specific charitable projects that satisfy the:	
a	Suitability test (prior IRS approval required)	3a
b	Cash distribution test (attach the required schedule)	3b
4	Qualifying distributions Add lines 1a through 3b Enter here and on Part V, line 8, and Part XIII, line 4	4 55,000.
5	Foundations that qualify under section 4940(e) for the reduced rate of tax on net investment income Enter 1% of Part I, line 27b (see instructions)	5 298.
6	Adjusted qualifying distributions. Subtract line 5 from line 4	6 54,702.

Note. The amount on line 6 will be used in Part V, column (b), in subsequent years when calculating whether the foundation qualifies for the section 4940(e) reduction of tax in those years

Part XIII Undistributed Income (see instructions)

	(a) Corpus	(b) Years prior to 2014	(c) 2014	(d) 2015
1 Distributable amount for 2015 from Part XI, line 7				50,262.
2 Undistributed income, if any, as of the end of 2015				
a Enter amount for 2014 only.			52,653.	
b Total for prior years 20 <u>13</u> , 20 <u>12</u> , 20 <u>11</u>				
3 Excess distributions carryover, if any, to 2015				
a From 2010				
b From 2011				
c From 2012				
d From 2013				
e From 2014				
f Total of lines 3a through e	0.			
4 Qualifying distributions for 2015 from Part XII, line 4 ▶ \$ <u>55,000.</u>				
a Applied to 2014, but not more than line 2a			52,653.	
b Applied to undistributed income of prior years (Election required - see instructions).				
c Treated as distributions out of corpus (Election required - see instructions)				
d Applied to 2015 distributable amount.				2,347.
e Remaining amount distributed out of corpus.				
5 Excess distributions carryover applied to 2015. (If an amount appears in column (d), the same amount must be shown in column (a).)				
6 Enter the net total of each column as indicated below:				
a Corpus Add lines 3f, 4c, and 4e Subtract line 5				
b Prior years' undistributed income Subtract line 4b from line 2b.				
c Enter the amount of prior years' undistributed income for which a notice of deficiency has been issued, or on which the section 4942(a) tax has been previously assessed				
d Subtract line 6c from line 6b Taxable amount - see instructions				
e Undistributed income for 2014 Subtract line 4a from line 2a Taxable amount - see instructions				
f Undistributed income for 2015 Subtract lines 4d and 5 from line 1 This amount must be distributed in 2016.				47,915.
7 Amounts treated as distributions out of corpus to satisfy requirements imposed by section 170(b)(1)(F) or 4942(g)(3) (Election may be required - see instructions)				
8 Excess distributions carryover from 2010 not applied on line 5 or line 7 (see instructions)				
9 Excess distributions carryover to 2016. Subtract lines 7 and 8 from line 6a	0.			
10 Analysis of line 9				
a Excess from 2011				
b Excess from 2012				
c Excess from 2013				
d Excess from 2014				
e Excess from 2015				

Part XV Supplementary Information (continued)**3 Grants and Contributions Paid During the Year or Approved for Future Payment**

Recipient		If recipient is an individual, show any relationship to any foundation manager or substantial contributor	Foundation status of recipient	Purpose of grant or contribution	Amount
Name and address (home or business)					
a Paid during the year					
ATCH 12					
Total				3a	55,000.
b Approved for future payment					
Total				3b	

Enter gross amounts unless otherwise indicated

(See worksheet in line 13 instructions to verify calculations)

Line No.	Explain below how each activity for which income is reported in column (e) of Part XVI-A contributed importantly to the accomplishment of the foundation's exempt purposes (other than by providing funds for such purposes) (See instructions)
▼	

[illegible]

