



7. Since your last registration, has the organization or any of its officers, directors, employees or fundraisers:

- A. Been enjoined or otherwise prohibited by a government agency/court from soliciting?
- B. Had its solicitation registration or license denied or revoked by any jurisdiction?
- C. Been the subject of a proceeding regarding any license, registration, or solicitation?
- D. Entered into a voluntary agreement of compliance with a government agency or in a case before a court or administrative agency?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If any "yes" box is checked, provide a complete explanation in an attachment.

8. All organizations **MUST** report on their most recently completed financial accounting period. If your contributions are over \$300,000 you may need audited or reviewed financial statements; if unsure, or if required and an audit or review has not yet been completed, see **Attachment B**. Check the box to indicate the type of return filed with the IRS and include a copy – registration will not be approved without a copy of your IRS return. **If not yet completed, request an extension rather than attempting an incomplete registration.**

- Form 990 or 990-EZ** - Provide a copy of the return. Do not include Schedule B.
- Form 990-PF** - Provide a copy of the Form 990-PF. Enter the amount the organization spent directly on its charitable program here: \$ \_\_\_\_\_
- Files Form 990-N**. Total Revenue: \$ \_\_\_\_\_ (if more than \$50,000 – see IRS guidance)

**Note:** If you file a 990-N, you must provide directors on a separate attachment. Michigan organizations require at least 3 directors.

- Included in IRS group return**. Provide a copy of the group return and the chart in **Attachment C**.
- Other reason**. Explain and provide the chart in **Attachment C**: \_\_\_\_\_

9. Do you have chapters in Michigan that are to be included in the solicitation registration? **If no, go to question 10. If yes, complete Attachment C.** Note: If you have offices in Michigan with no separate reporting or filing requirements with the IRS, answer "no."

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

10. I certify that I am an authorized representative of the organization and that to the best of my knowledge and belief the information provided, including all accompanying documents, is true, correct, and complete. False statements are prohibited by MCL 400.288(1)(u) and MCL 400.293(2)(c) and are punishable by civil and criminal penalties.

Print name: Pamela Willer Title: Treasurer Date: 8/15/2024

Check here if you would like to request an automatic 5-month extension for this renewal (this will not be reflected in your registration document but can be verified online on our website at [mi.gov/charity](http://mi.gov/charity)). If you routinely ask the IRS for a filing extension, please check this box. Do not use this form to request an extension of your previously issued registration. Instead, email your request to [ct\\_email@michigan.gov](mailto:ct_email@michigan.gov).

THIS IS A PUBLIC RECORD, COPIES OF WHICH ARE SENT, UPON REQUEST, TO ANY INTERESTED PERSON.

**MACOMB FOOD PROGRAM**

**38-2984157**

**CHECKLIST:**

- Have all parts of the form been fully completed unless instructed otherwise?
- Have you provided the name and Michigan street address of a resident agent in item 3?
- Is a list of the officers and directors provided or included with the IRS return?
- Have you provided a complete IRS 990, 990-EZ, OR 990-PF?
- If you file Form 990-PF, did you include program expenses?
- If you file Form 990-N, did you include at 3 officers/directors?
- If you have Professional Fundraisers, did you include Attachment A?
- Have you submitted contracts and addenda to contracts with professional fundraisers that have not been previously submitted?
- If audited or reviewed financial statements are required, are they provided? If not, have you requested a conditional registration or one-time waiver? (See Attachment B.)
- If you have Michigan Chapters, did you include Attachment C?
- Have you typed or printed your name, date, and title in Item 10 to certify the form?
- If you are requesting a 5-month extension, have you checked the box below item 10?

<b>Return the completed registration form by:</b>	
Email (preferred method)	ct_email@michigan.gov
Example for email responses:	To: ct_email@michigan.gov From: Yourcharityname@something.com Subject: (AG No.) 12345 yourcharityname 2022 renewal
Mail	Attorney General Charitable Trust Section PO Box 30214 Lansing, MI 48909
Overnight mail	Attorney General-CT Section 525 West Ottawa Williams Building - 1st Floor Lansing, MI 48933
Fax	(517) 241-7074

**NOTE: DO NOT RETURN THIS ATTACHMENT UNLESS YOU ANSWERED "YES" TO QUESTION 7 AND HAVE PROFESSIONAL FUNDRAISERS.**

**Definitions:** A professional fundraiser (PFR) is anyone who "plans, conducts, manages, or carries on a drive or campaign of soliciting contributions for or on behalf of a charitable organization". You do not have to report consulting contracts. Employees of a charitable organization are PFRs if they are paid wholly or in part by commissions – including bonuses – based on funds raised.

