HIGHLIGHTS OF IRS Form 990



February 2016

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Prepared by GuideStar

February 2016

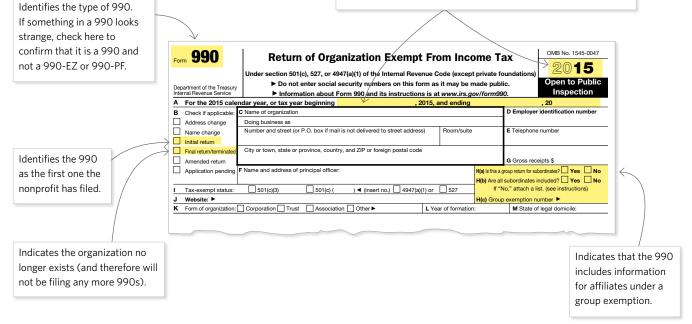
Deciphering the Form 990

IRS Form 990 contains a wealth of information—far too much to discuss in a quick overview. Here, however, is a review of the parts of the form as well as an introduction to several of the fields people find most useful and tips for deciphering the information you'll find in the 990.

The Header

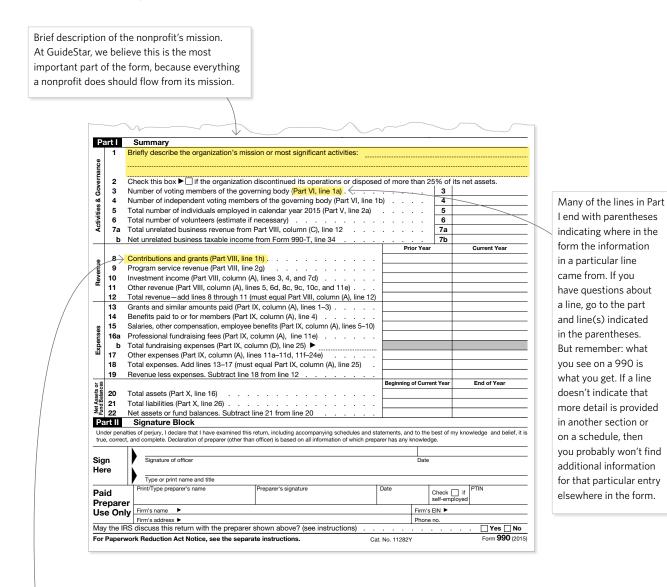
Although it makes up a relatively small portion of the 990, the header contains information that can orient you before you review the form.

Form year. The IRS uses the beginning of the fiscal year covered by a 990 for the **form year**. It uses the **end** of the fiscal year for the **fiscal year** date. Thus, if the fiscal year began 7/1/14 and ended 6/31/15, the **form year** would be 2014, but the **fiscal year** would be 2015. **Check line A** to confirm the fiscal year start and end dates. Use the fiscal year to find 990s on GuideStar.



Part I — Summary

Part I is exactly its title says it is—a summary of key information presented elsewhere in the form. It's a snapshot of what is in the rest of the 990.



GuideStar users are often surprised that they can't find donor lists in a 990. With two exceptions, donor information provided in a 990 is confidential; when either the IRS or the filing nonprofit releases a copy of a 990 to the public, they must redact—mask—all information that will identify the donors, whether the donor is an individual, corporation, 501(c)(3) private foundation, or 501(c)(3) public charity.

The exceptions are Forms 990-PF filed by 501(c)(3) private foundations and Forms 990 filed by Section 527 political organizations. For these nonprofits, donor information is public information.

Part II — Signature Block

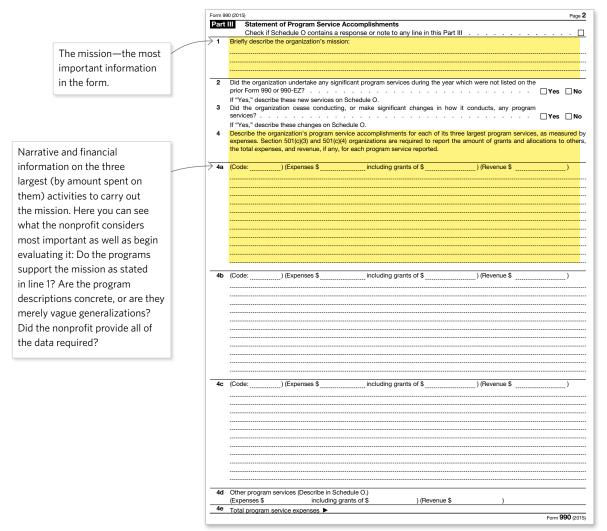
Part II is located at the bottom of the first page of the 990 and shows the signature and title of the nonprofit official who approved the 990 and, if a paid preparer completed the form, who that person was.