FORM 990-PF - PART IV**CAPITAL GAINS AND LOSSES FOR TAX ON INVESTMENT INCOME**

Kind of Property		Description				Date acquired	Date sold
Gross sale price less expenses of sale	Depreciation allowed/allowable	Cost or other basis	FMV as of 12/31/69	Adj basis as of 12/31/69	Excess of FMV over adj basis	Gain or (loss)	
		TOTAL CAPITAL GAIN DISTRIBUTIONS				4,260.	
873.		30 SHS DEVON ENERGY CORP PROPERTY TYPE: SECURITIES 1,360.				11/23/2015	12/17/2015
						-487.	
1,500.		93.516 SHS JP MORGAN HEDGED EQUITY SEL PROPERTY TYPE: SECURITIES 1,491.				VARIOUS	12/30/2015
						9.	
1,235.		80.227 SHS MATTHEWS ASIA DIVIDEND-INS PROPERTY TYPE: SECURITIES 1,275.				VARIOUS	12/30/2015
						-40.	
988.		47.51 SHS MFS INTSTL INT'L EQUITY FUND PROPERTY TYPE: SECURITIES 1,095.				06/04/2015	12/30/2015
						-107.	
12.		0.567 SHS MFS INTSTL INT'L EQUITY FUND PROPERTY TYPE: SECURITIES 13.				06/04/2015	12/30/2015
300.		7.283 SHS PARNASSUS EQTY INCE FD-INS PROPERTY TYPE: SECURITIES 298.				02/19/2015	11/23/2015
						2.	
6,600.		176.282 SHS PARNASSUS EQTY INCE FD-INS PROPERTY TYPE: SECURITIES 7,212.				02/19/2015	12/30/2015
						-612.	
207.		8.4967 SHS PRIMECAP ODYSSEY STOCK FUND PROPERTY TYPE: SECURITIES 208.				03/24/2015	11/23/2015
						-1.	
243.		9.9313 SHS PRIMECAP ODYSSEY STOCK FUND PROPERTY TYPE: SECURITIES 243.				03/24/2015	11/23/2015
						1.	
6,100.		255.765 SHS PRIMECAP ODYSSEY STOCK FUND PROPERTY TYPE: SECURITIES 6,269.				03/24/2015	12/30/2015
						-169.	
5,035.		810.811 SHS SALIENT MLP & ENERGY INFRA-I PROPERTY TYPE: SECURITIES 6,600.				11/23/2015	12/17/2015
						-1,565.	
		61.951 SHS THORNBURG DEVELOPING WRLD-I				11/12/2014	05/04/2015

FORM 990-PF - PART IV
CAPITAL GAINS AND LOSSES FOR TAX ON INVESTMENT INCOME

Kind of Property		Description				Date acquired	Date sold
Gross sale price less expenses of sale	Depreciation allowed/allowable	Cost or other basis	FMV as of 12/31/69	Adj basis as of 12/31/69	Excess of FMV over adj basis	Gain or (loss)	
1,174.		PROPERTY TYPE: SECURITIES 1,200.				-26.	
		20000 U.S. TSY NOTE 1.25% 8/31/15				P 09/02/2014	08/31/2015
20,000.		PROPERTY TYPE: SECURITIES 20,000.					
		19.281 SHS VANGUARD INTERMEDIATE TERM TS				P VARIOUS	06/01/2015
220.		PROPERTY TYPE: SECURITIES 221.				-1.	
		47.932 SHS VANGUARD INTERMEDIATE TERM TS				P 12/24/2015	12/30/2015
539.		PROPERTY TYPE: SECURITIES 541.				-2.	
		842.204 SHS VANGUARD S-T INVEST GRADE TS				P VARIOUS	01/07/2015
8,995.		PROPERTY TYPE: SECURITIES 9,020.				-25.	
		107.5578 SHS WCM FOCUSED INT'L GROWTH FD				P 06/01/2015	12/30/2015
1,323.		PROPERTY TYPE: SECURITIES 1,372.				-49.	
		14.3932 SHS WCM FOCUSED INT'L GROWTH FD				P 06/01/2015	12/30/2015
177.		PROPERTY TYPE: SECURITIES 184.					
		1010 SHS ALERIAN MLP ETF				P VARIOUS	11/23/2015
12,234.		PROPERTY TYPE: SECURITIES 14,252.				-2,018.	
		50 SHS BERKSHIRE HATHAWAY INC				P 11/11/2014	11/23/2015
6,817.		PROPERTY TYPE: SECURITIES 7,251.				-434.	
		30 SHS CVS CORP				P 11/11/2013	06/01/2015
3,074.		PROPERTY TYPE: SECURITIES 1,919.				1,155.	
		30 SHS DAVITA INC.				P 01/22/2013	06/01/2015
2,513.		PROPERTY TYPE: SECURITIES 1,719.				794.	
		110 SHS DEVON ENERGY CORP				P 06/26/2012	02/17/2015
7,331.		PROPERTY TYPE: SECURITIES 6,004.				1,327.	

