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Sacramento, CA 95814  
Telephone: (916) 323-5079

WEB SITE ADDRESS:  
<http://ag.ca.gov/charities/>

## INSTRUCTIONS FOR ANNUAL FINANCIAL REPORTING COMMERCIAL COVENTURER FOR CHARITABLE PURPOSES



### WHO MUST FILE?

Every commercial coventurer 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.

### WHEN TO FILE?

Commercial coventurer must file annual financial reports no later than 30 days after the close of the preceding calendar year. To avoid late fees, the last day to file annual financial reports is January 30 of each year. An annual financial report is not required until the completion of a campaign or contract period. Upon completion of a campaign or contract period, report all revenues and expenses relating to the campaign irrespective of the year (campaign starting first year and extending into second year) in which the revenue was earned or expense was incurred.

### WHO MUST SIGN THE ANNUAL FINANCIAL REPORT?

To be accepted, Form CT-6CF must be signed by an authorized officer of the commercial coventurer and two officers or directors of the charitable organization.

### FEES 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 by January 30. The Government Code sections 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.

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### GENERAL INSTRUCTIONS

Enter the commercial coventurer registration number (CV number) and name and address of the commercial coventurer.

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

Line 1G-Report the total revenue generated by the campaign. Exclude costs of donated goods and/or services used for the event which is reported on line 5 (See line 5 instructions).

Line 1N-Enter the total expenses reported on lines 2A thru 2M.

Line 3-Enter actual amount to charity from the campaign (Exclude net profit or loss to commercial coventurer).

**NOTE 1:** Under circumstances where the commercial coventurer 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-6CF. Circle and initial those figures which are supplied by the charitable organization.