

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

Official Use Only

1. Name of professional/commercial fund-raising firm: _____ OR Registration #: _____ Ongoing campaign?
 yes no

2. Name of nonprofit beneficiary: _____ Campaign Start Date: _____ Campaign End Date: _____
 / / / /

3. Financial Report:

A.	Amount Paid to Beneficiary.....	\$ _____
	Cost of Goods or Services Sold, (if applicable)	
	Itemize:	Item Cost:
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
+	B. Total Cost of Goods or Services Sold.....	\$ _____
	Direct Costs of Solicitation	
	Itemize:	Item Cost:
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
+	C. Total Direct Costs of Solicitation	\$ _____
+	D. Amount Retained by Fund-Raising Firm (management salaries and profit)	\$ _____
=	E. Gross Campaign Revenue	\$ _____

NOTE: The total of items A, B, C, and D must equal the amount in item E, Gross Campaign Revenue
I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief.

State of _____
 County of _____

_____ Affiant for **Fund-Raising Firm**
 Subscribed and sworn to before me on _____, 20____
 By _____
 (print name of affiant)

 (signature of notarial officer)
 Notary Public - State of _____

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief.

State of _____
 County of _____

_____ Affiant for **Nonprofit Beneficiary**
 Subscribed and sworn to before me on _____, 20____
 By _____
 (print name of affiant)

 (signature of notarial officer)
 Notary Public - State of _____

Fund-Raising Firm Solicitation Campaign Financial Report PF-12

General Instructions

Pursuant to ORS 128.812 and 128.841, professional and commercial fund-raising firms must file a solicitation campaign financial report within 90 days after completion of the solicitation campaign unless funds are collected by the nonprofit beneficiary. 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 fund-raising firm and an official from each nonprofit beneficiary. All signatures must be notarized. 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 fund-raising 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 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.

B. Enter the total cost of the goods or services sold in the campaign. Include only significant expenses in general categories such as cost for product or entertainment, cost of insurance, printing cost, and rental of the event facility. Attach additional sheets if necessary but enter the total on the form.

C. Enter the total amount of the direct costs of the solicitation campaign. These are costs associated with selling a good or service or soliciting donations only. Include only significant expenses in general categories such as advertising cost, telephone equipment cost/rental, compensation of solicitors/office staff, and rental of the solicitation facilities. Attach additional sheets if necessary but enter the total on the form.

D. Enter the total amount retained by the professional/commercial fund-raising firm for management salaries and profit.

E. Enter the gross campaign revenue. This amount must equal the total of the amounts listed under items A, B, C, and D.

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

Signature

An authorized officer must sign in the space provided. This signature must be notarized. The form must also have a notarized signature of an officer from each nonprofit beneficiary attesting to the fact that the organization agrees to the reported gross campaign revenue and has received the reported amount.

Important Note—Solicitation campaign financial report forms submitted without notarized signatures will be returned for completion.

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 fund-raising firm must submit an amended report. Contact the Professional Fund-Raising Registrar at (503) 229-5725 for additional forms.

Where to File

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

Professional Fund-Raising Registrar
Charitable Activities Section
1515 SW Fifth Avenue, Suite 410
Portland, Oregon 97201-5451

Additional Information

For information regarding the additional responsibilities of professional/commercial fund-raising firms, see Oregon’s Charitable Solicitations Act [Oregon Revised Statutes 128.801 to 128.898 as amended by HB 2019(1991)].