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Form **990-EZ**

Department of the Treasury
Internal Revenue Service

2016
Open to Public Inspection

Short Form
Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Information about Form 990-EZ and its instructions is at www.irs.gov/form990.

OMB No 1545-1150

A For the 2016 calendar year, or tax year beginning 01-01-2016 , and ending 12-31-2016

B Check if applicable
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization
Women in Consulting
Number and street (or P O box, if mail is not delivered to street address) Room/suite
266 Hillside Avenue
City or town, state or province, country, and ZIP or foreign postal code
San Jose, CA 95136

D Employer identification number
68-0486946
E Telephone number
(408) 266-9658
F Group Exemption Number

G Accounting Method ☐ Cash ☒ Accrual Other (specify) ☐

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

I Website: www.womeninconsulting.org

J Tax-exempt status (check only one) - ☐ 501(c)(3) ☒ 501(c)(6) (insert no) ☐ 4947(a)(1) or ☐ 527

K Form of organization ☐ Corporation ☐ Trust ☒ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 73,613

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)			
Check if the organization used Schedule O to respond to any question in this Part I			
Revenue	1	Contributions, gifts, grants, and similar amounts received	550
	2	Program service revenue including government fees and contracts	24,364
	3	Membership dues and assessments	43,916
	4	Investment income	
	5a	Gross amount from sale of assets other than inventory	
	5b	Less cost or other basis and sales expenses	0
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	
	6	Gaming and fundraising events	
	6a	Gross income from gaming (attach Schedule G if greater than \$15,000)	
	6b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	3,523
	6c	Less direct expenses from gaming and fundraising events	0
	6d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	3,523
	7a	Gross sales of inventory, less returns and allowances	
	7b	Less cost of goods sold	0
	7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	
	8	Other revenue (describe in Schedule O)	1,260
	9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	73,613
Expenses	10	Grants and similar amounts paid (list in Schedule O)	
	11	Benefits paid to or for members	
	12	Salaries, other compensation, and employee benefits	
	13	Professional fees and other payments to independent contractors	28,600
	14	Occupancy, rent, utilities, and maintenance	
	15	Printing, publications, postage, and shipping	
	16	Other expenses (describe in Schedule O)	37,438
	17	Total expenses. Add lines 10 through 16	66,038
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	7,575
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	9
	20	Other changes in net assets or fund balances (explain in Schedule O)	
	21	Net assets or fund balances at end of year Combine lines 18 through 20	7,584

Part II

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

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	6,940	22	12,637
23 Land and buildings		23	
24 Other assets (describe in Schedule O)	1,049	24	1,594
25 Total assets	7,989	25	14,231
26 Total liabilities (describe in Schedule O).	7,980	26	6,647
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	9	27	7,584

Part III

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

What is the organization's primary exempt purpose?
The mission of Women in Consulting (WIC) is to provide and support a collaborative community in which independent consultants can discuss their business needs, network, share information, and learn about starting, running, and promoting an independent consulting practice WIC uses four major activities to support this mission 1) monthly meetings, b) a web site, c) an e-mail list, and d) seminars
Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations, optional for others)

28
See Additional Data Table

(Grants \$) If this amount includes foreign grants, check here ☐

28a

29
(Grants \$) If this amount includes foreign grants, check here ☐

29a

30
(Grants \$) If this amount includes foreign grants, check here ☐

30a

31 Other program services (describe in Schedule O)
(Grants \$) If this amount includes foreign grants, check here ☐

31a

32 Total program service expenses (add lines 28a through 31a) ☒

32 24,142

Part IV

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

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Kathie Sherman	3 00	0		
Past President				
Deborah Siegle	20 00	0		
President				
Jennifer Berkeley Jackson	20 00	0		
Vice President				
Joanne Lehmkuhl	5 00	0		
Finance Dir				
Angel Rampy	5 00	0		
Sponsorship Dir				
Katherine Van Diepen	5 00	0		
Secretary				
Ellen Grace Henson	10 00	0		
Program Dir				
Bobbie LaPorte	5 00	0		
VP Programs				
Robin Weintraub	10 00	0		
Director				
Ann O'Leary	10 00	0		
Marketing Dir				
Nancy Nelson	10 00	0		
Director				

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

		Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O	33		No
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)	34		No
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?	35a		No
b If "Yes," to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	35b		No
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III	35c		No
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N	36		No
37a Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a			
b Did the organization file Form 1120-POL for this year?	37b		No
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a		No
b If "Yes," complete Schedule L, Part II and enter the total amount involved	38b		
39 Section 501(c)(7) organizations Enter			
a Initiation fees and capital contributions included on line 9	39a		0
b Gross receipts, included on line 9, for public use of club facilities	39b		0
40a Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 ▶ _____, section 4912 ▶ _____, section 4955 ▶ _____			
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b		
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____			
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations Enter amount of tax on line 40c reimbursed by the organization ▶ _____			
e All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e		No
41 List the states with which a copy of this return is filed ▶ _____			
42a The organization's books are in care of ▶ <u>Angela Roberts</u> Telephone no ▶ <u>(408) 266-9658</u> Located at ▶ <u>PO Box 36255 San Jose, CA</u> ZIP + 4 ▶ <u>951586255</u>			
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	42b		No
If "Yes," enter the name of the foreign country ▶ _____			
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)			
c At any time during the calendar year, did the organization maintain an office outside the U S ?	42c		No
If "Yes," enter the name of the foreign country ▶ _____			
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year ▶ 43			
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a		No
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b		No
c Did the organization receive any payments for indoor tanning services during the year?	44c		No
d If "Yes," to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d		No
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a		No
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45b		No

