



Dear Valued Client,

This Tax Organizer is designed to help you gather the tax information needed for Anderson to prepare your nonprofit income tax return for 2022.

Please fill the tax organizer to the best of your ability. Enter all 2022 information for which you do not have official documentation. If any information does not apply to you, please disregard that part of the organizer.

**1. Complete the Tax Organizer**

Enter all 2022 information. If any information does not apply to you or is incorrect, please draw a line through it or make necessary changes.

**2. Gather your supporting documents and make copies.**

See list below for examples.

Send the copies with your completed organizer and keep originals.

**3. Submit the Tax Organizer, and any supporting documentation, using one of these methods:**

Upload to your Box account [<https://andersonadvisors.app.box.com/>], then email [accountingadmins@andersonadvisors.com](mailto:accountingadmins@andersonadvisors.com) to let us know you have uploaded the organizer.

Fax: 702-664-0545

**Note: To ensure your privacy, please do not submit your Tax Organizer or supporting documents via email.**

**The following are examples of supporting documentation:**

Forms W-2 and W-3 for wages, salaries, and tips of employees.

All Forms 1099 for interest, dividends, or miscellaneous income.

Brokerage statements showing investment transactions for stocks, bonds, options, etc.

Schedule K-1 from partnerships, S-corporations, estates and trusts.

Statements supporting deductions for mortgage interest, and taxes.

Copies of closing statements regarding the sale or purchase of real property.

Any tax notices sent to you by the IRS or other taxing authority.

Any 8283s or 1098-Cs relating to non-cash donations received

12/31/22 Bank/Investment statements.

A copy of your income tax return from last year, if not prepared by Anderson.

## FEE SCHEDULE FOR TAX RETURNS PREPARED IN 2023

Tax returns are billed by the hour for their preparation and review. Billable rates are:

- Tax Preparer \$275/hour
- Tax Reviewer \$475/hour

The minimum fee for a 990-EZ tax return is \$1,100, \$1,650 for a 990 or \$2,200 for a 990-PF. Starting in 2023, you must be a Tax Advantage Program client or on an annual flat rate fee to have the Anderson tax department prepare your return(s). Since our preparation fees are based upon the amount of time required to prepare your tax return, your fee may exceed the minimums. This does not apply to clients who have established flat rates for tax preparation.

Anderson prepares tax returns on a first-in, first-out basis. That is, they are prepared in the order they are received. We do work with affiliated CPA firms to complete returns and reviews, so if you are facing an urgent timeline, we may be able to expedite return preparation and review through an affiliate.

Flat Rate and Tax Advantage clients will be able to submit their tax organizers starting January 14th.

In order to make the filing deadline for your 2022 income tax return, your completed organizer and backup documents should be in our office no later than 45 days before the deadline for your tax return to avoid any expedite fees (please review Client Statement for more details). Any information received after that date may require an extension to be filed for your return. Also, based on the complexity of your return, an extension may still need to be filed. Anderson will file your extension when necessary. You are responsible for paying any tax due to the IRS by April 15, 2023 in order to avoid certain late penalties and interest even if an extension has been or will be filed.

Your Client Tax Coordinator is available to assist should you have any questions regarding the Tax Organizer, uploading information to Box, or the preparation process.

Thank you for choosing Anderson for your asset protection, tax, and estate planning needs.

Sincerely,  
Anderson Advisors Tax Team

The IRS does not send out unsolicited e-mails nor make unsolicited phone calls requesting or demanding personal information or immediate payment. Such authentic looking e-mails are called "phishing" emails and responding may expose you to identity theft. If you receive such emails, forward a copy to the IRS at [phishing@irs.gov](mailto:phishing@irs.gov). Please do not respond to the email. You may also contact our office regarding any written or electronic correspondence or phone calls that you receive from the IRS.

# 2022 Tax Organizer for Tax Exempt Organizations 990 Returns



**Nevada**  
3225 McLeod Drive  
Las Vegas, NV 89121  
Fax: 702.664.0545

**Washington**  
732 Broadway, Suite 201  
Tacoma, WA 98402  
Fax: 253.238.0003

**Wyoming**  
1718 Capitol Avenue  
Cheyenne, WY, 82001

800.706.4741  
[www.AndersonAdvisors.com](http://www.AndersonAdvisors.com)

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Use this Organizer for Tax Exempt Organizations (Nonprofits).

