



**COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES  
 THRIFT STORE OPERATIONS**

**ANNUAL FINANCIAL REPORT FOR 20 \_\_\_\_\_**

California Government Code section 12599  
 California Code of Regulations, title 11, section 313  
 Failure to file annual financial report by January 30th for each  
 calendar year of solicitation may result in assessment of late fees as defined in  
 Government Code section 12586.1

An annual financial report must be filed for each event for each charity  
 solicited for during the previous calendar year.

(For Registry Use Only)

MAIL TO:  
 Office of the Attorney General  
 Registry of Charities and  
 Fundraisers  
 P.O. Box 903447  
 Sacramento, CA 94203-4470

STREET ADDRESS:  
 1300 I Street  
 Sacramento, CA 95814

WEBSITE ADDRESS:  
[www.oag.ca.gov/charities](http://www.oag.ca.gov/charities)

Name and Address of Commercial Fundraiser for Charitable Purposes: Registration No. _____ Name of commercial fundraiser for charitable purposes _____ Address of commercial fundraiser for charitable purposes _____ City, State, and Zip Code of commercial fundraiser for charitable purposes _____ Email Address _____	Name and Address of Charitable Organization: CT No. _____ FEIN _____ Name of charity _____ Address of charity _____ City, State, and Zip code of charity _____
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\_\_\_\_\_ held (on) (from) \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_  
 (Date or dates must be shown)

- |    |  |       |    |
|----|--|-------|----|
| 1. | REVENUE (Type of activity)             |       |    |
|    | A. Store Sales                         | _____ | A. |
|    | B. Rag Sales                           | _____ | B. |
|    | C. Miscellaneous Income                | _____ | C. |
|    | D. TOTAL REVENUE                       | _____ | D. |
| 2. | EXPENSES                               |       |    |
|    | A. Salaries - Store Management         | _____ | A. |
|    | B. Salaries - Employees                | _____ | B. |
|    | C. Payroll taxes                       | _____ | C. |
|    | D. Employee benefits                   | _____ | D. |
|    | E. Transportation Expense              | _____ | E. |
|    | F. Advertising                         | _____ | F. |
|    | G. Insurance                           | _____ | G. |
|    | H. Telephone                           | _____ | H. |
|    | I. Rent                                | _____ | I. |
|    | J. Utilities                           | _____ | J. |
|    | K. Sales Tax                           | _____ | K. |
|    | L. Office Expense                      | _____ | L. |
|    | M. Depreciation                        | _____ | M. |
|    | N. Leasehold Improvements (Amortized)  | _____ | N. |
|    | O. Solicitation Expense                | _____ | O. |
|    | P. Other Expenses. (Attach a Schedule) | _____ | P. |
|    | Q. TOTAL EXPENSES                      | _____ | Q. |

NOTE: BASED ON YOUR CONTRACT/AGREEMENT, PLEASE COMPLETE EITHER LINES 3 AND 4 OR LINES 5, 6, AND 7.

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|----|---|-------|----|
| 3. | COST OF GOODS PURCHASED FROM CHARITY (Distribution or net to charitable organization)                         |       |    |
|    | Volume of soft goods purchased in 100 cubic feet increments: _____  |       | 3. |
| 4. | AMOUNT RETAINED BY COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES<br>(Line 1D minus Line 2Q minus Line 3)      | _____ | 4. |
| 5. | NET INCOME (lines 1D minus 2Q)  | _____ | 5. |
| 6. | MANAGEMENT FEES/COMMISSION TO COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES                                   | _____ | 6. |
|    | A. Volume of soft goods received from charitable solicitation and pick up in 100 cubic feet increments: _____ |       |    |
| 7. | NET DISTRIBUTION TO CHARITY (Line 5 minus 6)  | _____ | 7. |



8. a. Is any director, officer, or employee of the commercial fundraiser for charitable purposes a director, officer, or employee of the charitable organization listed in this report?