The 990 is an official document, submitted to the IRS under penalties of perjury.

		ned this return, including accompanying s ther than officer) is based on all information					wledge and belief, it	
Sign Here	Signature of officer				Date	1		
	Type or print name and title							
Paid Preparer	Print/Type preparer's name	Preparer's signature		Date		Check if self-employed	PTIN	
Use Only	Firm's name				Firm's EIN ►			
Osc Only	Firm's address >					Phone no.		
May the IRS	discuss this return with the pre-	eparer shown above? (see instru	ctions)				. Yes No	
For Paperwo	rk Reduction Act Notice, see the	separate instructions.	Ca	t. No. 11282'	Y		Form 990 (2015	

Part III — Mission and Programs

Part III describes the nonprofit's mission and its most significant activities carrying out that mission.



Part IV — Checklist of Required Schedules

When the IRS released the current Form 990 at the end of 2007, it was the first time since 1979 that the form had been completely overhauled. As part of the redesign, the IRS created several schedules to provide more information on issues of concern to the public, Congress, and the IRS itself.

Part	V Checklist of Required Schedules		Yes	No
			Yes	NO
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1		
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	2		
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3		
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4		
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5		
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6		
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8		
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a			

Part IV poses 38 questions on such topics as engagement in political activities, paid fundraiser expenses, gaming revenue, and loans made by exempt organizations to their board members and senior staff. An organization answering "Yes" to any question in Part IV must file the schedule indicated on that line. Part IV takes up two full pages of the 990.

Part V — Statements Regarding Other IRS Filings and Tax Compliance

Although not required to pay federal income tax, a tax-exempt organization may still need to file IRS forms related to employee wages and withholding, unrelated business income (income generated by activities that do not directly carry out the nonprofit's mission), sponsorship of donoradvised funds, and even income received for indoor tanning services. Part V comprises 14 questions addressing these additional filings and compliance issues.

Part	Statements Regarding Other IRS Filings and Tax Compliance Check if Schedule O contains a response or note to any line in this Part V			
			Yes	Ti
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable 1a			F
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable			
č	Did the organization comply with backup withholding rules for reportable payments to vendors and	-		
	reportable gaming (gambling) winnings to prize winners?	1c		F
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax			t
	Statements, filed for the calendar year ending with or within the year covered by this return 2a			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? .	2b		Γ
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			F
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		Γ
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation in Schedule O.	3b		Г
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority			Γ
	over, a financial account in a foreign country (such as a bank account, securities account, or other financial			
	account)?	4a		L
b	If "Yes," enter the name of the foreign country: ►			Γ
	See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		Γ
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		F
с	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		ſ
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the			Γ
	organization solicit any contributions that were not tax deductible as charitable contributions?	6a		l
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or			Γ
	gifts were not tax deductible?	6b		L
7	Organizations that may receive deductible contributions under section 170(c).			
а	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods			L
	and services provided to the payor?	7a		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
с	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was			ſ
	required to file Form 8282?	7c		L
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Part VI — Governance, Management, and Disclosure

Part VI is another section added to the 990 as part of the revision released in December 2007. It contains questions about the filing organization's governing body (i.e., its board); whether the nonprofit has conflict of interest, whistleblower, document retention/