FORM 990-PF - PART IV
CAPITAL GAINS AND LOSSES FOR TAX ON INVESTMENT INCOME

Kind of Property		Description				P or D	Date acquired	Date sold
Gross sale price less expenses of sale	Depreciation allowed/ allowable	Cost or other basis	FMV as of 12/31/69	Adj basis as of 12/31/69	Excess of FMV over adj basis		Gain or (loss)	
3,200.		110 SHS DEVON ENERGY CORP PROPERTY TYPE: SECURITIES 6,004.				P	06/26/2012	12/17/2015
							-2,804.	
15,721.		180 SHS DIRECTV PROPERTY TYPE: SECURITIES 8,382.				P	03/05/2012	02/17/2015
							7,339.	
14,550.		160 SHS DIRECTV PROPERTY TYPE: SECURITIES 7,451.				P	03/05/2012	06/01/2015
							7,099.	
12,437.		90 SHS INT'L BUSINESS MACHINES CORP PROPERTY TYPE: SECURITIES 16,077.				P	VARIOUS	11/23/2015
							-3,640.	
7,603.		120 SHS JP MORGAN CHASE & CO. PROPERTY TYPE: SECURITIES 4,323.				P	06/26/2012	04/20/2015
							3,280.	
1,322.		20 SHS JP MORGAN CHASE & CO. PROPERTY TYPE: SECURITIES 721.				P	06/26/2012	06/01/2015
							601.	
7,395.		110 SHS JP MORGAN CHASE & CO. PROPERTY TYPE: SECURITIES 3,963.				P	06/26/2012	11/23/2015
							3,432.	
12,100.		690.639 SHS MATTHEWS ASIA DIVIDEND-INS PROPERTY TYPE: SECURITIES 10,734.				P	06/06/2013	06/01/2015
							1,366.	
3,291.		213.7887 SHS MATTHEWS ASIA DIVIDEND-INS PROPERTY TYPE: SECURITIES 3,323.				P	06/06/2013	12/30/2015
							-32.	
475.		30.8703 SHS MATTHEWS ASIA DIVIDEND-INS PROPERTY TYPE: SECURITIES 480.				P	06/06/2013	12/30/2015
1,915.		180.6554 SHS METROPOLITAN WEST TOTL RTRN PROPERTY TYPE: SECURITIES 1,964.				P	VARIOUS	12/30/2015
							-49.	
285.		26.8916 SHS METROPOLITAN WEST TOTL RTRN PROPERTY TYPE: SECURITIES 292.				P	11/12/2014	12/30/2015

