

Mail To:

Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101-2130

Website Address:

www.ag.state.mn.us/charity

STATE OF MINNESOTA
PROFESSIONAL FUNDRAISER
SOLICITATION CAMPAIGN
FINANCIAL REPORT
INSTRUCTIONS



WHO MUST FILE

Every professional fundraiser that solicits contributions on behalf of a charitable organization in Minnesota must file a Solicitation Campaign Financial Report with the Attorney General's Office after each solicitation campaign.

WHEN TO FILE

Professional fundraisers must file a Solicitation Campaign Financial Report no later than 90 days after the completion of a solicitation campaign, and no later than 90 days following the anniversary of the commencement of a solicitation campaign lasting more than a year. *See* Minn. Stat. § 309.531, subd. 4.

WHO MUST SIGN THE SOLICITATION CAMPAIGN FINANCIAL REPORT

The Report must be signed and notarized by an authorized official of the professional fundraiser **and** an authorized official from the charitable organization. *See* Minn. Stat. § 309.531, subd. 4.

GENERAL INSTRUCTIONS

- All line items on this Report may not be applicable to all types of solicitation campaigns. Use the pre-printed line items to the extent possible. Blank lines are provided to tailor the Report to different kinds of solicitation activity.
- Certify that the statements made on the Report are true and complete.
- Page 5, Line 1(i): Enter the total revenue generated by the campaign reported on lines 1a through 1h. Do not include uncollected pledges on this line.
- Page 5, Line 2: Enter the total amount paid to the charity.
- Page 5, Line 3: Enter the total amount paid to professional fundraiser. Subtract line 2 from line 1(i).
- Page 5, Line 4: Enter the percent of funds received by the charity from the solicitation campaign. Divide line 2 by line 1(i).
- Page 5, Line 6(s): Enter the total expenses generated by the campaign reported on lines 6a through 6r.



**PROFESSIONAL FUNDRAISER SOLICITATION CAMPAIGN
FINANCIAL REPORT INSTRUCTIONS
(Continued)**

HOW TO FILE

This form may be submitted via email and the late fee (if applicable) may be paid electronically.

- The form and all attachments should be emailed to *charity.registration@ag.state.mn.us*. The email and attachments can be **no larger than 25 MB**. The subject line of the email must contain the organization's name. If the materials you are submitting are more than 25 MB, submit the attachments in separate emails properly labeled in the subject line (e.g., email 1 of 3).
- Documents must be in PDF format and named in an identifying manner (e.g., PFR Financial Report).
- You will receive an automatically generated confirmation email. Receipt of the email confirms only that this Office received your submission and is not an attestation regarding the validity or completeness of the submitted materials.
- If you submit the Report after the due date, you may pay the \$300 late fee via credit card at www.ag.state.mn.us/Charity/CharFees.aspx, or you may submit a check via U.S. mail. If paying by check, make the check payable to "State of Minnesota."

PLEASE NOTE

If submitting these forms via mail, please do not use staples.

- A Solicitation Campaign Financial Report filed with the Attorney General's Office must accurately set forth the revenue and expenses incurred from each campaign. Failure to do so may be a violation of the Minnesota Charitable Solicitation Act, Minn. Stat. ch. 309, which could result in civil penalties up to \$25,000 for each violation, attorney fees, costs, and/or conviction of a misdemeanor crime.
- A late fee of \$300 will be assessed if a professional fundraiser fails to file a financial report on or before the required date. *See* Minn. Stat. § 309.531, subd. 1.
- **NOTICE: All information and documentation provided as part of registration and reporting shall be public records.**

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**STATE OF MINNESOTA
PROFESSIONAL FUNDRAISER
SOLICITATION CAMPAIGN
FINANCIAL REPORT**



