



Dear Affiliate Member of PCBL:

Your deadline to submit the 990 forms and supplemental information and your check for your 2018 dues (\$125) is March 30.

As you know, being an "Affiliate Member" of the PCBL provides your local Friends organization with two highly important and valuable tax benefits:

1. Through PCBL's IRS Group Determination Letter, your group is recognized as a 501(c)(3) tax exempt charitable organization. This enables your donors (individuals, corporations, foundations, and vendors to take a tax deduction for their contributions to you.
2. Through a similar letter from the Pennsylvania Department of Revenue, your group is exempt from paying Pennsylvania sales tax on any items you purchase for your group.

A copy of your 2016 Getting Ready for the 990 form is available upon request. We are asking that you only submit the original copy of your Form 990 and all supplemental forms. Please keep a duplicate copy for your files.

There are several supplemental forms; one is a simple checklist suggested by our accountant, the second requests detailed information regarding your assets. Finally, there is a single page form required by the IRS. Please allow adequate time to complete this paperwork.

If you have any questions about your annual report, please do not hesitate to call or email us. We will be more than happy to discuss them with you.

The mailing address for your year-end report and dues has changed!

PCBL

P.O. Box 551

Mountain Top, PA 18707

As a reminder, if you have revised or amended your bylaws since joining PCBL, please include an updated copy with your year-end information.

Thank you,

Alicia D. Stine
Affiliate Review Committee Chair
(717) 737-6893
jkstine@aol.com

Allison M. Latagliata, MSLS
Executive Secretary
1-800-870-3858
pcblpa@gmail.com

2017 Getting ready for the PCBL 990

PCBL AFFILIATE MEMBER: _____
EIN: _____

CONTACT PERSON: _____
e-Mail: _____ Phone: _____

ASSETS*	1. Total 2016 year end assets (Supplemental information - Page 1, Line 1)	_____
INCOME	2. Donations received	_____
	3. Membership Income	_____
	4. Gross Fundraising revenue Schedule G, Part II, Line 3	_____
	5. Gross Gaming revenue Schedule G, Part III, Line 1	_____
	6. Interest income	_____
	7. Other income, including grants (if more than \$200, attach a list)	_____
	8. Total Income	_____
EXPENSES	9. Dues paid to PCBL & other organizations in 2017	_____
	10. Fundraising Direct expense summary Schedule G, Part II, Line 10	_____
	11. Gaming Direct expense summary Schedule G, Part III, Line 7	_____
	12. Office expenses	_____
	13. Postage	_____
	14. Program expenses	_____
	15. Other expense (If more than \$200, attach a list)	_____
16. Contribution to library	_____	
17. Total Expenses	_____	
ENDING BALANCES	18. Total 2017 year end assets (Supplemental information - Page 1, Line 2) (Should equal Line 1 plus Line 8 minus Line 17.)	=====

If you received any grants, list each donor and the amount.

*ASSETS: A copy of your 2016 Getting Ready for the 990 form is available upon request.

Enclosures:

2018 PCBL Membership Dues - \$125

PLEASE PROVIDE COPIES OF THE FOLLOWING:

- Your Year-End Financial Report (Income/Expenses for 12 Months)
- Copy of DECEMBER 31, 2017 bank statements and investment account statements**
- Supplemental Information to the PCBL Form 990 (Pages 1 and 2)
- IRS Schedule G

Additional copies of these FORMS are available at WWW.PCBLPA.ORG - Membership

Supplemental information to 2017 Form 990 - Page 1

PCBL AFFILIATE MEMBER: _____

ASSETS - List CD's & savings accounts separately

Type of account: _____	Checkbook	_____	_____	_____
1. Ending balance 2016/beginning 2017	=====	=====	=====	=====
2. Ending balance 2017	_____	_____	_____	_____
3. Deposits in transit	_____	_____	_____	_____
4. Interest income	_____	_____	_____	_____
5. Total of outstanding checks at 12/31/17	_____	_____	_____	_____
6. Ending balance - year end bank statement (Should equal Line 2 minus Line 3 plus Lines 4 and 5)	=====	=====	=====	=====

INFORMATION ABOUT YOUR ORGANIZATION

	YES	NO
1. Does your organization provide receipts to Donors for gifts in excess of \$250?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your organization have a formal Conflict of Interest Policy?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your organization make contributions to any political campaign fund?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your organization make contributions to lobbying activities?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, please provide the following:		
Total lobbying expenditures to influence public opinion	\$ _____	
Total lobbying expenditures to influence a legislative body	\$ _____	
5. Does your organization compensate any officers or Board Members?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your organization compensate any family members of officers or Board Members?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your organization send information about your organization to the public ?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your organization disclose financial information to the public ?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your organization continue to maintain the requirements for tax-exempt status ?	<input type="checkbox"/>	<input type="checkbox"/>

Under penalties of perjury, I declare that the information provided to PCBL is to the best of my knowledge and belief, true correct and complete.

Signature of officer/Board Member

Print Name

Title

Supplemental information to 2017 Form 990 - Page 2

PCBL AFFILIATE MEMBER: _____

YES NO

1. Did you participate in any fundraising activities during the year? If yes, complete the attached Schedule G, Parts I & II

2. Did you participate in any gaming activities during the year? If yes, complete the attached Schedule G, Part III
(Gaming is raffles, bingo games, & other games of chance)

3. Did you receive \$5,000 or more in cash or check from any one contributor (donor) during the year? If yes, provide the following details

<u>Date Received</u>	<u>Name, address, & zip code</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

YES NO

4. Did you receive any non-cash (in-kind) contributions? If yes, provide the following details

<u>Date Received</u>	<u>Name, address, & zip code</u>	<u>Fair Market Value</u>	<u>Description of gift</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

YES NO

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

- a) Have a direct business relationship with the organization?
- b) Have a family member with a direct business relationship?
- c) Serve as an officer, director, trustee, or key employee of an entity doing business with the organization?

Part II Fundraising Events.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		(event type)	(event type)	(total number)	(add col. (a) through col. (c))
Revenue	1	Gross receipts			
	2	Less: Contributions			
	3	Gross income (line 1 minus line 2)			
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses			
	10	Direct expense summary. Add lines 4 through 9 in column (d) ▶			
11	Net income summary. Subtract line 10 from line 3, column (d) ▶				

Part III Gaming.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
		Revenue	1	Gross revenue		
Direct Expenses	2	Cash prizes				
	3	Noncash prizes				
	4	Rent/facility costs				
	5	Other direct expenses				
	7	Direct expense summary. Add lines 2 through 5 in column (d) ▶				
	8	Net gaming income summary. Subtract line 7 from line 1, column (d) ▶				