## IMPORTANT

We are not able to complete your tax return until we have received the completed Tax Organizer and all required documentation, including but not limited to the Client Statement, payment information, nonprofit information, and ownership information.

Anderson Business Advisors  
3225 McLeod Drive, Suite 100  
Las Vegas, NV 89121

Toll Free: 800.706.4741  
Local: 702.214.1100  
Fax: 702.664.0545

E-Mail: [organizers@andersonadvisors.com](mailto:organizers@andersonadvisors.com)  
Secure Online Upload Page: <https://andersonadvisors.com/upload-documents/>

# FAX COVER PAGE

Attention: Tax Preparation Department

To: Anderson Business Advisors: 702.664.0545

Attention:

From:

Date:

Total Number of Pages: (including cover page)

THIS FAX INCLUDES THE FOLLOWING (Check all that apply)

- Client Statement
- Organizer for (Name: \_\_\_\_\_ )
- Supporting Documents
- Other

You may also upload all documents securely online at:

<https://andersonadvisors.com/upload-documents/>

## CLIENT STATEMENT

Anderson Business Advisors' Tax Department will start accepting Tax Organizers to prepare 2022 tax returns starting January 14th, 2023. Please complete the Tax Organizer to the best of your ability.

Clients with a Tax Advantage Program will be able to submit their tax organizers starting Jan 14th, non Tax Advantage Program clients may start submitting their organizers after Feb 1st.

Tax returns are prepared in the order received. Any Tax Organizers submitted within 45 days prior to the deadline may need to file an extension (if possible) OR require an expedite fee of \$300.

Anderson Business Advisors reserves the right to complete work internally and through affiliated CPA firms such as H&CO, LLP as well as other qualified professionals in order to timely complete tax preparation and review services.

**If your Tax Organizer and documents are received within 45 days prior to the tax deadline, we can not guarantee the return will be timely filed. This may result in the need to file an extension.**

All tax liabilities are still due and payable by the original filing deadline to avoid underpayment penalties and interest. An extension only extends your time to file your return, not pay your taxes.

The scope of work in connection with the preparation of your ("the Client") federal and state tax returns is intended to be in compliance with the requirements issued by the various taxing authorities. Because tax laws are not always clear, honest differences of opinion may arise between our interpretation of laws and that of the various taxing authorities. We will assist you in resolving these differences in your favor whenever possible.

You and/or your duly appointed representative agree not to hold Anderson Business Advisors ("Anderson"), its representative, or its affiliated firms liable for interpretations made with regard to any of the information supplied by Client and used in the preparation of the tax returns.

Unless compelled to do so by law, Anderson does not disclose any irregularities or provide statements as to the validity of the information supplied by Client to any taxing authority.

All tax returns are subject to review and acceptance by the various taxing authorities. In the event of an examination by the IRS or other taxing authority, contact Anderson. We can respond or represent your position to the taxing authority; however, there may be a fee for this service. You may appeal any adjustments proposed by a taxing authority.

**Please review your completed tax returns carefully.** As preparers, we have a responsibility both to the various taxing authorities with whom we file tax returns as well as to our Clients. You remain liable for the contents of your tax returns prepared by Anderson from the data you provide.

All tax return preparation fees must be paid before the tax return can be electronically submitted to the taxing authority. Once payment is received and the proper forms are signed authorizing Anderson to electronically file the tax return, Anderson will then electronically file the tax return.

By signing this document I acknowledge this statement and the dates below.

