2023 Information Request

**form 990**

Form 990 (Return of Organization Exempt from Income Tax) consists of a 12-page, 12-part core form that is required to be completed by all organizations that file Form 990 and schedules to be completed that satisfy the applicable requirements for each schedule.

**Please provide the following information:**

1. Briefly describe the organization’s mission or most significant activities as articulated in its mission statement or as otherwise adopted by the organization’s governing body.

1. Number of voting members of governing body.
2. Number of independent voting members of the governing body (see attached Annual Form 990 Questionnaire for a definition of “independent”).
3. Total number of employees. Please provide copies of W-2s.
4. Total number of volunteers.
5. Describe and report the organization’s revenues from each of its five largest sources of program service revenue (a program service is an activity of an organization that accomplishes its exempt purpose).
6. For the three largest program services, describe the exempt purpose achievements for each of the organization’s three largest program services. Provide a description including the following: (a) program service accomplishments with measurement (such as number of participants), (b) the activity’s objective, for both this time and the longer term goal; (c) if exact figures are not available, provide a reasonable estimate for any statistical information and indicate that the information is estimated.
7. Report the year’s program service expense for each program service.
8. Gross receipts from fundraising events are made of two components: Contributions and gross income. These two components are required to be reported separately. Here’s an example from the IRS: An organization holds a dinner, charging $400 per person for the meal. The dinner has a retail value of $160. A person who purchases a ticket is really purchasing the dinner for $160 and making a contribution of $240. The contribution of $240, which is the difference between the buyer's payment and the retail value of the dinner, is reported as a **contribution**. The revenue received ($160 retail value of the dinner) is reported as **gross income** from a fundraising event.

**For each fundraising event:**

1. Describe the event
2. Report contributions received
3. Report gross income from the event
4. Report expenses that are directly related to the gross income from the event
5. The name, address and aggregate amount of each person or organization that donated more than $5,000 during the fiscal year. If the contribution was made by a government entity, please also provide the phone number and key contact name.
6. Please provide (for the following individuals): Name, title, and average number of hours per week devoted to the organization, W-2 compensation, and/or amount of other compensation from the organization and related organizations.
	1. Provide for: Current board of directors, officers, key employees (such as an executive director), five highest compensated employees (those who received reportable compensation of more than $100,000 from the organization and any related organizations), and former such persons.
7. Did the process for determining compensation of the Executive Director and other key employees include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? If so, describe the process.
8. During the tax year, did any person who is a current or former officer, director, trustee or key employee:
	1. Have a direct business relationship with the organization (other than as an officer, director, trustee or key employee), or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with other officers, directors, trustees or key employees)?
	2. Have a family member who had a direct or indirect business relationship with the organization?
	3. Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional corporation) doing business with the organization?
	4. Have a family relationship or business relationship with any other officer, director, trustee, or key employee?
9. Did you issue 1099 Forms for the fiscal year? If so, how many?
	1. For the five highest compensated independent contractors that received more than $100,000 of compensation from the organization, please provide the name and business address, a description of services and amount of compensation.
10. How many W-2 Forms did you issue for the fiscal year?
11. Did the organization receive more than $25,000 in non-cash contributions?
12. Does the organization have a written conflict of interest policy?
13. Does the organization have a written whistleblower policy?
14. Does the organization have a written document retention and destruction policy?
15. How does the organization make its Form 990 (and Form 990-T – for unrelated business income - if applicable) available to the public (its own website, another’s website, upon request?)
16. How does the organization make its governing documents, conflict of interest policy, and financial statements available to the public?
17. Who is the person who possesses the books and records of the organization? Please give address if different from that of the organization.
18. Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office?
19. Did the organization engage in lobbying activities?
20. Did the organization maintain any donor advised funds or any accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts?
21. Did the organization maintain an office, employees, or agents outside of the U.S.?
22. Did the organization provide goods and services in exchange for any quid pro quo contribution of more than $75? If yes, did the organization notify the donor of the value of the goods or services provided?
23. Did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.
24. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If “yes”, provide an attachment listing the name, mailing address, contact person, and telephone number of the service provider.
25. Form 990 instructions state that the organization will have made a reasonable effort to obtain certain information (such as regarding independence, relationships, grants or assistance, and/or business transactions) if a questionnaire is completed annually by all officers, directors, trustees, or key employees. Please use the enclosed Annual Form 990 Questionnaire for this purpose.

There are three options to submit your tax organizer and documents to our office:

***Option 1***

**Upload your documents using our secure File Drop below *(Preferred)***

Submitting your documents electronically via the File Drop is the fastest and safest way to provide your information to us.

**STOP! Make sure to save your entries BEFORE clicking the link below. Otherwise, you may lose your changes.**

**https://depretiscpa.sharefile.com/share/filedrop**

***Option 2***

**Mail your documents to our office:**

**5000 Hopyard Road, Suite 403**

**Pleasanton, CA 94588**

**(925) 600-8500**

(Please note, our address has changed)

 ***Option 3***

**Make an appointment to drop off your information – (925) 600-8500 Ext. 209**

For the safety of our staff and clients, access to our office will be available to visitors by appointment only. If you would like to drop your information off in person, please call the office in advance to schedule a drop-off time.