

501 c-3 Information Form 990 For Tax Year May 1, 2009 through April 30, 2010

To: GCFP CLUB PRESIDENTS, TREASURERS, AND DISTRICT DIRECTORS

You must complete and submit this form to be included in the GCFP 501 c-3 Federal Income Tax group reporting. By submitting this form, you are authorizing the GCFP to include your organization in the group return prepared for you by the GCFP.

If you do not return this form, you will be responsible for filing required reports for your club with the Internal Revenue Service or Pennsylvania Department of Revenue/State

Please return this form to: Judy Jackson, GCFP 990 Coordinator
300 South Juliana Street Bedford, Pa 15522-1736
814-623-7279 jjxson@embarqmail.com

Please complete the following form and return it to Judy Jackson no later than July 31, 2010.

Please use the same reporting period as GCFP - May 1, 2009 through April 30, 2010

Please note: If your club did not take in \$ 25,000 or more in GROSS RECEIPTS *you may complete the short form 990 found on the GCFP website:

www.pagardenclubs.org Club Information page.

Your club is receiving this form because you reported \$ 25,000+ in receipts in the last three years.

**Gross Receipts include all money from all sources including dues, contributions, grants, sales proceeds, ticket sales, trip reservations and all other sources of cash received from activities, other organizations, members, community etc. BEFORE subtracting ANY expenses of ANY kind. It is best to look at the bank deposits to search for the receipts received.*

501 c3 1099 INFORMATION FORM FOR TAX YEAR 5/1/09 THROUGH 4/30/10

For organizations with \$25,000+ in receipts

DISTRICT _____ EIN _____

If you do not know your EIN, please call Judy Jackson. DO NOT ENTER N/A

CLUB/DISTRICT FULL NAME _____

CLUB ADDRESS _____

PRESIDENT/DIRECTOR _____

TREASURER _____

Contact Person _____

Contact Phone Number _____ Contact E-Mail _____

Receipts from:

Grants received from _____ \$ _____
received from _____ \$ _____

Contributions \$ _____

Membership Dues \$ _____

Receipts from Program Services:

A program service is a major, usually on-going, objective of the organization. Keep in mind the GCFP objective is sharing interests in gardening, civic beautification, floral design, conservation of natural resources and environmental issues through local clubs. A club may have additional goals and objectives.

Receipts from Schools/Instructional Programs

\$ _____

Receipts from Reservations/Entry Fees

\$ _____

Receipts from Trip Reservations

\$ _____

Receipts for civic projects

\$ _____

Receipts for other community Program Services

\$ _____

Receipts from sale of plants, garden items, decorations etc

\$ _____

Receipts from monthly club meetings

\$ _____

Receipts from special club meetings

\$ _____

Other: _____

\$ _____

Other _____

\$ _____

Other: _____

\$ _____

Other _____

\$ _____

Other: _____

\$ _____

Other _____

\$ _____

Other: _____

\$ _____

Other _____

\$ _____

Other: _____

\$ _____

Other _____

\$ _____

Expenditures for Program Services:

Schools/Instructional Programs

\$ _____

Reservations/Entry Fees

\$ _____

Trip Reservations

\$ _____

Civic Projects

\$ _____

Other Community Program Services

\$ _____

Sale of plants, garden items, decorations etc

\$ _____

Monthly club meetings

\$ _____

Special Club Meetings

\$ _____

Speaker Fees

\$ _____

Memberships in other organizations

\$ _____

Scholarships

\$ _____

Contributions

\$ _____

Other: _____

\$ _____

Other: _____

\$ _____

Other: _____

\$ _____

Other: _____

\$ _____

Other: _____

\$ _____

Other: _____

\$ _____

Receipts from Special Events:

A special event may be an activity such as dinners, dances, carnivals, raffles, bingo, other gaming activities, sale of merchandise not related to the club's purpose, etc. These events ARE NOT directly related to our organization goals and so are different from Program Services (see Program Services description above)

Receipts for Special Events:

Event description _____

\$ _____

Event description _____

\$ _____

Event description _____

\$ _____

Event description _____

\$ _____

Event description _____

\$ _____

Event description _____
\$ _____
Event description _____
\$ _____

Expenditures for Special Events:

Event description _____
\$ _____
Event description _____
\$ _____
Event description _____
\$ _____
Event description _____
\$ _____
Event description _____
\$ _____
Event description _____
\$ _____
Event description _____
\$ _____

Scholarship Information:

Please provide a list of recipients, their addresses, and the amount of the scholarship given.

Other information you would like to share on this form: please attach to this report

Recap:

Cash Balance in Treasury 5/1/09

Combine checking, savings, CD's, and investments held by the club
\$ _____

Total Receipts from all sources
\$ _____

Less Total Expenditures for all activities/events
\$ _ (_____) _

Cash Balance in Treasury 4/30/10

Combine checking, savings, CD's, and investments held by the club
\$ _____

Authorized Officer Signature

Title _____ Date _____

By signing this form, I declare that this authorization to be included in the group return and the information submitted here are true and complete.

**PLEASE COMPLETE THE FOLLOWING INFORMATION ON
YOUR OFFICERS, AND RETURN IT WITH YOUR 990 FORM.**

**Judy Jackson
300 South Juliana Street
Bedford, PA 15522-1736**

PRESIDENT NAME

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ **EMAIL** _____

VICE-PRESIDENT NAME

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ **EMAIL** _____

SECRETARY NAME

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ **EMAIL** _____

TREASURER NAME

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ **EMAIL** _____