

MAIL TO:
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Registry of Charitable Trusts
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Sacramento, CA 94203-4470

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Sacramento, CA 95814
Telephone: 323-5079

WEBSITE ADDRESS:
<http://ag.ca.gov/charities/>

**INSTRUCTIONS FOR COMMERCIAL
FUNDRAISERS ANNUAL FINANCIAL REPORTING
FOR VEHICLE DONATION PROGRAMS
(FORM CT-2CFV)**



WHO MUST FILE

Every commercial fundraiser for charitable purposes registered in California must file an annual financial report with the Attorney General's Registry of Charitable Trusts on behalf of each charitable organization for which donations were solicited during the preceding calendar year. The Form CT-2VCF should be completed by commercial fundraisers for charitable purposes that operate vehicle donation programs for charities or charitable purposes.

WHEN TO FILE

Commercial fundraisers must file annual financial reports no later than 30 days after the close of the preceding calendar year. To avoid late charges, the last day to file annual financial reports is January 30 of each year.

WHO MUST SIGN THE ANNUAL FINANCIAL REPORT

To be accepted, Form CT-2VCF must be signed by an authorized officer of the commercial fundraiser and two officers or directors of the charitable organization.

FEEES MAY BE IMPOSED FOR DELINQUENT FINANCIAL REPORTING

Government Code Section 12586.1 authorizes the Attorney General to charge late fees for each month or part of a month for annual financial reports not received annually by January 30. The Government Code Section can be found on the Charitable Trusts website at <http://ag.ca.gov/charities/> under "Statutes and Regulations."

FOR ADDITIONAL INFORMATION

Additional information is available on the Charitable Trusts website at <http://ag.ca.gov/charities/> . You may also contact the California Attorney General's Registry of Charitable Trusts at (916) 323-5079.

GENERAL INSTRUCTIONS

Enter the commercial fundraiser registration number (CF number) and name and address of commercial fundraiser.

Enter the charitable trust registration number (CT number) and name and address of the charitable organization.

Enter in Section 1, the total money actually collected as a result of the solicitation. This is the gross amount, without deducting any expenses.

Enter in Section 2, the fees or commissions paid by the promoter, salaries to officers and employees, cost of merchandise for resale, and other fundraising expenses. Enter the total.

Enter in Section 3, the amount of money distributed to the charitable organization.

NOTE 1: Section 1E minus section 2N should equal line 3. If it does not, attach a complete explanation.

NOTE 2: Under circumstances where the commercial fundraiser does not have control of the funds, it will be necessary for the officers or directors of the charitable organization to complete the revenue and distribution portions of Form CT-2VCF. Circle and initial those figures which are supplied by the charitable organization.