		Yes	No
46	Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	46	No

Part VI **Section 501(c)(3) organizations only**
All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.
Check if the organization used Schedule O to respond to any question in this Part VI ☐

		Yes	No
47	Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	47	
48	Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	48	
49a	Did the organization make any transfers to an exempt non-charitable related organization?	49a	
49b	If "Yes," was the related organization a section 527 organization?	49b	

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

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

f Total number of other employees paid over \$100,000 ► _____

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

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

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

52 Did the organization complete Schedule A? **NOTE.** All Section 501(c)(3) organizations must attach a completed Schedule A ► ☐ **Yes** ☐ **No**

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

Sign Here	***** Signature of officer		2017-11-07 Date	
	Angela Roberts, Executive Director Type or print name and title			
Paid Preparer Use Only	Print/Type preparer's name Leyla Hanson CPA	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN P00375199
	Firm's name ► Leyla Hanson CPA An Accountancy Corporation			Firm's EIN ►
	Firm's address ► 700 S Bernardo Ave Ste 104 Sunnyvale, CA 94087			Phone no. (408) 732-9205

May the IRS discuss this return with the preparer shown above? See instructions ► ☒ **Yes** ☐ **No**

Additional Data

Software ID: 16000303
Software Version: 2016v3.0
EIN: 68-0486946
Name: Women in Consulting

Form 990EZ, Part III - Statement of Program Service Accomplishments

Describe the organization’s program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.		Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)	
<p>28</p> <p>Monthly/Quarterly Meetings Meetings are held in the evening Each meeting incorporates approximately 1 hour of informal networking time, followed by a program (also approximately 1 hour in length) Topics for the program revolve around skill-building or knowledge acquisition relevant to being an independent consultant Examples include marketing services provided and evaluation of different organizational structures Meetings are open to anyone who is interested in attending to learn more about independent consulting</p> <p>(Grants \$ 23,070)</p> <p>If this amount includes foreign grants, check here . . . <input type="checkbox"/></p>		28a	

Form 990EZ, Part III - Statement of Program Service Accomplishments

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.	Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)	
<p>29</p> <p>Web Site & E-Mail Listserve The web site includes a searchable membership database with descriptions of each member's consulting practice. In addition, topics relevant to consultants such as sample documents (e.g., contracts, invoices), a library of past meeting notes, book reviews, recommended resources for consultants, & notices of upcoming meetings are available as a valuable resource to members. Currently over 500 consultants utilize this member only provided service. In addition, as part of the website, we offer an E-mail list-serve to consultants. The List-serve provides an opportunity for over 500 consultants to ask questions to the group at large about real-time consulting issues, solicit recommendations on resources needed, or post consulting assignments that need to be filled.</p> <p>(Grants \$ 972)</p> <p style="text-align: right;">If this amount includes foreign grants, check here . . . <input type="checkbox"/></p>	29a	

Form 990EZ, Part III - Statement of Program Service Accomplishments	
Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.	Expenses (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)
30 Seminars Seminars will occasionally be offered to cover topics in greater depth than can be covered in the monthly meetings Seminars are open to anyone (Grants \$ 100) If this amount includes foreign grants, check here . . . <input type="checkbox"/>	30a

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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

▶ Attach to Form 990 or 990-EZ.

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

OMB No 1545-0047

2016

Open to Public Inspection

Name of the organization
Women in Consulting

Employer identification number

68-0486946

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Revenue 1	Sponsorship \$1260

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1001	Advertising and Promotion \$220

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1002	Office Expenses \$3993

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1012	Insurance \$1648

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 1	Meetings - Food and Beverages \$1 1925

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 2	Web Expenses \$9862

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 3	Meetings - Satellite Locations \$4162

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 4	Meetings - Leaders Level \$3710

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 5	Software \$648

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 6	Membership Expenses \$539

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 7	AV Rental \$335

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 8	Board Meetings \$189

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 9	Executive Gifts \$77

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 10	Meetings - Mail, Copy, Supply \$74

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 11	Filing Fees \$30

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 12	Meetings - Refunds \$25

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Expenses 13	Meetings - Webinar \$1

990 Schedule O, Supplemental Information

Return Reference	Explanation
Other Assets 1005	Accounts Receivable - Beginning \$1049 Accounts Receivable - Ending \$1594

990 Schedule O, Supplemental Information

Return Reference	Explanation
Total Liabilities 1001	Accounts Payable and Accrued Expenses - Beginning \$7980 Accounts Payable and Accrued Expenses - Ending \$6647