Yes If "yes" complete the following:  No

Name and address of director, officer, or employee of commercial fundraiser for charitable purposes	Name and address of charitable organization	Relationship of director, officer, or employee to charitable organization

(b) For each affiliation identified in 8(a), attach copy of the contract between the commercial fundraiser for charitable purposes and the charity.

Under penalties of perjury, I declare that I have examined this report, including accompanying documents, schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of authorized officer (commercial fundraiser for charitable purposes)	Printed name	Title	Date
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This report must be signed by two officers or directors of the charitable organization for verification.

Signature of authorized officer/director (charity)	Printed name	Title	Date
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Signature of authorized officer/director (charity)	Printed name	Title	Date
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**Office of the Attorney General**  
**Registry of Charities and Fundraisers**  
**Privacy Notice**  
**As Required by Civil Code § 1798.17**

**Collection and Use of Personal Information.** The Attorney General's Registry of Charities and Fundraisers (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code, § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, § 300 et seq.). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code, §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at [www.oag.ca.gov/privacy-policy](http://www.oag.ca.gov/privacy-policy).

**Providing Personal Information.** All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

**Access to Your Information.** The completed form is a public filing that will be made available on the Attorney General's website at [www.oag.ca.gov/charities](http://www.oag.ca.gov/charities) pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency consistent with state or federal law.

**Contact Information.** For questions about this notice or access to your records, contact the Registrar of Charities and Fundraisers, 1300 I Street, Sacramento, CA 95814 at [rct@doj.ca.gov](mailto:rct@doj.ca.gov).

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## INSTRUCTIONS FOR COMMERCIAL FUNDRAISER FOR CHARITABLE PURPOSES ANNUAL FINANCIAL REPORT FOR THRIFT STORES (FORM CT-2TCF)



### WHO MUST FILE

Every commercial fundraiser for charitable purposes registered in California must file an annual financial report with the Attorney General's Registry of Charities and Fundraisers on behalf of each charitable organization for which donations were solicited during the preceding calendar year. Form CT-2TCF should be completed by commercial fundraisers for charitable purposes that obtain a majority of their inventory for sale by purchase, receipt or control for resale to the general public, or salvageable personal property solicited by an organization qualified to solicit donations pursuant to Section 148.3 of the Welfare and Institutions Code.

### WHEN TO FILE

Commercial fundraisers for charitable purposes must file annual financial reports no later than 30 days after the close of the preceding calendar year. The deadline for filing annual reports is January 30 of each year.

### WHO MUST SIGN THE ANNUAL FINANCIAL REPORT

To be accepted, Form CT-2TCF must be signed by an authorized officer of the commercial fundraiser for charitable purposes and two officers or directors of the charitable organization.

### FEES MAY BE IMPOSED FOR DELINQUENT FINANCIAL REPORTING

Government Code section 12586.1 authorizes the Attorney General to charge late fees for each month or part of a month for annual financial reports not received by January 30. This code section can be found on the Charitable Trusts Section website at [www.oag.ca.gov/charities](http://www.oag.ca.gov/charities) under "Laws & Regulations."

### FOR ADDITIONAL INFORMATION

Additional information is available on the Charitable Trusts Section website at [www.oag.ca.gov/charities](http://www.oag.ca.gov/charities). You may also contact the California Attorney General's Registry of Charities and Fundraisers at [PF@doj.ca.gov](mailto:PF@doj.ca.gov).

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### GENERAL INSTRUCTIONS

Enter the commercial fundraiser for charitable purposes registration number and name and address of commercial fundraiser for charitable purposes.

Enter the charitable trust registration number (CT number), federal employer ID number (FEIN), and name and address of the charitable organization.

NOTE 1: Submit a report for each store location.

NOTE 2: Item 6 (A) - Enter volume of soft goods purchased in 100 cubic foot increments.

[Thrift Store operators purchase goods from charities based on a cart price for soft goods (clothing, cloth goods, shoes, purses, belts, jewelry, hats). Furniture, electrical items, books, records, toys, Christmas trees and other types of hard goods are excluded from the measurement.]