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

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-7613

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

COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES

ANNUAL FINANCIAL REPORT FOR 20 ___

(California Government Code section 12599)
11 Cal. Code Regs. section 308
Failure to file annual financial report by January 30th for each calendar year of solicitation may result in assessment of late fees as defined in Government Code section 12586.1

An annual financial report must be filed for each event for each charity solicited for during the previous calendar year.

(For Registry Use Only)

Name and Address of Commercial Fundraiser for Charitable Purposes:	Name and Address of Charitable Organization:
Registration No. _____	CT No. _____ FEIN _____
Name of commercial fundraiser for charitable purposes	Name of charity
Address of commercial fundraiser for charitable purposes	Address of charity
City, State, and Zip Code of commercial fundraiser for charitable purposes	City, State, and Zip Code of charity
E-mail Address	

_____ held (on) (from) _____, 20 ___, to _____ , 20 _____.
(Type of solicitation activity) (Date or dates must be shown)

Is the contract between the commercial fundraiser for charitable purposes and the charity based upon a fee or percentage of revenue? (Check one) Fee ☐ Percentage ☐ Other ☐

If other, provide brief explanation _____

1. REVENUE (from ALL sources nationwide)
   - A. Cash contributions _____ A.
   - B. Entertainment sales or admission charges _____ B.
   - C. Sales from products _____ C.
   - D. Advertisement Sales _____ D.
   - E. Membership fees _____ E.
   - F. Other sources: (Specify)
     - a. _____ _____ Fa.
     - b. _____ _____ Fb.
     - c. _____ _____ Fc.
     - d. _____ _____ Fd.
   - G. TOTAL REVENUE _____ G.
2. EXPENSES
   - A. Fees or commissions _____ A.
   - B. Salaries _____ B.
   - C. Payroll taxes _____ C.
   - D. Employee benefits _____ D.
   - E. Cost of merchandise for resale _____ E.
   - F. Cost of entertainment _____ F.
   - G. Postage _____ G.
   - H. Advertising _____ H.
   - I. Telephone _____ I.
   - J. Rental of equipment _____ J.
   - K. Facilities charge _____ K.
   - L. Permits _____ L.
   - M. Other expenses: (Specify)
     - a. _____ _____ Ma.
     - b. _____ _____ Mb.
     - c. _____ _____ Mc.
     - d. _____ _____ Md.
   - N. TOTAL EXPENSES _____ N.

3. Amount to charity (subtract line 2N from line 1G) _____ 3.

4. Less additional fundraising expenses paid by charity, including fee paid to commercial fundraiser for charitable purposes (to be completed by charity). _____ 4.

5. Less fair market value of goods and/or services used for the event which were paid by sponsor(s) _____ 5.

6. Net proceeds realized by charity from the campaign (subtract lines 4 and 5 from line 3) _____ 6.

7. (a) Is any director, officer, or employee of the commercial fundraiser for charitable purposes a director, officer, or employee of the charitable organization listed in this report?

☐ No ☐ Yes If "yes" complete the following:

Name and address of director, officer, or employee of commercial fundraiser for charitable purposes	Name and address of charitable organization	Relationship of officer, etc. to charitable organization

(b) For each affiliation identified in 7(a), attach copy of the contract between the commercial fundraiser for charitable purposes and the charity.

Under penalties of perjury, I declare that I have examined this report, including accompanying documents, schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of authorized officer (commercial fundraiser for charitable purposes)	Printed name	Title	Date

This report must be signed by two officers or directors of the charitable organization for verification.

Signature of authorized officer/director (charity)	Printed name	Title	Date
Signature of authorized officer/director (charity)	Printed name	Title	Date

Office of the Attorney General

Registry of Charitable Trusts

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Attorney General's Registry of Charitable Trusts (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, §§ 300-316). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at **www.oag.ca.gov/privacy-policy**.

Providing Personal Information. All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

Access to Your Information. The completed form is a public filing that will be made available on the Attorney General's website at **www.oag.ca.gov/charities** pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency consistent with state or federal law.

Contact Information. For questions about this notice or access to your records, contact the Registrar of Charitable Trusts, 1300 I Street, Sacramento, CA 95814 at **rct@doj.ca.gov** or (916) 210-6400.

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INSTRUCTIONS FOR ANNUAL FINANCIAL REPORT COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES (Form CT-2CF)

WHO MUST FILE?

Every commercial fundraiser for charitable purposes registered in California must file an annual financial report with the Attorney General's Registry of Charitable Trusts on behalf of each charitable organization for which donations were solicited during the preceding calendar year.

WHEN TO FILE?

Commercial fundraisers for charitable purposes must file annual financial reports no later than 30 days after the close of the preceding calendar year. The deadline for filing annual financial reports is January 30 of each year. An annual financial report is not required until the completion of a campaign or contract period. Upon completion of a campaign or contract period, report all revenues and expenses relating to the campaign, irrespective of the year (i.e., campaign starting first year and extending into second year) in which the revenue was earned or expense was incurred.

WHO MUST SIGN THE ANNUAL FINANCIAL REPORT?

To be accepted, Form CT-2CF must be signed by an authorized officer of the commercial fundraiser for charitable purposes and two officers or directors of the charitable organization.

FEES MAY BE IMPOSED FOR DELINQUENT FINANCIAL REPORTING

Government Code section 12586.1 authorizes the Attorney General to charge late fees for each month or part of a month for annual financial reports not received by January 30. This Code section can be found on the Charitable Trusts Section website at www.oag.ca.gov/charities under "Laws & Regulations."

FOR ADDITIONAL INFORMATION

Additional information is available on the Charitable Trusts Section website at www.oag.ca.gov/charities. You may also contact the California Attorney General's Registry of Charitable Trusts at (916) 210-7613 or via e-mail at: CFR@doj.ca.gov.

GENERAL INSTRUCTIONS

Enter the commercial fundraiser for charitable purposes registration number and name and address of the commercial fundraiser for charitable purposes.

Enter the charitable trust registration number (CT number), federal employer ID number (FEIN), and name and address of the charitable organization.

Line 1G-Report the TOTAL (gross) revenue generated from the campaign (nationwide, not just California). Exclude costs of donated goods and/or services used for the event which are reported on line 5 (see line 5 instructions).

Line 2N-Enter the total expenses reported on lines 2A thru 2M.

Line 3-Enter actual amount to charity from the campaign (Exclude net profit or loss to commercial fundraiser for charitable purposes).

Line 4-This line is to be completed by the charitable organization. Enter the total additional fundraising expenses incurred by the charitable organization relating to the campaign that are not reported on lines 1A thru 1F or 2A thru 2M.

Line 5-Enter the total cost of goods and/or services used for the event which were paid by sponsors of the event. For example, if a sponsor guarantees payments up to $500 to subsidize expenses for a charity event and $400 is subsequently used to pay for dinners as part of the fundraising event, include $400 in the total for line 5.

Line 6-Subtract line 4 and 5 from line 3 and enter amount on this line.

NOTE 1: If the commercial fundraiser for charitable purposes does not have control of the funds solicited, it will be necessary for the officers or directors of the charitable organization to complete the Revenue and Distribution portions of Form CT-2CF, and to circle and initial those figures supplied by the charitable organization.