Website Address:

www.ag.state.mn.us/charity

Professional Fundraiser Information

Legal Name

Mailing Address

City, State, and Zip Code

Charitable Organization Information

_____	_____
Legal Name	Federal EIN
_____	_____
Mailing Address	

City, State, and Zip Code	

1. Enter the dates of the campaign covered by this report: _____ through _____

2. Select the type(s) of fund-raising campaign (check all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Publication/Magazine | <input type="checkbox"/> Show/Concert/Event |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Email | <input type="checkbox"/> Discount Coupons |
| <input type="checkbox"/> Door-to-Door Solicitation | <input type="checkbox"/> Website | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Thrift Store | <input type="checkbox"/> Social Media | <input type="checkbox"/> Vehicle Donations |
| <input type="checkbox"/> Other (Please describe): _____ | | |



PROFESSIONAL FUNDRAISER SOLICITATION CAMPAIGN
FINANCIAL REPORT
(Continued)

3. Financial information reflects solicitation activity from (check one):

- Minnesota only
- Nationwide campaign

3a. If you checked nationwide campaign, provide the total amount of contributions from the campaign from Minnesota donors: \$_____

4. Books and records used in the preparation of this report are in the care of (provide full name and address):

5. For the campaign covered by this report, indicate how the professional fundraiser was compensated (check all that apply):

- Flat fee
- Hourly rate (identify number of compensated hours): _____
- Percentage of contributions
- Other (describe): _____

6. Did the professional fundraiser subcontract to a third party any of the services provided during the campaign covered by this report? Yes No

If yes, identify the third party and the service subcontracted. Attach a list if more space is needed.



**PROFESSIONAL FUNDRAISER SOLICITATION CAMPAIGN
FINANCIAL REPORT
(Continued)**

Name of Professional Fundraiser

Name of Charitable Organization

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Dates of the campaign covered by this report: _____ **through** _____

1. Revenue

- a) Monetary contributions _____ a)
- b) Entertainment sales or admission charges _____ b)
- c) Sales from products _____ c)
- d) Advertisement sales _____ d)
- e) Membership fees _____ e)
- f) Vehicle sales _____ f)
- g) Fair market value of donated goods/property _____ g)
- h) Other sources (describe + include amount) _____ h)
- _____ h)
- i) **TOTAL REVENUE** (add lines 1a through 1h) _____ **1(i).**

2. Total Amount Paid to Charity _____ **2.**

3. Total Amount Paid to Professional Fundraiser (subtract line 2 from line 1i) _____ **3.**

4. Percent of Funds Received by Charity From Solicitation Campaign (divide line 2 by line 1i) _____ **4.**

5. Total Uncollected Pledges _____ **5.**

6. Breakdown of Professional Fundraiser's Expenses in Carrying Out Campaign

- a) Salaries and commissions _____ a)
- b) Payroll taxes _____ b)
- c) Employee benefits _____ c)
- d) Cost of entertainment _____ d)
- e) Postage _____ e)
- f) Telephone _____ f)
- g) Office rental _____ g)
- h) Rental of equipment _____ h)
- i) Facilities charge _____ i)
- j) Permits _____ j)
- k) Advertising _____ k)
- l) Website _____ l)
- m) Travel _____ m)
- n) Towing _____ n)
- o) Vehicle repairs/parts _____ o)
- p) Vehicle detailing _____ p)
- q) Vehicle registration fees _____ q)
- r) Other expenses (describe + include amount) _____ r)
- _____ r)
- s) **TOTAL EXPENSES** (add lines 6a through 6r) _____ **6(s).**



PROFESSIONAL FUNDRAISER SOLICITATION CAMPAIGN
FINANCIAL REPORT
(Continued)

CERTIFICATION

I certify that the statements made in this Solicitation Campaign Financial Report are true and complete to the best of my knowledge.

FOR THE PROFESSIONAL FUNDRAISER

FOR THE CHARITABLE ORGANIZATION

Signature

Signature

Print or type name

Print or type name

Title

Title

Subscribed and sworn to before me this

Subscribed and sworn to before me this

_____ day of _____, 20_____

_____ day of _____, 20_____

Notary Public

(Seal)

Notary Public

(Seal)