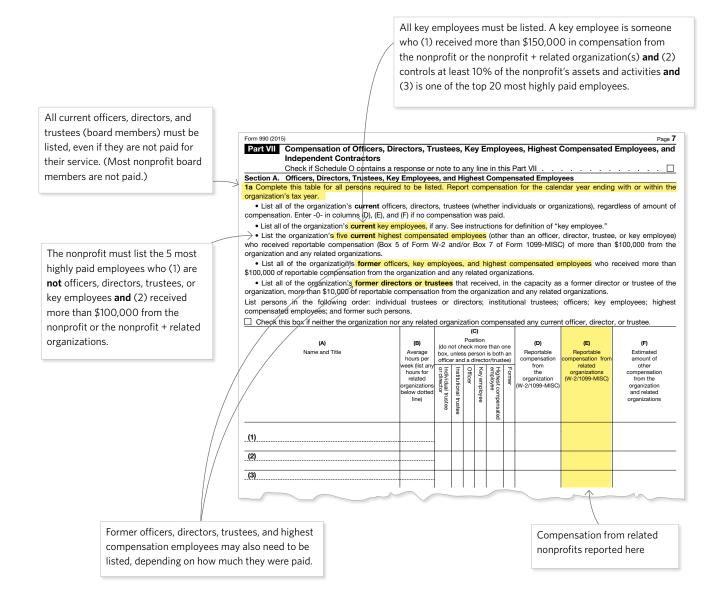
destruction, and other policies in place; the procedures it follows for establishing executive compensation; and how it makes its public documents (its three most current 990s and application for exemption) available to the public.

IRS officials believe that nonprofits that follow best practices in these areas are more likely to be in compliance with the Internal Revenue Code.

Check if Schedule O contains a response or note to any line in this Part V Check if Schedule O contains a response or note to any line in this Part V Check if Schedule O contains a response or note to any line in this Part V Check if Schedule O contains a response or note to any line in this Part V Check if Schedule O contains a response or note to any line in this Part V Check if Schedule O contains a response or note to any line in this Part V Check if Schedule O. See instructions. The three are material differences in voting rights among members of the governing body degled The organization delegate broad authority to an executive committee or similar committee, explain in Schedule O. Enter the number of voting members included in line 1a, above, who are independent D Enter the number of these, explain in Schedule O. Enter the number of officer, director, trustee, or key employees to a management company or other person? D Enter the number of voting members included in line 1a, above, who are independent D D Enter the number of these, explain in Schedule O. Enter the number of these of response to a management company or other person? D D Enter the number of the overning body deflections, or thrustee, or key employees to an amagement company or other person? D	Part	10 (2015) VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through	7h helow	and t		Page 6 "No"
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			or mor or mile		-010)	, and
	20		ooks and rec	orde	•	
		state the name, address, and telephone number of the person who possesses the organization a b	55.15 and 166		-	

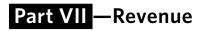
Part VII — Compensation

Unlike the old 990, which reported compensation partly in the main form and partly on a schedule, the current 990 presents all compensation data in Part VII.



Part VII is also where the five highest paid independent contractors that received more than \$100,000 must be reported.

1	Complete this table for your five highest compensated independent contra compensation from the organization. Report compensation for the calenda year.		
	(A) Name and business address	(B) Description of services	(C) Compensation
2	Total number of independent contractors (including but not limited to received more than \$100,000 of compensation from the organization ►	those listed above) who	



Here you can find details on the kinds of revenue the nonprofit received.

	1 a	Check if Schedule O contains a re	saponse or note to	Any line in this (A) Total revenue	(B)	(C)	
3	1a			l otal revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from ta under sections 512-514
		Federated campaigns 1	a		Tevendo		012 011
	b	Membership dues 1	b				
	с	Fundraising events	c				
	d	Related organizations	4				
	е	Government grants (contributions)	e				
	f	All other contributions, gifts, grants, and similar amounts not included above 1	f				
	g h	Noncash contributions included in lines 1a-1f: Total. Add lines 1a-1f	🕨				
			Business Code				
2	2a						
	b						
	с						
	d						
	e		-				
	f	All other program service revenue .					
	g 3	Total. Add lines 2a-2f	►				1
	3						
	4	Income from investment of tax-exempt					
	5	Royalties					
	•	(i) Real	(ii) Personal				
F	6a	Gross rents					
		Less: rental expenses					
	c	Rental income or (loss)					
	d	Net rental income or (loss)					
7	7a	Gross amount from sales of (i) Securities assets other than inventory	(ii) Other				
	b	Less: cost or other basis and sales expenses .					
	с	Gain or (loss)					
	d						
ε	8a	Gross income from fundraising events (not including \$					
		of contributions reported on line 1c).					
		See Part IV, line 18	a				
	h	Less: direct expenses	b				
		Net income or (loss) from fundraisir					
		Gross income from gaming activities					
	b	See Part IV, line 19	a				
		Net income or (loss) from gaming a					
		Gross sales of inventory, less					
	•••	returns and allowances	a				
	b	Less: cost of goods sold	b				
	c	Net income or (loss) from sales of in	nventory ►				
H		Miscellaneous Revenue	Business Code				
	1a						
	b						
	c J						
	d e	All other revenue	L				
12		Total. Add lines 11a–11d Total revenue. See instructions.					