FORM 990-PF - PART IV
CAPITAL GAINS AND LOSSES FOR TAX ON INVESTMENT INCOME

Kind of Property		Description				P or D	Date acquired	Date sold
Gross sale price less expenses of sale	Depreciation allowed/ allowable	Cost or other basis	FMV as of 12/31/69	Adj basis as of 12/31/69	Excess of FMV over adj basis		Gain or (loss)	
7,941.		200 SHS NATIONAL OILWELL INC. PROPERTY TYPE: SECURITIES 12,294.				P	12/06/2012	09/17/2015
							-4,353.	
3,508.		80 SHS ORACLE CORP PROPERTY TYPE: SECURITIES 2,435.				P	07/03/2013	06/01/2015
							1,073.	
5,325.		135 SHS ORACLE CORP PROPERTY TYPE: SECURITIES 4,108.				P	07/03/2013	07/29/2015
							1,217.	
7,059.		180 SHS ORACLE CORP PROPERTY TYPE: SECURITIES 5,478.				P	07/03/2013	11/23/2015
							1,581.	
8,092.		1303.018 SHS SALIENT MLP & ENERGY INFRA- PROPERTY TYPE: SECURITIES 15,903.				P	VARIOUS	12/17/2015
							-7,811.	
8,379.		40 SHS SPDR TR UNIT SER 1 PROPERTY TYPE: SECURITIES 8,156.				P	11/11/2014	11/23/2015
							223.	
12,916.		681.582 SHS THORNBURG DEVELOPING WRLD-I PROPERTY TYPE: SECURITIES 13,100.				P	04/04/2014	05/04/2015
							-184.	
3,251.		40 SHS VANGUARD DIV APPRECIATION PROPERTY TYPE: SECURITIES 2,825.				P	09/24/2013	06/01/2015
							426.	
791.		10 SHS VANGUARD DIV APPRECIATION PROPERTY TYPE: SECURITIES 706.				P	09/24/2013	11/23/2015
							85.	
37,130.		660 SHS VANGUARD FTSE EUROPE ETF PROPERTY TYPE: SECURITIES 37,556.				P	VARIOUS	06/01/2015
							-426.	
19,780.		1732.032 SHS VANGUARD INTERMEDIATE TERM PROPERTY TYPE: SECURITIES 19,433.				P	01/23/2014	06/01/2015
							347.	
6,000.		527.241 SHS VANGUARD INTERMEDIATE TERM T PROPERTY TYPE: SECURITIES 5,916.				P	01/23/2014	11/23/2015
							84.	

FORM 990-PF - PART IV
CAPITAL GAINS AND LOSSES FOR TAX ON INVESTMENT INCOME

Kind of Property		Description				P or D	Date acquired	Date sold
Gross sale price less expenses of sale	Depreciation allowed/ allowable	Cost or other basis	FMV as of 12/31/69	Adj basis as of 12/31/69	Excess of FMV over adj basis		Gain or (loss)	
19,461.		1731.427 SHS VANGUARD INTERMEDIATE TERM PROPERTY TYPE: SECURITIES 19,427.				P	01/23/2014 34.	12/30/2015
5,397.		505.346 SHS VANGUARD S-T INVEST GRADE TS PROPERTY TYPE: SECURITIES 5,423.				P	VARIOUS -26.	01/07/2015
2,243.		40 SHS WELLS FARGO CO PROPERTY TYPE: SECURITIES 1,074.				P	12/06/2011 1,169.	06/01/2015
8,359.		150 SHS WELLS FARGO CO PROPERTY TYPE: SECURITIES 3,899.				P	VARIOUS 4,460.	11/23/2015
7,883.		70 SHS CHEVRONTXACO CORP PROPERTY TYPE: SECURITIES 5,164.				P	01/09/2009 2,719.	02/17/2015
26,286.		761.024 SHS FAIRHOLME FUND PROPERTY TYPE: SECURITIES 21,474.				P	VARIOUS 4,812.	03/24/2015
1,423.		30 SHS MICROSOFT CORP PROPERTY TYPE: SECURITIES 716.				P	09/10/2010 707.	06/01/2015
1,623.		30 SHS MICROSOFT CORP PROPERTY TYPE: SECURITIES 716.				P	09/10/2010 907.	11/23/2015
11,100.		407.339 SHS TWEEDY BROWNE FUND INC GLBL PROPERTY TYPE: SECURITIES 12,184.				P	12/28/2007 -1,084.	06/01/2015
3,648.		148.5786 SHS TWEEDY BROWNE FUND INC GLBL PROPERTY TYPE: SECURITIES 4,444.				P	12/28/2007 -796.	12/30/2015
1,552.		63.234 SHS TWEEDY BROWNE FUND INC GLBL V PROPERTY TYPE: SECURITIES 1,891.				P	12/28/2007 12/30/2015	
5,453.		510.6198 SHS VANGUARD S-T INVEST GRADE T PROPERTY TYPE: SECURITIES 5,464.				P	11/02/2011 -11.	01/07/2015

