

Pickens Snodgrass Koch LLP

Form 990-EZ Checklist

Please also complete Form 990-EZ Supplemental Schedules Checklist

1. Name of Organization
 2. Organization exempt status (please circle) 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)7
 3. What is your website address?
 4. Phone number
 5. Describe your organizations primary exempt purpose.
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6. Describe in sufficient detail, the exempt purpose of the organizations top three program services. If applicable, include specific measurements and/or statistical information (such as...number of clients served, days care provided, number of sessions or events held, etc.)
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7. During the year, did the organization engage in any activity not previously reported to the IRS?
If yes, please describe those activities.
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8. Did the organization make any changes to the organizing or governing documents that have not been reported to the IRS?
If yes, provide a copy of those changes.
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9. Did your organization have unrelated business gross income of \$1,000 or more?
If yes, describe what kind of income.
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10. Did your organization have any lobbying and political expenditures?
If yes, did your organization report to the members the portion of their membership dues that were allocable to the political or lobbying activity?
If no, then see Schedule C Checklist.

11. Did the organization incur any direct or indirect political expenditure?
If yes, enter the dollar amount of expenditures.
If yes, has the organization filed Form 1120-POL?
12. Was there a liquidation, dissolution, termination, or substantial contraction of the organizations operations?
If yes, see Schedule N Checklist.
13. Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employees or were any such loans made in a prior year and still unpaid at the beginning of the tax year covered by this return?
If yes, see Schedule L Checklist.
14. For 501(c)(3) organizations, enter the amount of tax, if any, imposed during the year under the following Internal Revenue Code sections:
 - Section 4911
 - Section 4912
 - Section 4955
15. Enter the amount of tax imposed on the organizations managers or disqualified persons during the year under sections 4912, 4955, and 4958.
16. Enter the amount of tax imposed on the organizations managers or disqualified persons that was reimbursed by the organization.
17. For 501(c)(3) and (4) organizations, did the organization engage in any excess benefit transaction during the year, or did it become aware of an excess benefit transaction from a prior year?
If yes, see Schedule L Checklist.
18. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?
19. For 501(c)(7) organizations how much in gross revenue did you collect for the following:
 - Initiation fees and capital contributions?
 - Public use of club facilities?
20. List the name, address, and phone number of the person in whose care the books are kept.

21. At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country?
If yes, what country?
The organization may also be required to file IRS Form TD F 90-22.1.
22. At any time during the calendar year, did the organization maintain an office outside of the United States? If yes, what country?
23. Did the organization maintain any donor advised funds?
If yes, the organization will be required to file Form 990 not Form 990-EZ.
24. Is any related organization a controlled entity?
If yes, the organization is required to file Form 990 not Form 990-EZ.
25. Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office?
If yes, see Schedule C Checklist.
26. Did the organization engage in lobbying activities?
If yes, see Schedule C Checklist.
27. Is the organization operating a school?
If yes, see Schedule E Checklist.
28. Did the organization make any transfers to an exempt non-charitable related organization?
If yes, was the related organization(s) a section 527 organization?
29. Provide a list of the officers, directors, trustees, and key employees for the tax year and provide the following information for each one listed:
- Name
 - Title and average hours per week devoted to position
 - Compensation, if not paid, enter -0-
 - Deferred compensation and contributions to employee benefit plans
 - Expense account and other allowances

30. For any employee (s) who received more than \$100,000 of compensation from the organization, please provide the following information:
- Name
 - Title and average hours per week devoted to the position
 - Compensation
 - Deferred compensation and contributions to employee benefit plans
 - Expense account and other allowances
31. For the five highest compensated independent contractors that received more than \$100,000 from the organization, please provide the following information:
- Name and address
 - Type of service rendered
 - Amount of compensation
32. Did the organization receive during the year, an aggregate of \$5,000 or more from any one contributor?
- If yes, see Schedule B Checklist
33. Did the organization have gross revenue from fundraising events and activities or from gaming of greater than \$15,000?
- If yes, see Schedule G Checklist.
34. Did the organization make grants to an organization or individual during the year of greater than \$5000?
- If yes, provide the following information:
- Be specific in the type activity that warranted the grant payment.
 - The grantee's name
 - The grantee's address, but only for organizations (not individuals)
 - The amount given
 - The relationship of the grantee (individuals only), if any, to any person or corporation with an interest in the organization.
35. Colleges, universities, and schools reporting scholarships or other financial assistance, please provide the following instead of the specific information listed above.
- List each type of financial aid provided
 - Indicate the number of individuals who received aid
 - Specify the aggregate dollar amount

36. If the organization gives property other than cash and measures the award or grant by the fair market value of the property, provide the following:

- Description and book value of the property
- How the organization determined the book value
- How the organization determined the fair market value
- Date of the award or grant