Signature:

Name on Credit Card:

Last 4 digits of Credit Card being used (if Tax Package is not used):

*If you wish to use a credit card that is not on file with Anderson, please contact your Client Tax Coordinator.*

*By submitting this form, you are authorizing Anderson Business Advisors to send you an invoice electronically upon completion (via email or Box.com) and to charge the credit card provided above five (5) days after the invoice has been submitted to you.*



Anderson Business Advisors  
3225 McLeod Drive  
Las Vegas, NV 89121

Dear Valued Client:

This letter is to confirm and specify the terms of our engagement with you and to clarify the nature and extent of the services we will provide. In order to ensure an understanding of our mutual responsibilities, we ask all clients for whom returns are prepared to confirm the following arrangements.

We will prepare your 2022 federal and requested state income tax returns from information that you furnish us. We do not audit or otherwise verify the data you submit, although it may be necessary to ask you for clarification of some of the information. We will furnish you with questionnaires and/or worksheets to guide you in gathering the necessary information. Your use of such forms assists in keeping pertinent information from being overlooked.

It is your responsibility to provide all the information required for the preparation of complete and accurate returns. You should retain all the documents, canceled checks, and other data that form the basis of income and deductions. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them.

Our work in connection with the preparation of your income tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as determined to be necessary for preparation of the income tax returns.

We will use professional judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. Unless otherwise instructed by you, we will resolve such questions in your favor whenever possible.

The law provides various penalties that may be imposed when taxpayers understate their tax liability. If you would like information on the amount or the circumstances of these penalties, please contact us. Your returns may be selected for review by the taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Our fee for these services will be based upon the amount of time required at standard billing rates plus out-of-pocket expenses. All invoices are due and payable upon presentation.

If the foregoing fairly sets forth your understanding, please sign the enclosed copy of this letter in the space indicated and return it to our office. However, if there are other tax returns you expect us to prepare, such as gift and/or property, please inform us by noting so just below your signature at the end of the returned copy of this letter.

We want to express our appreciation for this opportunity to work with you.

Sincerely,

Anderson Business Advisors Tax Team

Accepted By:

Date:

Additional Returns (if applicable):

## OUR PRIVACY POLICY

Certified Public Accountants (CPAs), like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we have always protected your right to privacy.

### TYPES OF NONPUBLIC PERSONAL INFORMATION WE COLLECT

We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization.

### PARTIES TO WHOM WE DISCLOSE INFORMATION

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, our affiliated CPA firms we utilize to assist in the completion and/or review of tax returns and, in limited circumstances, to unrelated third parties who need to know that information to assist us in providing services to you. In all such situations, we stress the confidential nature of information being shared.

### PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

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Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

# ORGANIZER FOR TAX EXEMPT ORGANIZATIONS (Form 990)

Organization name:

FEIN (Federal Employer Identification Number):

Address:

Phone Number:

Email Address:

Tax Year Ending:

State(s) incorporated or operating in:

Contact Person:

This organizer is designed to assist you in gathering the information needed to prepare the Organization's current year tax returns. Complete the organizer and answer all applicable questions. If you nonprofit had average annual gross receipts of \$50,000 or less over the past 3 years, you may be able to fill out the shorter 990N organizer.

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## 100) PART I – GENERAL INFORMATION

YES/DONE NO

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101) Please provide the following:

1. General ledger or trial balance
2. Depreciation schedules
3. Balance Sheet & Statement of Activities or Audited Financial Statements, if any
4. § 501(c)(3), § 501(c)(4), organizations and § 4947(a)(1) trusts should provide a statement of functional expenses allocating the organization's expenses among three categories: Program, Management/ General and Fundraising
5. For all organizations other than § 501(c)(3) and (c)(4) organizations and § 4947(a)(1) charitable trusts, the classification of expenses is optional (If the Organization desires to show a functional allocation of expenses, provide the information described in 4. above)

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102) Please provide the following (**first-year clients only**):

1. Tax returns for the three prior years
2. Contribution detail to support the Public Support information (Schedule A) in the Forms 990 for the four prior years, if necessary
3. IRS notification of exempt status (determination letter)
4. Application for exemption (Form 1023 or 1024)
5. IRS determination letter for any qualified retirement plan(s)
6. Articles of incorporation/formation (initial and amended, if any) and Bylaws
7. Indicate the Organization's state of legal domicile
8. Type of entity, such as corporation, trust
9. Website address
10. Copy of the Organization's mission as articulated in the Organization's governing documents and as approved by the governing body
11. Description of the Organization's mission or its most significant achievement, whichever the Organization wishes to highlight (attach a separate narrative, if necessary)



**ORGANIZER FOR TAX EXEMPT ORGANIZATIONS**  
**(Form 990)**

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100) PART I – GENERAL INFORMATION

YES/DONE NO

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103) Provide copies of any correspondence received from the IRS or any state tax authority related to the previously filed returns.

