

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

Joint Financial Report for a Solicitation Campaign

Filing Instructions

Per Section 33-56-70 of the South Carolina Solicitation of Charitable Funds Act, this report must be filed with the Public Charities Division within 90 days after a solicitation campaign is over or, if the campaign lasts more than a year, after the anniversary of its start. All applicable blanks must be filled, including **Line 5c, Producer's Share**. If there is insufficient space for answers, attach separate sheet(s) referencing the number of the question which you are answering. If the campaign is multi-state, enter revenue and expenses from all states, not just from South Carolina.

- 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 bingo paper (cards), 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 5a Enter expenses related to bingo licenses, taxes, bonds, fines, and interest paid on fines, etc.
- Line 5b 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 5c Enter the producer's fees from the campaign, or his profit *after* expenses listed on Lines 4a, 5a and 5b.
- Line 6a If the campaign involves a bingo game, enter funds received from the South Carolina Department of Revenue as a rebate from bingo tax.
- Line 6c Enter any fundraising costs which the charity incurred *after* receiving its share from the campaign or outside its contract with the professional fundraiser.
- Line 6d In this blank, enter adjustments to the charity's share. These may include additions to or subtractions from its share.
- Line 6e This figure should be the total of Lines 6b, c, & d. Please note that Line 6c would be negative and Line 6d might be a negative or positive number.

**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.

If the campaign is multi-state, enter revenue and expenses from *all* states, not just from South Carolina.

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

Enter revenue and expenses from *all* states, not just from South Carolina, if the campaign is multi-state.

3. **RECEIPTS**

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

4. **DIRECT EXPENSES OF SPECIAL EVENT OR SALE**

- a. Direct Expenses of Special Event(s) or Sale
other than Fundraising Expenses _____
- b. Adjusted Receipts (Line 3d minus Line 4a) _____

5. **FUNDRAISING EXPENSES**

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

6. **SPONSOR'S SHARE**

- a. Bingo Tax Rebate _____
- b. Sponsor's Gross Share (Add Lines 5f and 6a)..... _____
- c. Sponsor's Expenses after Share _____
- d. Other Changes in Sponsor's Share _____
- e. Sponsor's Net Share (Combine Lines 6b, 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.**