



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	\$ _____	\$ _____