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104) Please describe any new general ledger accounts added during the tax year.

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105) Please provide complete copies of all Schedules K-1 received by the Organization.

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200) PART II – FORM 990-EZ AND FORM 990-N CRITERIA

YES/DONE NO

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201) Describe any activity not reported on a previously filed Form 990/990EZ.

202) Describe any significant changes in the Organization's activities.

203) For each of the Organization's three largest program services (determined by the amount of expenses incurred), prepare a statement that fully describes the services provided (such as, the number of persons served, sessions held, research performed, and so on). Use specific measurements. This may be used on the 990 to share with the public the good that your nonprofit is accomplishing. Include as an attachment to this organizer.

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204) If the Organization is a § 501(c)(3), § 501(c)(4) org., or a § 4947(a)(1) trust:

1. Report total expenses, total grants/allocations to others and total revenue for each program service reported.
2. Describe the Organization's other program services. Report the revenue, expenses, and grants from all other programs in a lump sum.
  - a. Total Revenue for Other Programs \$
  - b. Total Expenses for Other Programs \$
  - c. Total Grants for Other Programs \$

# **ORGANIZER FOR TAX EXEMPT ORGANIZATIONS**

## **(Form 990)**

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300) PART III – STATEMENT OF PROGRAM ACCOMPLISHMENTS

YES/DONE    NO

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301) Did the Organization receive contributions? If yes, provide a complete schedule of contributors and amounts contributed. Total contributions received:

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302) Did the Organization engage in any direct or indirect political campaign activities on behalf of, or in opposition to, candidates for public office? If yes, provide a complete schedule of political contributions including the name of the individual(s) or organization(s) contributions were made to.

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303) Did the Organization engage in lobbying activities during the year? If yes, provide a complete schedule of those lobbying activities, if you are unsure of what lobbying activities are, please contact us.

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304) Did the Organization receive or hold conservation easements? If yes, provide a schedule of the easements.

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305) Did the Organization hold, or receive any new collections, works of art, historical treasures or similar assets? If yes, provide a schedule of those items or any new items added this year.

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306) Did the Organization serve as agent, custodian or trustee for amounts not included in the organization's balance sheet or provide credit counseling or debt management or similar services? If yes, provide a schedule of those activities.

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307) Did the Organization have permanent or quasi endowment funds? If yes, either provide a complete schedule of those funds.

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308) Did the Organization own any non-publicly traded investments? If yes, provide a schedule of those investments.

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309) Is the Organization a private school?

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310) Did the Organization maintain an office, employees or agents or conduct activities of any kind outside the U.S.? If yes, contact us in order to discuss the various the procedures and disclosures for foreign grants.

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311) Did the Organization make grants or provide assistance to any organization or entity outside the U.S.? If yes, provide a schedule of those grants or any assistance.

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312) Did the Organization pay more than \$15,000 for professional fundraising services? If yes, provide a schedule of those services.

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313) Did the Organization raise more than \$15,000 from fundraising events? If yes, provide a schedule of those services.

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314) Did the Organization raise more than \$15,000 from gaming activities, including raffles? If yes, provide a schedule of those activities.

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315) Did the Organization operate one or more hospitals? If yes, contact us.

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316) Did the Organization make grants of more than \$5,000 to any governments or organizations in the U.S.? If yes, provide a schedule of those grants

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317) Did the Organization make grants of more than \$5,000 to individuals in the U.S.? If yes, provide a schedule of those grants

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# ORGANIZER FOR TAX EXEMPT ORGANIZATIONS

## (Form 990)

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300) PART III – STATEMENT OF PROGRAM ACCOMPLISHMENTS

YES/DONE NO

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318) During the tax year, did any person who is a current or former officer, director, trustee or key employee:

1. Continue to receive compensation after serving as an officer, director, trustee key employee or highly compensated employee?
2. Receive compensation from the Organization and/or any related organization in excess of \$150,000?
3. Receive or accrue compensation from any unrelated organization for services rendered to the Organization?