FORM 990-PF - PART IV
CAPITAL GAINS AND LOSSES FOR TAX ON INVESTMENT INCOME

Kind of Property		Description				P or D	Date acquired	Date sold
Gross sale price less expenses of sale	Depreciation allowed/ allowable	Cost or other basis	FMV as of 12/31/69	Adj basis as of 12/31/69	Excess of FMV over adj basis		Gain or (loss)	
155.		14.4892 SHS VANGUARD S-T INVEST GRADE TS PROPERTY TYPE: SECURITIES 155.				P	11/02/2011	01/07/2015
19,400.		1823.308 SHS VANGUARD S-T INVEST GRADE T PROPERTY TYPE: SECURITIES 19,509.				P	11/02/2011	08/26/2015
2,288.		66.241 SHS FAIRHOLME FUND PROPERTY TYPE: SECURITIES 2,342.				P	12/29/2014	03/24/2015
TOTAL GAIN (LOSS)							<u>23,594.</u>	

ATTACHMENT 1FORM 990PF, PART I - DIVIDENDS AND INTEREST FROM SECURITIES

<u>DESCRIPTION</u>	<u>REVENUE AND EXPENSES PER BOOKS</u>	<u>NET INVESTMENT INCOME</u>
DIVIDENDS	18,878.	18,878.
U.S. TREASURY INTEREST	1,025.	1,025.
ORIGINAL ISSUE DISCOUNT ON US TREASURY	27.	27.
LESS: ACCRUED INTEREST PAID	-549.	-549.
INTEREST - INTERNAL REVENUE SERVICE	9.	9.
TOTAL	<u>19,390.</u>	<u>19,390.</u>

ATTACHMENT 2

FORM 990PF, PART I - OTHER INCOME

DESCRIPTION
REFUND OF FEDERAL TAX ON NET INV. INC.
MISCELLANEOUS

REVENUE AND EXPENSES PER BOOKS	NET INVESTMENT INCOME
372.	
122.	
<u>494.</u>	

TOTALS

ATTACHMENT 3

FORM 990PF, PART I - ACCOUNTING FEES

<u>DESCRIPTION</u>	<u>REVENUE AND EXPENSES PER BOOKS</u>	<u>NET INVESTMENT INCOME</u>	<u>ADJUSTED NET INCOME</u>	<u>CHARITABLE PURPOSES</u>
ACCOUNTING FEES	6,191.	6,191.		
TOTALS	<u>6,191.</u>	<u>6,191.</u>		

ATTACHMENT 4

FORM 990PF, PART I - OTHER PROFESSIONAL FEES

<u>DESCRIPTION</u>	<u>REVENUE AND EXPENSES PER BOOKS</u>	<u>NET INVESTMENT INCOME</u>
INVESTMENT MANAGEMENT FEES	6,271.	6,271.
TOTALS	<u>6,271.</u>	<u>6,271.</u>

ATTACHMENT 5

FORM 990PF, PART I - TAXES

<u>DESCRIPTION</u>	<u>REVENUE AND EXPENSES PER BOOKS</u>	<u>NET INVESTMENT INCOME</u>
FOREIGN TAX WITHHELD	336.	336.
FED. TAX ON NET INV. INCOME	1,800.	
TOTALS	<u>2,136.</u>	<u>336.</u>

ATTACHMENT 6

FORM 990PF, PART I - OTHER EXPENSES

DESCRIPTION	REVENUE AND EXPENSES PER BOOKS	NET INVESTMENT INCOME
CUSTODIAL FEES	361.	361.
TOTALS	<u>361.</u>	<u>361.</u>

FORM 990PF, PART II - U.S. AND STATE OBLIGATIONS

<u>DESCRIPTION</u>	<u>ATTACHMENT 7</u>	
	<u>ENDING BOOK VALUE</u>	<u>ENDING FMV</u>
SEE ATTACHMENT 14	57,758.	57,823.
US OBLIGATIONS TOTAL	<u>57,758.</u>	<u>57,823.</u>

ATTACHMENT 8FORM 990PF, PART II - CORPORATE STOCKDESCRIPTION

	<u>ENDING BOOK VALUE</u>	<u>ENDING FMV</u>
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SEE ATTACHMENT 14

582,478.

