City of Houston

Administration & Regulatory Affairs

CITY OF HOUSTON

Administration & Regulatory Affairs Department

Solicitation of Funds for Charitable Purposes
Closing Statement

CHECK ONE:

PRELIMINARY CLOSING _____

FINAL CLOSING _____

CHECK ONE:

FILING THIS FORM, SWORN TO: _____

CERTIFIED FINANCIAL STATEMENT (AUDITED BY CPA) _____

IRS FORM 990 _____

NAME OF PERSON ISSUED CERTIFICATE OF REGISTRATION (Registrant)

_____ E-Mail Address _____

Certificate of Registration Number _____

Date the Solicitation Period Began _____

Date the Solicitation Period Ended _____

I. List the total funds collected $_____ and pledged $_____ from the solicitation of funds.

II. State the purpose or purposes (with amount of funds for each purpose) for which such funds have been or will be disbursed by the registrant. The total funds represented by food may be stated either by estimating the monetary value of the food to the nearest multiple of $100.00 or in the case of bulk items the weight of the food by total pounds.

Purpose	**Amount**
TOTAL	

III. List any incurred expenses resulting from the solicitation of funds paid, and unpaid:

	Paid	Unpaid
1. Personnel Services	$	$
a. Salaries		
b. Wages		
c. Commissions		
d. Other		
2. Housing		
a. Rent		
b. Interest on mortgage		
c. Utilities		
d. Other		
3. Business overhead		
a. Telephone		
b. Postage and supplies		
c. Equipment		
d. Transportation		
e. Insurance		
f. Material used in solicitation		
g. Professional services		
h. Other_____		
TOTAL	$_____	$_____

IV. List all other anticipated disbursement of collected or pledged funds

Disbursement of Funds	Projected Date of Disbursement	Amount
		$
	TOTAL	$

V. If the funds have been or will be kept by the Registrant for more that thirty (30) days before disbursement, give the name of the financial institution, if any, where the funds have been or will be deposited.

_____

_____

I prepared and have carefully read this Application for Certificate of Registration. I hereby swear or affirm that every statement made herein is true and correct and that I am authorized to sign this application on behalf of the registrant.

_____
Registrant

By (signature) _____

Name (type or print) _____

Title (if any) _____

STATE OF TEXAS X

COUNTY OF TEXAS X

BEFORE ME, the undersigned authority, on this day personally appeared _____
Who being by me first duly sworn, upon his oath stated that all of the information given above and all of the answers made to the forgoing questions are within the knowledge of Affiant and are true and correct.

WITNESS my hand and seal of office this _____day of

_____ AD., 20_____

_____
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

My Commission Expires:

_____

_____
PRINTED NAME OF NOTARY

Each Registrant shall file a **preliminary** closing statement no later than thirty (30) days from the expiration of its Certificate of Registration. It need not be sworn to and any amount stated thereon may be estimated based upon whatever information is reasonably available to the person registering at the time it is filed. A Final closing statement shall be filed with the Administration & Regulatory Affairs Department no later than one hundred twenty (120) days from the expiration of the Certificate of Registration.

Read and Acknowledged:_____
Registrant