**Consultants** - To qualify as a consultant, all the following conditions must be met:

- the PFR is usually retained by a charitable or religious organization for a fixed fee or rate that is not computed based on funds raised or to be raised.
- the PFR does not solicit funds, assets, or property, but only plans, advises, consults, or prepares materials for a solicitation or fundraising event in Michigan.
- the PFR does not receive, or control funds, assets, or property solicited in Michigan; and the PFR does not employ, procure, or engage any compensated person to solicit, receive, or control funds, assets, or property.

**PFR Contract** - You are required to provide copies of contracts with PFRs within 10 days of signing a new contract or extending an existing contract. If you are unsure if the services provided by a person or firm you contracted with are such that a PFR license is required, provide a copy of the contract with your renewal form and request to have the contract reviewed. You will be notified if you must complete this attachment, and if the contractor should be licensed as a PFR. **NOTE:** Michigan law requires that you verify that any PFR with which you contract for fundraising in Michigan is currently licensed with this office.

**Campaign Financial Statements**, Form CTS-10, are required for all campaigns conducted by a PFR with which you have contracted. The Campaign Financial Statement will be filed by the PFR, but you will be required to provide additional campaign expense information and sign the form.

**PFR Chart** - Sum of all payments to/retained by PFR during the year reported. Include all fees, reimbursements, or other payments to the PFR that were related to the campaign conducted by the PFR for the organization. Any monies that were retained by the professional fundraiser before remitting the proceeds of a campaign or activity to the charity must also be included here. If the PFR listed was engaged after the close of the fiscal year reported in Item 10, enter "N/A" in this column.

Name	Mailing Address	Sum of payments to/retained by PFR during year reported	Contract in effect?		If no, date ended
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	End Date:
			<input type="checkbox"/>	<input type="checkbox"/>	End Date:
			<input type="checkbox"/>	<input type="checkbox"/>	End Date:

**NOTE: DO NOT RETURN THIS ATTACHMENT UNLESS YOU ARE REQUESTING AN AUDIT WAIVER OR CONDITIONAL REGISTRATION.**

**Audited or reviewed financial statements requirement**

Complete the following schedule to determine if audited or reviewed financial statements are required. If audited or reviewed financial statements are required, but they have not been prepared, see the instructions.

Item	Where to Find it:	Amount
A. Contributions from IRS return	Form 990: Part VIII, line 1h Form 990-PF: line 1	95,219
B. Net income: special fundraising events	Form 990: Part VIII, line 8c	
C. Net income: gaming activities	Form 990: Part VIII, line 9c	
D. Total contributions and fundraising	Add lines A, B, and C	95,219
E. Governmental grants	Form 990: Part VIII, line 1e	
F. <b>TOTAL:</b>	Subtract line E from D	95,219

After completing the schedule:

- If line F is \$550,000 or more, audited financial statements are required. They must be audited by an independent certified public accountant and prepared in accordance with generally accepted accounting principles (GAAP).
- If line F is greater than \$300,000, but not greater than \$550,000, financial statements either reviewed or audited by a certified public accountant are required.

If you met the threshold, but did not have an audit/review completed check one of the following:

- Our organization would like to request a **one-time** audit waiver for the financial period reported in the first page of this renewal.
- Our organization would like to request a conditional registration on the condition that the audit/review will be submitted upon completion (attach a copy of the audit engagement letter you can obtain this from the CPA firm).

**NOTE: DO NOT RETURN THIS ATTACHMENT UNLESS YOU RESPONDED YES TO QUESTION 9 (RE: MICHIGAN BASED CHAPTERS) OR OTHERWISE NEED TO PROVIDE A FINANCIAL REPORT.**

**CHAPTER INFORMATION**

Provide chapter information if you are a parent organization that directly supervises and controls a local, county, or area division or chapter that is also a separate legal entity. Unless previously submitted, you **MUST** provide:

- appropriate documentation to show that you directly supervise and control the chapter; and
- names and address of each chapter to be included in your registration.

For each chapter you must provide the information below (this chart can be used for organizations that are included in a group return and organizations that do not file an IRS return. Include additional sheets if you have more than one chapter.

Name of chapter (or organization): \_\_\_\_\_

Revenue	
A	Contributions (include all donations, cash or noncash):
B	All other revenue:
C	Total revenue (Add A and B):

Expenses	
D	Program Services (do not include administrative or fundraising expenses):
E	All other expenses (supporting services):
F	Total expenses (Add D and E):

G	Revenue less expenses (Subtract F from C):
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Assets	
H	Total assets (on the last day of your financial period):
I	Liabilities:
J	Net Assets (subtract I from H):

**NOTE: DO NOT RETURN THIS ATTACHMENT UNLESS YOU HAVE ADDITIONAL INFORMATION TO DISCLOSE.**

Additional information related to question number   0  

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