

[Template] Nonprofit annual economic statement

Organization

- Organization Name: [enter]
- Our fiscal year: [enter month - month]
- Our EIN: [enter your employer identification number. It is a 9-digit number assigned by the IRS]

Annual economic statement

City Reporting Period: Organizations that received \$100,000 from the City and County of San Francisco during July 1, 2023 to June 30, 2024 are required to report the following information publicly.

1. Name of the CEO or employee who has daily managerial responsibilities
 - a. [add name of CEO]
2. Names of officers and directors, and all other boards of directors on which they serve
 - a. [add name and position; add other boards if relevant]
 - b. [add name and position; add other boards if relevant]
3. Total budget and expenditures, and a program-by-program description of all monies expended or budgeted during calendar or fiscal year
 - a. [add attachment or public link; use ProPublica link if relevant]
4. Letter from the IRS showing your valid nonprofit status
 - a. [add attachment or public link]
5. Most recent federal tax return filed under Section 990
 - a. [add attachment or public link; use ProPublica link if relevant]
6. Verification of current valid registration with the [State of California's Registry of Charitable Trusts](#)
 - a. [Link directly to your organization's listing in the Registry search tool (preferred), or add attachment]
7. Audited financial statements, if applicable
 - a. [add attachment or public link]