684,114.

TOTALS

582,478.684,114.

ATTACHMENT 9FORM 990PF, PART II - CORPORATE BONDS

<u>DESCRIPTION</u>	<u>ENDING BOOK VALUE</u>	<u>ENDING FMV</u>
SEE ATTACHMENT 14	175,041.	172,693.
TOTALS	<u>175,041.</u>	<u>172,693.</u>

THE SINGLE STEP FOUNDATION

04-7025935

FORM 990PF, PART VIII - LIST OF OFFICERS, DIRECTORS, AND TRUSTEES

ATTACHMENT 10

NAME AND ADDRESS	TITLE AND AVERAGE HOURS PER WEEK DEVOTED TO POSITION	COMPENSATION	CONTRIBUTIONS TO EMPLOYEE BENEFIT PLANS	EXPENSE ACCT AND OTHER ALLOWANCES
HUGH K. FOSTER, JR. 101 ARCH STREET, 18TH FLOOR C/O FOSTER DYKEMA CABOT & CO. BOSTON, MA 02110	TRUSTEE .25	0.	0.	0.
ELENA I. FOSTER 101 ARCH STREET, 18TH FLOOR C/O FOSTER DYKEMA CABOT & CO. BOSTON, MA 02110	TRUSTEE .25	0.	0.	0.
GRAND TOTALS		0.	0.	0.

ATTACHMENT 11

FORM 990PF, PART XV - INFORMATION REGARDING FOUNDATION MANAGERS

HUGH K. FOSTER
ELENA I. FOSTER

THE SINGLE STEP FOUNDATION

04-7025935

FORM 990EFF, PART XV - GRANTS AND CONTRIBUTIONS PAID DURING THE YEAR

ATTACHMENT 12

RECIPIENT NAME AND ADDRESS	RELATIONSHIP TO SUBSTANTIAL CONTRIBUTOR AND FOUNDATION STATUS OF RECIPIENT		PURPOSE OF GRANT OR CONTRIBUTION	AMOUNT
DIRECT RELIEF FUND, INTERNATIONAL 27 SOUTH LA PATERA LANE SANTA BARBARA, CA 93117	N/A PC		GENERAL PURPOSES-UNRESTRICTED	5,000
WATER ORG 920 MAIN STREET, STE 1800 KANSAS CITY, MO 64105	N/A PC		GENERAL PURPOSES-UNRESTRICTED	2,000
HARLEM CHILDREN'S ZONE, INC 35 EAST 125TH ST NEW YORK, NY 10035	N/A PC		GENERAL PURPOSES-UNRESTRICTED	2,000
ALZHEIMER'S FOUNDATION OF AMERICA 322 8TH AVE 7TH FL NEW YORK, NY 10001	N/A PC		GENERAL PURPOSE-UNRESTRICTED	2,000
AFRICAN WILDLIFE FOUNDATION 1400 16TH ST, NW STE 120 WASHINGTON, DC 20036	N/A PC		GENERAL PURPOSE-UNRESTRICTED	3,000
NORTH COUNTRY ANIMAL LEAGUE 16 MOUNTAIN VIEW MEADOW ROAD MORRISVILLE, VT 05661	N/A PC		GENERAL PURPOSE-UNRESTRICTED	2,000

11/9/2016

3 43 36 PM

ATTACHMENT 12

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FORM 990PF - PART XV - GRANT'S AND CONTRIBUTIONS PAID DURING THE YEARATTACHMENT 12 (CONT'D)