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319) Did the Organization have a tax-exempt bond issue with an outstanding principal balance of more than \$100,000 as of the end of the year?

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320) Did the Organization engage in or become aware of any previous excess benefit transaction with a disqualified person during the year? If yes, provide a schedule of those transactions.

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321) Was a loan to or from a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the tax year? If yes, provide a schedule of those loans.

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322) Did the Organization provide a grant or other assistance to an officer, director, trustee, key employee, or substantial contributor, or to a person related to such an individual? If yes, provide a schedule of those grants or assistance.

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323) 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 employee) or an indirect business relationship through ownership of more than 35% in another entity?
2. 2) Have a family member who had a direct business relationship with the organization?
3. 3) Serve as an officer, director, trustee, key employee, partner, or member of an entity (or a shareholder of a professional organization) doing business with the organization?

If yes to any of the above, provide a schedule detailing why you answered yes.

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324) Did the Organization receive more than \$25,000 in non-cash contributions for the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value? If yes, provide a schedule of those contributions including who made the contribution(s) and what was received.

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325) Did the Organization liquidate or dissolve and cease operations? If yes, provide details as to when that action occurred.

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326) Did the Organization sell, exchange or dispose of, or transfer more than 25% of its net assets? If yes, provide a schedule of what was sold, transferred, exchanged or disposed of and who received those assets.

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327) Did the Organization own 100% of a disregarded entity? If yes, contact us to determine what a disregarded entity is.

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328) Is the Organization related to any tax-exempt or taxable entity (other than by association with a statewide or nationwide organization) through common membership, governing bodies, officers, etc.? If yes, provide a list of those entities.

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329) Did the Organization conduct more than 5% of its exempt or unrelated activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If yes, contact us to discuss the necessary disclosures.

# ORGANIZER FOR TAX EXEMPT ORGANIZATIONS

## (Form 990)

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### 400) PART IV – CHECKLIST OF REQUIRED SCHEDULES

YES/DONE    NO

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401)

1. Indicate the number reported in Box 3 of Form 1096, "Annual Summary and Transmittal of U.S. Information Returns" (1099s)
2. Indicate the number of Forms W-2G filed for the year
3. Did the Organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (raffle) winnings to winners?

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402) Indicate the number of employees reported on Form W-3, "Transmittal of Wage and Tax Statements", filed for the calendar year ending within the year covered by this return.

1. Did the Organization file all required federal employment tax returns?
2. Indicate the number of volunteers who worked with the Organization during the year. Estimate if the exact number is unknown

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403) Did the Organization have gross receipts of \$1,000 or more from a trade or business not related to the organization's exempt purpose? If so, provide a schedule of the income and expense detail related to the activity.

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404) At any time during the calendar year, did the Organization have an interest in or signature authority over, a financial account in a foreign country? If yes, the Organization may have to file Form TD F 90.22-1. This form must be filed by June 30 of each year (note: significant penalties for failure to file).

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405) Was the Organization a party (or was it notified that it was a party) to a prohibited tax shelter transaction at any time during the year? If yes, provide a copy of the notification.

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406) Did the Organization solicit any contributions that were not tax deductible?

If yes, did the Organization include with every solicitation an express statement that such contribution or gift was not tax deductible?

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407) For organizations that receive contributions under IRC § 170(c):

1. Did the Organization provide written acknowledgment to donors of individual contributions of \$250 or more?
2. Did the Organization provide goods or services in exchange for any contribution of \$75 or more? If yes, did the Organization notify the donor of the value of the goods or services provided to the donor?
3. Did the Organization sell, exchange or otherwise dispose of tangible personal property for which it was required to file Form 8282? If yes, indicate the number of Forms 8282 filed during the year
4. Did the Organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?
5. Did the Organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?
6. For all contributions of qualified intellectual property, did the Organization file Form 8899 as required?
7. For contributions of cars, boats, airplanes and other vehicles, did the organization file a Form 1098-C as required?

