



CHARITY AND CHARITY OPTIONAL SOLICITATION REPORT

As you may already know, this office is ministerial in nature and provides records filing services. This office is not authorized to provide legal, financial, or tax advice such as what line items from the organization's tax document to pull numbers from. However, it is our policy to be as helpful as we can be and provide general information when possible. Below are general instructions for completing the solicitation report section for those registered as a Charitable Organization.

- **Beginning gross assets:** Enter the organization's gross beginning assets. Gross means **the total or whole amount of something**, whereas net means what remains from the whole after certain deductions are made.
- **Revenue: Gross contributions from solicitations:** Enter the gross dollar value of contributions received from solicitations. Solicitations include, but are not limited to, special events, sales of inventory, and amounts collected on behalf of the charitable organization by the organization, commercial fundraiser or commercial coventurer. For further details reference [RCW 19.09.020](#) and [RCW 19.09.075](#)
- **Gross revenue from all other sources:** Enter the gross dollar value of revenue from all other sources (not the result of a solicitation)
- **Total dollar value of gross receipts:** Enter the **total** dollar value of gross receipts. "This is the figures from gross revenue from solicitations and gross revenue from all other sources added together". This figure is the sum of number two and three above combined. For further details reference [RCW 19.09.020\(12\)](#)
- **Expenses: Gross expenditures to program services:** Enter the gross dollar value of expenditures used directly for the charitable program services. Payments to affiliates may be included if costs involved are not connected with the administrative or fundraising functions of the reporting organization. As defined per [RCW 19.09.020\(8\)](#) Cost of solicitation means and includes all direct and indirect costs, expenditures, debts, obligations, salaries, wages, commissions, fees, or other money or thing of value paid or incurred in making a solicitation.
- **Total gross from all expenditures:** Enter the **total** gross dollar value from **all** expenditures (program services, administrative and fundraising). This includes but is not limited to, amounts expended for charitable program services, administration, and fundraising costs incurred by the charitable organization or a commercial fundraiser, and amounts paid to or retained by the commercial fundraiser. Administrative and fundraising costs include, but are not limited to, the following expenses if not directly related to program services: salaries, wages, compensation, legal, accounting, occupancy, equipment costs, printing and publications, telephone, postage, supplies, travel, meetings, fees for services (including fundraising consultation), and cost of goods or inventory sold. This total must not be less than line five from above.
- **Ending gross assets:** Enter gross ending assets. Gross means **the total or whole amount of something**, whereas net means what remains from the whole after certain deductions are made.