

**11) When answering Part A, Question 2, what financial information should be provided?**

Any of the following three options may be used:

- (1) Actual current accounting period amounts.
- (2) Estimates of current accounting period amounts.
- (3) Actual figures for the previous accounting year.

**Note: It is understood and accepted that in some instances one year of financial information reported on Form 990 may be excluded from the RRF-1 report during the change to the new filing date.**

**12) How should the amount of gross receipts or total assets be determined?**

Gross receipts are defined as the total amount an organization receives from all sources during its annual accounting period without subtracting any costs or expenses.

Assets are defined as resources owned by an entity. Examples of assets include cash receivables, inventory, property, equipment and intangible things of value such as patents, licenses and trademarks. To qualify as an asset, something must be owned and provide future benefit.

Information may also be obtained from the following:

- A) Your organization's accountant or CPA.
- B) These publications:
  - \* Instructions for IRS Forms 990, 990-PF, and 990-EZ located on the Website.
  - \* General accepted accounting principles (GAAP) for not-for-profit organizations
  - \* The American Institute of Certified Public Accountants (AICPA) industry audit guide for not-for-profit organizations.
- C) By calling the AICPA's technical assistance unit at telephone number (201) 938-7305 or the California Board of Accountancy's Clearinghouse for Volunteer Accounting Services (CVAS) at telephone number (805) 295-8912.

**13) How should "program" or "nonprogram" expenditures be determined?**

Generally, the person preparing the report should follow the instructions given in the question above. In general, the definition of nonprogram expenditures is any expenditure that is for purposes other than those charitable activities which the organization was created to conduct. Nonprogram expenditures usually include salaries, overhead, and fundraising expenses.

**14) If a charity has not prepared its Form 4720 for the most current reporting period by the filing date for submitting the RRF-1, what does the Registry require? (See Form RRF-1, Questions #4)**

If it is reasonably anticipated that a Form 4720 will be prepared for the current accounting period, check "yes" and attach an explanation.

**15) What does government funding consist of?**

All sources of funding from local, state, and federal agencies, including grants, contracts, etc.

**16) Must organizations that are dissolving file the RRF-1?**

If the organization requests a Dissolution Waiver of Notice letter before the start of its next accounting period, it will not be required to file the RRF-1. For information on procedures to file a request for Dissolution Waiver of Notice letter, consult the Attorney General's Website or write to the Registry and ask for instructions.

**17) Is the trustee of a qualified charitable remainder trust ("CRT") required to register and file RRF-1 and Forms 990, 990PF or 990EZ with your office?**

If the charitable beneficiary has a future interest only (i.e., the income beneficiary is alive and charity has no present right to any funds), the CRT does NOT have to register or file any forms with the Attorney General. However, upon the death of the last income beneficiary (i.e., the final person(s) benefitting from the trust), the CRT will be required to register and to provide an accounting of the distribution of the trust estate with our office.

**(Check this site periodically for updates.)**