Part IX — Expenses, Part X — Balance Sheet

Part IX provides a breakdown of expenses, divided into program service expenses, management and general expenses, and fundraising expenses; Part X compares financial indicators from the beginning of the fiscal year with the end of the fiscal year.

	90 (2015)				Page 10		
	IX Statement of Functional Expenses on 501(c)(3) and 501(c)(4) organizations must con		All other organizatio	ns must complete	column (A).		
00000	Check if Schedule O contains a respor						
	t include amounts reported on lines 6b, 7b,	(A) Total expenses	(B) Program service	(C) Management and			
,	o, and 10b of Part VIII.	Total expenses	expenses	general expenses	expenses		
1	Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21						
2	Grants and other assistance to domestic individuals. See Part IV, line 22						
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 .						
4 5	Benefits paid to or for members Compensation of current officers, directors,	Form 990 (2015)					
	trustees, and key employees	Part X Ba	ance Sheet				
6	Compensation not included above, to disqualified	Che	ck if Schedule O	ant i			
	persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)			contains a respon	se or note to any line in thi	s Part X	Page 11
7	Other salaries and wages					(A)	
8	Pension plan accruals and contributions (include	2 Saving	s and temporary	ng		Beginning of year	(B)
9	section 401(k) and 403(b) employer contributions) Other employee benefits	3 Pledge	s and grants receiv	able			End of year
10	Payroll taxes	4 Accourt	to me i	able, net		1	
11	Fees for services (non-employees):	J Loans a	and other receivabl	es from our		3	
 a	Management	Comple	key employees	s, and highest	nd former officers, directors compensated employees	4	
b		6 0000 mm	4		chipiovees		
с	Accounting	4958(6(4))	roccivables from	1) Other diaguatic			
d	Lobbying	Shonoari	in described in	Section 4050() (a)	orsons (as defined under east)	5	
e	Professional fundraising services. See Part IV, line 17	s organizatio	Ins (soo inet	501(C)(9) Vol	lunter and		
f	Investment management fees	INOtes on	- I I	ampiete Fart II of Co	had a state of the light of the		
g	Other. (If line 11g amount exceeds 10% of line 25, colum (A) amount, list line 11g expenses on Schedule O.)	9 Prepaid	s for sale or use	net		6	
12	Advertising and promotion	10a Land huil	xpenses and deferr dings, and equipme	ed charges .		7	
13	Office expenses	other basic	dings, and equipme Complete Part Vi	ent: cost or	1	8	
14	Information technology	b Less: accu	s. Complete Part VI	of Schedule D	10	9	
15	Royalties	11 Investment	acpreciati	on	10a 10b		
16	Occupancy	Investment	a substrated	securities			
17		13 Invoctment	occunties.	See Part IV	106 	10c	
18	Payments of travel or entertainment expen- for any federal, state, or local public official	14 Intangible a 15 Other cost	ssets	. See Part IV, line	1	11	
19	Conferences, conventions, and meetings	16 Total assets	s. See Part IV, line	· · · · · · .	11	13	
20		ACCOUNTO T	101100	90 15 (must and)		14	
21	Payments to affiliates	18 Grants pour	and accilled	expenses		15	
22	Depreciation, depletion, and amortization	19 Deforment			· · · · · T	16	
23	Insurance	20 Tax-exempt	ond liabilities		t IV of Schedule D	17	
24	Other expenses. Itemize expenses not co	Escrow or our				18	
	above (List miscellaneous expenses in line 2	44 LOans and		IIIIV. Complete p		20	
	A) amount, list line 24e expenses on Sched	disqualified a	employees, hic	thest communitiest	rt IV of Schedule D her officers, directors,	21	
а		23 Secured most	e e u piete p	art II of Schedule i	omployees, and		
b		24 Unsecured	and notes pa	Vable to upped a			
с	2	5 Other liebility	es and loans payab	le to uproteto to	unird parties	22	
d		parties, and oth	er liabilities pot in	income tax, pava	third parties rd parties ables to related third 24). Complete Part X	23	
е 25	All other expenses Zet	or Schedule D	Add lines 17 throu	luded on lines 17-	24). Complete Part V	24	
25		Organizati	through the side of the side o	ab 25	····		
	organization reported in column (B) joir 🕺	Complete lines	SFAS 1	17 (ASC 050)	<u>· · · · · </u>	25	
	from a combined educational campai fundraising solicitation. Check here following SOP 98-2 (ASC 958-720) . 28	Unrestricted net	27 through 29, and assets icted net assets ricted net assets	lines 33 and 34	eck here and	26	
	following SOP 98-2 (ASC 958-720) . 28						
	29 L	Permanently rest	icted net assets . ricted net assets . do not follow SEAC			27	
-		Organizations that	do not follow SEAS			27	
	ိန္ အ 30	complete lines 30	through 34.	(ASC 958), che	Pck here ► □ and	20	
	00 30 31 32 33 33 30 30 30 30 30 30 30 30 30 30 30	Paid-in or construct	incipal, or cur	rent funda			
	₹ 32	Paid-in or capital s Retained earnings, Total net assets or	surplus, or land, bui	Idina, or cause			
		Total net acoute	endowment, accu	mulated incom	nt tund	30	
	34	Total liabilities and	net assota (ourier funds .	31	
			assets/fund bal	ances		32	
						33	
							900
						Form	990 (2015)

