

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

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

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

INSTRUCTIONS FOR COMMERCIAL FUNDRAISERS ANNUAL FINANCIAL REPORTING FOR THRIFT STORES (FORM CT - 2TCF)



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. 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-2TCF must be signed by an authorized officer of the commercial fundraiser 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 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

This financial report is filed by commercial fundraisers for charitable purposes that obtain a majority of their inventory for sale by purchase, receipt, or control for resale to the general public, or salvageable personal property solicited by an organization qualified to solicit donations pursuant to Section 148.3 of the Welfare and Institutions code.

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 the Federal Employer Identification Number (F.E.I.N.) which is issued to you by the Internal Revenue Service.

NOTE 1: Submit a report for each store location.

NOTE 2: Item 6 (a) - Volume of soft goods

Thrift Store operators purchase goods from charities based on a cart price for soft goods (clothing, cloth goods, shoes, purses, belts, jewelry, hats). Furniture, electrical items, books, records, toys, Christmas trees and other types of hard goods are excluded from the measurement.

Indicate the volume of soft goods purchased in 100 cubic foot increments.