

California Society of the Sons of the American Revolution
Instructions for Filing the California Charitable Trust
Annual Registration Report Form RRF-1

California Attorney General (AG) Requirements:

Pursuant to California Government Code sections 12585 and 12586 of the Supervision of Trustees and Fundraisers for Charitable Purposes Act, **every** charitable corporation, unincorporated association, and trustee **holding assets (funds, property, etc.) for charitable purposes must register** with the Attorney General's Registry of Charitable Trusts. This includes the parent and the chapters, who would be required to register and report to the AG office as an individual unit, if they hold assets (funds, property, etc.) for charitable purposes and report individually to the IRS.

After the initial registration is approved, every charitable organization that is registered with the AG office is required to annually file Form RRF-1 and Form CT-TR-1 (if total annual revenues are under \$50,000).

Instructions for completing the Form RRF-1:

Name of Organization should be your Chapter's legal entity name taken from your Chapter's By-Laws.

Official Mailing Address for Organization should be the address you use for your Chapter tax and financial communications. Usually this is the name and address of the Chapter Treasurer.

Telephone Number, E-Mail Address should be the contact information you use for your Chapter tax and financial communications. Usually this is the telephone, e-mail and fax of the Chapter Treasurer.

State Charity Registration Number should be your Chapter's registration number that you received from the Registry of Charitable Trusts after filing your Form CT-1.

Corporate or Organization Number should be the Entity ID Number of your Chapter from the California Franchise Tax Board Form 199N.

Federal Employer Identification Number (FEIN) should be your Chapter's FEIN taken from your IRS Form 990N.

Annual Registration Fee for most Chapters will be \$0 because the annual revenue is less than \$25,000.

Part A – Activities

Your most recent accounting period should be the financial accounting period for your chapter, which usually will begin January 1 and end December 31.

Gross Annual Revenue should be your chapter's financial receipts from dues or donations for the past year which corresponds to the accounting period noted above. This should be the same amount reported as Total Revenue on the Form 990N and Form CT-TR-1 for your Chapter.

Non-Cash Contributions should be donations to the Chapter that are not made by cash, check, EFT, debit or credit card. It may include items such as furniture, equipment, flags, banners, and uniforms. This should be the same amount reported as Non-Cash Contributions on Form CT-TR-1 for your Chapter.

Total Assets should be the value of your chapter's assets at the end of your accounting period. Assets include the cash in your checking account and furniture and equipment owned by your chapter. This should be the same amount reported as Total Assets on Form CT-TR-1 for your Chapter.

Program Expenses should be expenses paid by your chapter to execute your programs. If your Chapter files Form CT-TR-1, you may leave Program Expense blank.

Total Expenses should be all expenses paid by your Chapter. This should be the same amount reported as Total Expense on Form CT-TR-1 for your Chapter.

Part B – Statements Regarding Organization During the Period of This Report

Questions should be answered "Yes" or "No" as they pertain to the activities of your chapter. Usually, the answers for your Chapter will be "No", except for Question No. 6, which asks if your Chapter held a raffle to raise funds for your chapter. If you answer "Yes" to Question No. 6 or any other Questions, you should include additional information with your form as requested on the AG website. In addition, if your Chapter held a raffle, you must file Form CT-NRP-1 to apply for registration of the raffle, and Form CT-NRP-2 to report the annual results of the raffle.

Signature, Title and Date usually will be the signature of the Chapter Treasurer or the designated officer in the Chapter that files the Chapter tax returns.



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

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

Name of Organization _____	Check if: <input type="checkbox"/> Change of address
List all DBAs and names the organization uses or has used _____	<input type="checkbox"/> Amended report
Address (Number and Street) _____	State Charity Registration Number _____
City or Town, State, and ZIP Code _____	Corporation or Organization No. _____
Telephone Number _____ E-mail Address _____	Federal Employer ID No. _____

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312) Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning ____ / ____ / ____ ending ____ / ____ / ____) list:

Gross Annual Revenue \$ _____ Noncash Contributions \$ _____ Total Assets \$ _____
Program Expenses \$ _____ Total Expenses \$ _____

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		
5. During this reporting period, did the organization receive any governmental funding?		
6. During this reporting period, did the organization hold a raffle for charitable purposes?		
7. Does the organization conduct a vehicle donation program?		
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?		
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent _____

Printed Name _____

Title _____

Date _____