Part XI -

Expenses, Reconciliation of Net Assets,



Reporting

Form 990 (2015) Page 12 Part XI Reconciliation of Net Assets Check if Schedule O contains a response or note to any line in this Part XI Total revenue (must equal Part VIII, column (A), line 12) . 1 2 Total expenses (must equal Part IX, column (A), line 25) 2 3 3 Revenue less expenses. Subtract line 2 from line 1 Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A)) . 4 4 5 Net unrealized gains (losses) on investments . 5 6 Donated services and use of facilities 6 7 Investment expenses 7 8 Prior period adjustments . 8 9 Other changes in net assets or fund balances (explain in Schedule O) 9 10 Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B)) 10 Part XII Financial Statements and Reporting Check if Schedule O contains a response or note to any line in this Part XII Yes No Accounting method used to prepare the Form 990: Cash Accrual Other 1 If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O. 2a Were the organization's financial statements compiled or reviewed by an independent accountant? 2a If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: Separate basis Consolidated basis Both consolidated and separate basis b Were the organization's financial statements audited by an independent accountant? 2b If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: Separate basis Consolidated basis Both consolidated and separate basis Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? 2c If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O. As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? 3a 3a b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits. 3b Form **990** (2015)

Schedules

As of January 2016:

- Schedule A—Public Charity Status and Public Support
- Schedule B—Schedule of Contributors
- Schedule C—Political Campaign and Lobbying Activities
- Schedule D—Supplemental Financial Statements
- Schedule E—Schools
- Schedule F—Statement of Activities Outside the United States
- Schedule G—Supplemental Information Regarding Fundraising or Gaming Activities
- Schedule H—Hospitals
- Schedule I—Supplemental Information on Grants and Other Assistance to Organizations, Governments, and Individuals in the United States
- Schedule J—Compensation Information
- Schedule K—Supplemental Information on Tax-Exempt Bonds
- Schedule L—Transactions with Interested Persons
- Schedule M—Non-Cash Contributions
- Schedule N—Liquidation, Termination, Dissolution, or Significant Disposition of Assets
- Schedule O—Supplemental Information to Form 990
- Schedule R—Related Organizations and Unrelated Partnerships

Where to Get More Information

- Our F<u>orm 990 FAQs in the GuideStar Community</u>—answers to the questions people ask us most often about the 990s.
- Form 990 instructions—downloadable from the IRS Web site, <u>www.irs.gov</u>. The 990 instructions provide a wealth of information, including a line-by-line section.
- Charities & Non-Profits section of the IRS Web site—a treasure trove of information
 pertaining to tax-exempt organizations. The availability of forms for a new tax year,
 changes in filing requirements, and other topics related to the 990 are all announced in
 this section of <u>www.irs.gov</u>.