RECIPIENT NAME AND ADDRESS	RELATIONSHIP TO SUBSTANTIAL CONTRIBUTOR AND		PURPOSE OF GRANT OR CONTRIBUTION	AMOUNT
	FOUNDATION STATUS OF RECIPIENT			
MUSEUM OF FINE ARTS BOSTON 465 HUNTINGTON AVENUE BOSTON, MA 02210	N/A	PC	GENERAL PURPOSE-UNRESTRICTED	1,000
BOSTON CHILDREN'S MUSEUM 308 CONGRESS STREET BOSTON, MA 02116	N/A	PC	GENERAL PURPOSE-UNRESTRICTED	1,000
BOSTON CHILDREN'S HOSPITAL 300 LONGWOOD AVE BOSTON, MA 02115	N/A	PC	GENERAL PURPOSES-UNRESTRICTED	10,000
BEVERLY HOSPITAL 85 HERRICK STREET BEVERLY, MA 01915	N/A	PC	GENERAL PURPOSE-UNRESTRICTED	10,000
ISABELLA STUART GARDNER MUSEUM 280 FENWAY BOSTON, MA 02115	N/A	PC	GENERAL PURPOSE-UNRESTRICTED	1,000
PINE STREET INN 444 HARRISON AVE BOSTON, MA 02118	N/A	PC	GENERAL PURPOSE-UNRESTRICTED	1,000

THE SINGLE STEP FOUNDATION

04-7025935

FORM 990PF, PART XV - GRANTS AND CONTRIBUTIONS PAID DURING THE YEARATTACHMENT 12 (CONT'D)

RECIPIENT NAME AND ADDRESS	RELATIONSHIP TO SUBSTANTIAL CONTRIBUTOR AND FOUNDATION STATUS OF RECIPIENT		PURPOSE OF GRANT OR CONTRIBUTION	AMOUNT
NORTHEAST ARC 64 HOLTEN ST DANVERS, MA 01923	N/A PC		GENERAL PURPOSE-UNRESTRICTED	1,000
BEVERLY BOOTSTRAPS 371 CABOT STREET BEVERLY, MA 01915	N/A PC		GENERAL PURPOSE-UNRESTRICTED	1,000
PLUMMER HOME FOR BOYS 37 WINTER ISLAND ROAD SALEM, MA 01970	N/A PC		GENERAL PURPOSE-UNRESTRICTED	1,000.
SQUASHBUSTERS 60 ISLAND STREET LAWRENCE, MA 01840	N/A PC		GENERAL PURPOSE-UNRESTRICTED	1,000
RAW ART WORKS 37 CENTRAL SQUARE #2 LYNN, MA 01901	N/A PC		GENERAL PURPOSE- UNRESTRICTED	1,000.
CANCER FOUNDATION OF SANTA BARBARA 601 WEST JUNIPERO STREET SANTA BARBARA, CA 93105	N/A PC		GENERAL PURPOSE-UNRESTRICTED	5,000

FORM 990PF, PART XV - GRANTS AND CONTRIBUTIONS PAID DURING THE YEARATTACHMENT 12 (CONT'D)

RECIPIENT NAME AND ADDRESS	RELATIONSHIP TO SUBSTANTIAL CONTRIBUTOR AND FOUNDATION STATUS OF RECIPIENT		PURPOSE OF GRANT OR CONTRIBUTION	AMOUNT
THE TRUSTEES OF RESERVATIONS 572 ESSEX STREET BEVERLY, MA 01915	N/A PC		GENERAL PURPOSE-UNRESTRICTED	1,000
ESSEX COUNTY GREENBELT 82 EASTERN AVENUE ESSEX, MA 01929	N/A PC		GENERAL PURPOSE-UNRESTRICTED	1,000
NORTH SHORE NORDIC ASSOCIATION 595 HIGHLAND STREET SOUTH HAMILTON, MA 01982	N/A PC		GENERAL PURPOSE-UNRESTRICTED	500
COBAT PERFORMING ARTS CENTER 286 COBAT STREET BEVERLY, MA 01915	N/A PC		GENERAL PURPOSE-UNRESTRICTED	2,500
TOTAL CONTRIBUTIONS PAID				<u>55,000</u>

THE SINGLE STEP FOUNDATION

04-7025935

FORM 990-PF, PART XVI-A - ANALYSIS OF OTHER REVENUE

ATTACHMENT 13

DESCRIPTION	BUSINESS CODE	AMOUNT	EXCLUSION CODE	AMOUNT	RELATED OR EXEMPT FUNCTION INCOME
REFUND OF FEDERAL TAX ON NET INV. INCOME			01	372.	
MISCELLANEOUS			01	122.	
TOTALS				494.	

