

State of South Carolina
Office of the Secretary of State
Jim Miles
Public Charities Division

Post Office Box 11350
Columbia, SC 29211

Phone 803-734-1790
Fax 803-734-1604

Joint Financial Report for a Solicitation Campaign

This report must be filed within 90 days after *either* a solicitation campaign has been completed
or the anniversary of the start of a solicitation campaign lasting more than a year.
Instructions for this form are printed on the third page.

1. Full business name and address of Professional Solicitor: Reg. No. _____

Street Address

City State Zipcode

Contact Person's Name Title Telephone

2. Name of Charitable Organization: Reg. No.: _____

Street Address

City State Zipcode

Contact Person's Name Title Telephone

(b) Brief description of Campaign: _____

(c) Date(s) of Entire Campaign Start Date: _____ End Date: _____

If the contract does not specify an End Date, please leave End Date blank and check this box:

(d) Period Covered by this Report: _____ to _____

(e) Check method of accounting used for this report: _____ Cash _____ Accrual

(Please use the same method which the charity uses to file its annual financial report or IRS 990 with this Office.)

Financial Information

3. GROSS RECEIPTS

- a. Sales..... _____
- b. Contributions _____
- c. Other (Please specify. If necessary, attach schedule.) _____
- d. Total Gross Receipts (Add Lines 3a through 3c) _____

4. EXPENSES

- a. Direct Expenses of Special Event(s) other than Fundraising Expenses..... _____
- b. Bingo Fees, Taxes, Bonds, Fines, Interest Paid* _____
- c. Sales, Solicitations, Promotion, Advertising _____
- d. Producer's Share and/or Fees _____
- e. Other (Please specify. If necessary, attach schedule.) _____
- f. Total Expenses (Add Lines 4a through 4e) _____
- g. Remainder (Line 3d minus 4f)..... _____

5. SPONSOR

- a. Bingo Tax Rebate _____
- b. Sponsor's Share (Add Lines 4g and 5a) _____
- c. Sponsor's Expenses after Share _____
- d. Other Changes in Sponsor's Share..... _____
- e. Sponsor's Net Share (Combine Lines 5b, c, d) _____

* Under Section 12-21-3960 of the South Carolina Code of Laws, the bingo promoter and the nonprofit organization are jointly and severally liable for all taxes, penalties, interest, and fines imposed by the Bingo Tax Act of 1996.

I do hereby declare that the information contained herein is true and correct to the best of my knowledge, information and belief.

Name (type or print) of authorized agent for the Professional Solicitor

Name (type or print) of authorized official for the Charity

Signature of authorized agent for the Professional Solicitor

Signature of authorized official for the Charity

Date _____, 20_____

FAILURE TO FILE THIS REPORT PURSUANT TO S.C. CODE §33-56-70 COULD RESULT IN AN ADMINISTRATIVE FINE OF UP TO TWO THOUSAND DOLLARS (\$2,000) AND/OR CRIMINAL SANCTIONS WHERE APPROPRIATE.

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Filing Instructions

All applicable blanks must be filled, including **Line 4d, Producer's Share**. If there is insufficient space for answers, attach separate sheet(s) referencing the number of the question which you are answering.

- Line 1 Enter solicitor's registration number with the Public Charities Division. It can be found on the solicitor's registration confirmation letter.
- Line 2 Enter charity's registration number with the Public Charities Division. It can be found on the organization's registration confirmation letter.
- Line 2c Enter the start and end dates of the entire campaign as indicated in the charity's and fundraiser's contract.
- Line 2d Enter the start and end dates of the period covered by the report. The start date of the initial report filed for the campaign should have the start date of the contract. The end date of the final report filed for the campaign should have the end date of the contract.
- Line 2e The cash method of accounting means accounting for revenues when received and expenses when paid. The accrual method means accounting for revenues when pledged and expenses when incurred. Please use the same method of accounting that the charity uses in its annual financial reports filed with this Office.
- Line 3a Enter revenue earned from the sale of tickets, products, services, or other items such as bingo cards. Also include any admission fees.
- Line 4a Enter the value of any services or products which individuals received in return for their purchase of tickets or sponsorships to a special event or for any contribution made to the organization. The figure on this line should include the value of all items or services which donors received as a direct benefit which is not tax deductible as a contribution. If the campaign involved a special event like a dinner or concert, enter the cost of producing the special event (room rent, food, entertainment, etc.). If the campaign involved the sale of a product or service, enter the fair market value of such. If a bingo game is involved, include costs of the use of the building (rent, maintenance, utilities), prizes (minus any tax withheld), concessions (if their sale is part of the contract between producer and sponsor).
- Line 4b Enter the cost of any sales, solicitation, promotion and advertising. This includes the costs of salaries, commissions, bonuses, use of telephones, printing, postage, and rentals related to solicitation. In the case of bingo, include the payroll of all persons who sell bingo cards and/or charge admission to the game.
- Line 4d Enter the producer's fees from the campaign, or his profit *after* expenses listed on Lines 4a, 4b and 4c.
- Line 5a If the campaign involves a bingo game, enter funds received from the South Carolina Department of Revenue as a rebate from bingo tax.
- Line 5c Enter any fundraising costs which the charity incurred *after* receiving its share from the campaign.
- Line 5d In this blank, enter adjustments to the charity's share. These may include additions to or subtractions from its share.
- Line 5e This figure should be the total of Lines 5b, c, & d. Please note that Line 5d might be a negative or positive number.