

Interview sheet for 501(c)(3) exemption request (form 1023)

- (1) Board of Directors (requires at least three individuals) – name and address;
- (2) Officers – name and address;
- (3) Membership requirements;
- (4) Accounting period? Fiscal, calendar ...
- (5) Who should be identified as the person to manage and advise about financial matters, structure of organization for tax purposes, and tax consequences;
- (6) Name, Title, Address, Compensation amount, qualifications, average hours worked duties for each: officer, director, trustee, employee, ind. K'or
  
- (7) identify familial or business relationships between, officers, directors, trustee, employee and ind. K'or; common control?
- (8) How is compensation set for officers, directors, trustees, employees, Ind. K'ors?
- (9) Will there be compensation through non-fixed payments (ie: discretionary bonuses or commission) to anyone? Who?
- (10) identify any sales, lease, loan, or purchases of goods, services or assets from an officer, director, trustee, empl, or ind. K'or
- (11) identify any sale, lease, loan, contract, agreement, or purchase from an organization in which an officer etc. has a 35% or more interest. Describe controls in place for arms length and fair market value
- (12) bingo or gaming as fundraiser?
- (13) describe the fundraising efforts
- (14) who will manage or develop facility? Describe any business or family relationship between the developer or manager and any officer, director, etc.
- (15) will you make grants or loans to other organizations?
- (16) Financial particulars

Amounts of Revenue and Expenses in last three years from:

Gifts, grants, and contributions received (do not include unusual grants)  
Membership fees received  
Gross investment income  
Net unrelated business income  
Taxes levied for your benefit

Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)

Other sources of revenue

Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)

Total of lines 8 and 9

Net gain or loss on sale of capital assets (attach schedule and see instructions)

**Unusual grants**

Total Revenue

Add lines 10 through 12

Fundraising expenses

Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)

Disbursements to or for the benefit of members (attach an itemized list)

Compensation of officers, directors, and trustees

Other salaries and wages

Interest expense

Occupancy (rent, utilities, etc.)

Depreciation and depletion

Professional fees

Any expense not otherwise classified, such as program services (attach itemized list)

Total Expenses

Add lines 14 through 23