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Oregon Department of Justice Fundraising Firm Solicitation Campaign Financial Report PF-12 (Instructions on reverse)

Official Use Only

1. Name of professional/commercial fundraising firm:	OR Registration #:	Ongoing campaign? ☐ yes ☐ no
2. Name of nonprofit beneficiary:	Campaign Start Date:	Campaign End Date:

3. Financial Report:

\+ **A.** Gross Oregon Campaign Revenue .... $____________

B(1) Was this campaign part of larger national or regional campaign? ☐ yes ☐ no
B(2) If yes, please indicate whether the dollar amounts reported in Items C through F below reflect:
☐ National or Regional amounts ☐ Oregon only.
If you are reporting national or regional amounts below, please also provide corresponding gross national or regional campaign revenue at B(3).

or + **B(3)** Gross National or Regional Campaign Revenue……………………………….$____________

C(1). Cost of Goods or Services Sold, (if applicable)

Itemize:	Item Cost:
____________________	$________
____________________	$________
____________________	$________
____________________	$________

\- **C(2).** Total Cost of Goods or Services Sold .... $ 0.00

D(1). Other Costs of Solicitation

Itemize:	Item Cost:
____________________	$________
____________________	$________
____________________	$________
____________________	$________

\- **D(2).** Total Other Costs of Solicitation.. $ 0.00

\- **E.** Amount Retained by Fundraising Firm (management salaries and profit) .... $____________

= **F.** Amount Paid to Beneficiary .... $____________

NOTE: Item A or Item B(3) minus items C(2), D(2) and E must equal the amount in Item F, Amount Paid to Beneficiary.

I hereby declare that the foregoing information is true and correct to the best of my knowledge and belief and that I understand it is made for use as evidence in court or administrative proceeding and is subject to penalty for perjury.

Signature of Declarant for **Fundraising Firm**	Signature of declarant for **Nonprofit Beneficiary**
(Print Name and Title of Declarant)	(Print Name and Title of Declarant)
(Date)	(Date)

Fundraising Firm Solicitation Campaign Financial Report PF-12

General Instructions

Pursuant to ORS 128.812 and 128.841, professional and commercial fundraising firms must file a solicitation campaign financial report within 90 days after completion of the solicitation campaign unless funds are collected directly by the nonprofit beneficiary without the use of a caging company or similar intermediary. Generally, a campaign is completed when solicitation of new contributors has ceased. Firms must file interim financial reports annually for each campaign lasting greater than one year.

The financial report must be completed and signed by a responsible party with the professional/commercial fundraising firm and an official from each nonprofit beneficiary. A responsible party includes a sole proprietor, partner (partnership), or officer (corporation). The term "beneficiary" refers to each nonprofit organization that is to receive a portion of the funds raised and whose name is used in the course of the solicitation campaign.

Line Instructions

1. Firm Name/Registration Number

Enter the full name of the professional/commercial fundraising firm and the Oregon registration number issued to the firm by the Department of Justice. Check Yes if this report is for a solicitation campaign still in progress.

2. Beneficiary Name/Campaign Dates

Enter the full name of the nonprofit beneficiary and the start and end dates of the campaign. The term "beneficiary" refers to each nonprofit organization that is to receive a portion of the funds raised and whose name is used in the course of the solicitation campaign.

3. Financial Report Information

A. Enter the gross campaign revenue.

B. Please indicate whether the Oregon solicitations were part of a national or regional campaign at B(1). If yes, please indicate whether the dollar amounts reported in Items C through F reflect national or regional amounts or expenditures only for Oregon. If you are reporting national or regional amounts, please also provide the corresponding gross national or regional campaign revenues at B(3).

C. If the campaign involves the sale of goods or services, itemize the costs directly associated with the provision of those goods or service in C(1). For example, if the campaign involves the sale of cookies or magazines, itemize the cost of those items in C(1). Similarly, if the campaign involves the sale of services such as ticket sales to a concert or similar event, itemize costs directly related to the production of the event, such as rental costs for the facility and fees paid to performers in C(1). Total the itemized costs in C(2). If the campaign only involves a request for donations and does not involve the sale of goods or services, then you may have no costs to itemize in Item C and campaign costs should be itemized at Item D. If you do report costs in response to Item C, please itemize significant expenses in general, but descriptive categories. Please limit the use of a "miscellaneous" or "other" category to no more than ten (10) percent of gross campaign revenues. Attach additional sheets if necessary but enter the total costs listed in C(1) on the form at (C)(2).

D. In D(1), itemize the other costs of the solicitation campaign not included in C(1), but, excluding salaries or other compensation paid to managers, which should be listed in response to Item E. Please itemize significant expenses in general, but descriptive categories. Please limit the use of a "miscellaneous" or "other" category to no more than ten (10) percent of gross campaign revenues. Potential categories include compensation of solicitors/office staff, printing costs, postage costs, telephone equipment cost/rental, and rental of the solicitation facilities. Attach additional sheets if necessary but enter the total costs listed in D(1) on the form at D(2).

E. Enter the total amount retained by the professional/commercial fundraising firm for management salaries and profit.

F. Enter the total dollar amount paid to the nonprofit beneficiary. If this campaign had more than one beneficiary, enter the name and amount paid to each organization. Attach additional sheets if necessary but enter the total on the form. This amount must equal item A or B(3) minus the total of the amounts listed under items C, D and E.

Important Note— Reports submitted with incorrectly calculated totals or other discrepancies will be returned for correction.

Signature

An authorized officer for both the fundraising firm and the nonprofit beneficiary must sign in the spaces provided.

Amended Reports

A financial report will be due no later than 90 days after the campaign ending date as submitted on the solicitation campaign notice regardless of donations received after the ending date. If significant donations are received after the reported period, the professional/commercial fundraising firm must submit an amended report. Contact the Professional Fundraising Registrar at (971) 673-1880 for additional forms.

Where to File

Submit the completed solicitation campaign financial report form to the following address:

Professional Fundraising Registrar
Charitable Activities Section
100 SW Market Street
Portland, Oregon 97201-5702

Alternatively, the completed and signed report can be emailed to charitable@doj.state.or.us

Additional Information

For information regarding the additional responsibilities of professional/commercial fundraising firms, see Oregon's Charitable Solicitations Act (Oregon Revised Statues 128.801 to 128.898).