**ORGANIZER FOR TAX EXEMPT ORGANIZATIONS**  
**(Form 990)**

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500) PART V – GOVERNANCE

YES/DONE    NO

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501) Indicate the number of voting members in the governing body:

1. At the end of the tax year
  2. At the end of the year who are/were independent
- 

502) Did any officer, director, trustee or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? If yes, describe.

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503) Did the Organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors or trustees, or key employees to a management company or other person? If yes, describe.

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504) Were any significant changes made to the organizing or governing documents since the prior Form 990 was filed? If yes, provide a complete copy of the revised documents and indicate the change(s).

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505) Did the Organization become aware of a material diversion of the organization's assets? If yes, describe.

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506) Does the Organization have members or stockholders?

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507) Does the Organization have members, stockholders or other persons who may elect one or more members of the governing body? If yes, describe.

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# ORGANIZER FOR TAX EXEMPT ORGANIZATIONS

## (Form 990)

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500) PART V – GOVERNANCE

YES/DONE   NO

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508) Are any decisions of the governing body subject to approval by members, stockholders or other persons? If yes, describe.

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509) Did the Organization contemporaneously document all meetings held or written actions undertaken during the year by the following:

1. The governing body?
1. Each committee with authority to act on behalf of the governing body? If no, describe how records are kept of governing body decisions.

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510) Does the Organization have local chapters, branches or affiliates?

1. If yes, does the Organization have written policies and procedures governing the activities of chapters, affiliates and branches to ensure their operations are consistent with those of the organization?
2. If no, describe how control is exercised on their activities.

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511) Will a copy of the Form 990 be provided to the Organization's governing body before it is filed? Describe the process, if any, the Organization uses to review the Form 990.

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512) Is there any officer, director, trustee, or key employee listed in this organizer who cannot be reached at the Organization's mailing address?  
If yes, provide the name(s) and address(es)

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513) Does the Organization have a conflict of interest policy? If yes,

1. Are officers/directors/trustees required to disclose potential conflicts?
2. Does the Organization regularly and consistently monitor and enforce compliance with the policy?  
If yes, describe how this is done.

# ORGANIZER FOR TAX EXEMPT ORGANIZATIONS (Form 990)

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500) PART V – GOVERNANCE

YES/DONE NO

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514) Does the Organization have a written whistle-blower policy?

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515) Does the Organization have a written document retention and destruction policy?

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516) Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?

1. The Organization's CEO, Executive Director, or top management official
2. Other officers or key employees of the Organization

Describe the process for persons listed in "1":

Describe the process for persons listed in "2":

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517) Did the Organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? If yes, has the Organizations adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and taken steps to safeguard the organization's exempt status with respect to such arrangements?

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518) Provide a list of the states in which a copy of the return should be filed.

You may be required to file a return in any state where the Organization owns or leases property, receives donations has employees or sells goods or services.

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519) Describe how the Organization makes its Form 1023, 1024, 990, and/or 990-T (§501(c)(3)s only) available for public inspection.

**ORGANIZER FOR TAX EXEMPT ORGANIZATIONS**  
**(Form 990)**

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500) PART V – GOVERNANCE

YES/DONE   NO

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520) Describe whether (and how) the Organization makes its governing documents, conflict of interest policy and financial statements available to the public.

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521) State the name, physical address, and telephone number of the person who possesses the books and records of the Organization.

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522) Did the Organization sell or dispose of any assets (other than inventory) during the tax year? If yes, provide a schedule listing (sales of publicly traded securities may be aggregated).

1. Description of asset(s)
2. Date(s) acquired
3. How acquired
4. Date(s) sold
5. Buyer/transferee
6. Gross sales price
7. Basis at sale date
8. Was the sale or transfer to a related party?

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523) Please list the 2022 board members' names, position and average hours/week devoted to nonprofit activities.

Name	Position	Hours/Week
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