



• PAMELA A. MAININI •

CERTIFIED PUBLIC ACCOUNTANT

1105 Kennedy Place, Suite 5 • Davis, CA 95616

www.npocpa.pro

pam@npocpa.pro

Phone: (530) 758-3653

Cell: (530) 574-1327

Fax: (530) 792-1477

SPECIALIST IN NON-PROFIT ACCOUNTING, AUDIT AND TAX

December, 2010

Congratulations! You and your organization have completed another fiscal year. I am looking forward to seeing you again and helping with your organization's tax returns.

NEW NEW NEW NEW NEW NEW NEW NEW NEW NEW

The California Franchise Tax Board has conformed to the IRS requirement to file an electronic form. Now **ALL** non-profits, regardless of income, must file a form with the IRS, and the Franchise Tax Board. If you are a 501(c)(3) or (c)(4), you must also file with the California Attorney General.

In 2010, Organizations with gross receipts of \$200,000 or more must file the 990 long form.

YOUR TAXES

Your filing due date is ***the 15th of the month following four months from your fiscal year end.*** We will need the information listed on the attached checklists. These checklists are also available on my website.

As I have previously indicated, the redesigned Form 990 requires nonprofit organizations to have certain policies and procedures in place. *While those organizations filing a Form 990N or 990EZ are not required to disclose these policies, they are considered best practice by the IRS and I urge you to begin developing the policies applicable to your Organization, if you have not already done so.*

For 2010, the gross revenue cutoff for filing a form 990 is \$200,000; if total revenue is less than that, we will file the 990EZ on your behalf, and you will not be asked to provide evidence of the new policies and procedures. If total revenue is more than \$200,000, then we will request copies of all the policies and documents listed.

If you have not already done so, please go to the "Client Resources" section of my website for sample policies you may use as a framework to develop your own. I urge you to carefully review the language and provisions and revise them to conform to your Organization's specific needs and circumstances. If appropriate, seek the advice of competent legal counsel. I have also included a one page sheet with sample entries for the corporate governance section of the form 990. These descriptions should also be reviewed and revised to suit your organization.

When the Board has revised and adopted the new policies, please send copies to me. I only need the copies once. If you have already provided copies for my files, you do not need to resend them unless you change them. Please also include any documents listed on the enclosed checklists which we have identified as needed to complete your permanent file in our office.

MORE NEW STUFF

Guarantee. We have worked hard to rebalance our workload and establish new procedures to guarantee you great service. We are borrowing a page from Domino's Pizza and guaranteeing a 45-day turnaround

for your tax returns. If you get your information to us by April 1, I guarantee that your taxes will be filed by the due date. If I do not meet this guarantee as a result of my scheduling conflicts I will prepare the returns for half price.

Fees. I have not raised my fees for tax preparation since 2004 when I opened my practice. My fees are simply not comparable with other local practitioners or non-profit specialists. My new fee structure is as follows: Organizations with gross revenue less than \$25,000: \$150; Organizations with gross receipts between \$25,000 and \$200,000: \$550; and Organizations with gross receipts greater than \$200,000; \$1,050. These fees include up to an hour of accounting services. If more than one hour is needed to get your information ready to input to the tax forms the time will be charged at my hourly rate of \$150 per hour. The majority of you do not need more than one hour of accounting to get your data ready for tax preparation. These fees cover the IRS form 990, the FTB form 199 and the Attorney General form RRF-1, as well as questions and telephone support throughout the year.

***We have moved across the parking lot to Suite 2!
Please note our new address for your file: 1105 Kennedy Place, Suite 2***

If you have any questions regarding the IRS requirements or any other matter, please do not hesitate to contact me. I look forward to hearing from and working with you and your Board again this year.

Sincerely,



Pamela A. Mainini
Certified Public Accountant