FORM 990PF, PART IIATTACHMENT 14GOVERNMENT BONDS

16,544.000	U.S. TREASURY NOTES INFL INDX 1.375% 07/15/18
20,000	U.S. TREASURY NOTES 2.75% 02/28/18
20,000	U.S. TREASURY NOTES 0.875% 02/28/2017

BOOK VALUE	FAIR MARKET VALUE
16,849.	17,128.
20,809.	20,687.
20,100.	20,008.
57,758.	57,823.

COMMON STOCKS

50	AMGEN, INC.
352	BERKSHIRE HATHAWAY INC
80	CVS HEALTHCARE CORP
180	DAVITA HEALTHCARE PARTNERS, INC.
280	EGSHARES EMERGING MKTS CONSUMER ETF
160	EXXON MOBIL CORP
430	ISHARES MSCI USA MIN VOLATILITY ETF
270	ISHARES MSCI USA QUALITY FAC
960	ISHARES CORE MSCI EAFE ETF
110	JP MORGAN CHASE & CO
560	JP MORGAN ALERIAN MLP INDEX FUND ETN
1,189.995	JP MORGAN HEDGED EQUITY-SEL
1,328.452	TORTOISE MLP & PIPELINE-INS
1,841.066	MATTHEWS ASIA DIVIDEND FUND- INS
130	MICROSOFT CORP
60	OCCIDENTAL PETROLEUM CORP
355	ORACLE CORP
368.650	PARNASSUS EQTY INCOME FD-INS
200	POWERSHARES FTSE RAFI US 1000 PORTFOLIO
890.421	PRIMECAP ODYSSEY STOCK FUND
85	PROCTOR & GAMBLE CO.
820	SPDR S&P 500 EFT TRUST
1,285.444	TOUCHSTONE LARGE CAP-INST
350	VANGUARD DIV APPRECIATION
150	VERIZON COMMUNICATIONS INC.
370	WELLS FARGO & CO.
110	PENTAIR PLC
829.488	HARDING LOEVNER INST EMERG MRKTS FD
1,524.174	WCM FOCUSED INTERNATIONAL GROWTH FD
901.365	MFS INSTL INTL EQUITY FUND
165	SCHLUMBERGER LTD
1,414.225	TWEEDY BROWNE GLOBAL VALUE FUND

8,281.	8,117.
28,942.	46,478.
5,118.	7,822.
10,474.	12,548.
6,705.	5,953.
9,640.	12,472.
16,838.	17,983.
16,499.	17,434.
56,590.	52,205.
3,963.	7,263.
17,170.	16,223.
18,909.	19,088.
12,700.	13,378.
25,535.	28,322.
3,104.	7,212.
4,008.	4,057.
10,804.	12,968.
14,991.	13,651.
17,790.	17,366.
21,819.	21,023.
6,875.	6,750.
100,924.	167,173.
13,600.	13,253.
24,715.	27,216.
7,359.	6,933.
8,979.	20,113.
7,376.	5,448.
15,200.	12,409.
19,326.	18,625.
20,705.	18,532.
12,639.	11,509.
34,900.	34,592.

582,478.	684,114.
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FORM 990PF, PART IIATTACHMENT 14BOND FUNDS

	BOOK VALUE	FAIR MARKET VALUE
2,362.865 FIDELITY TOTAL BOND FUND - TB	25,139.	24,243.
2,356.506 HARTFORD TOTAL RETURN BOND-Y	25,580.	24,248.
2,247.639 METROPOLITAN WEST TOTAL RETURN BD FD	24,102.	23,870.
4,943.461 VANGUARD INTERMEDIATE TERM TREASURY	55,465.	55,663.
3,000.175 VANGUARD SHORT TERM INVESTMENT GRADE FUND ADM	31,720.	31,682.
1,219.397 VANGUARD SHORT TERM TREASURY FUND	13,035.	12,987.
	175,041.	172,693.