

MAIL TO:
Office of the Attorney General
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

**INSTRUCTIONS FOR ANNUAL FINANCIAL
REPORTING COMMERCIAL FUNDRAISER
FOR CHARITABLE PURPOSES
(Form CT-2CF)**



STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
Telephone: (916) 323-5079

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

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.

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 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 CF-2 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 by January 30. The revised 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.

GENERAL INSTRUCTIONS

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

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 fundraiser).

Line 4-This line is to be completed by the charitable organization. Enter the total additional fundraising expenses incurred by the charitable organization relating to the campaign that is not reported on lines 1A thru 1F or 2A thru 2M.

Line 5-Enter the total cost of goods and/or services used for the event which were paid by sponsors of the event. For example, if a sponsor guarantees payments up to \$500 to subsidize expenses for a charity event and \$400 is subsequently used to pay for dinners as part of the fundraising event, include \$400 in the total for line 5.

Line 6-Subtract line 4 and 5 from line 3 and enter amount on this line.

NOTE 1: 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 CF-2. Circle and initial those figures which are supplied by the charitable organization.