

SOLICITATION CAMPAIGN REPORT INSTRUCTIONS

General instructions:

This form is to be completed and filed with the Department of Consumer Protection , Public Charities not more than ninety (90) days after the completion of each solicitation campaign involving a paid solicitor. The "date campaign began" and "date campaign ended" dates on the campaign report should correspond to the solicitation notice (Form CPC -58) "begin" and "end" dates filed with the Public Charities by the solicitor before the campaign began.

For a solicitation campaign lasting more than one year, a Solicitation Campaign Financial Report is due on the anniversary of its commencement. Anniversary reports **must** state the period of time covered by the report. The first financial report should cover the first nine months of the campaign (giving 3 months to prepare, sign and submit the report on the first year anniversary date). Subsequent reports should cover a one year period or the period from the end of the last report to the end of the campaign, whichever is shorter. Amounts included on earlier reports for earlier periods should not be included on later reports. When the campaign is completed, the **total** of all reports filed for that campaign should equal the **total** for the entire campaign.

Email the completed form to CTCHARITYHELP@CT.GOV OR MAIL **Public Charities
Dept. of Consumer Protection
165 Capitol Avenue
Hartford, CT 06106-1630**

The completed report must be certified under oath by an authorized official of the paid solicitor and by two authorized officials of the charitable organization.

Financial report instructions:

This financial report should be completed on a **cash basis**.

Enter on line 1 the total money actually collected as a result of the campaign. This is the gross amount, without deducting any expenses. Uncollected pledges as of the date of this report are to be reported on the form in the space provided (below item 3 in the financial report section).

Enter on line 2 the amount of expenses paid by the charitable organization in connection with the campaign. This includes amounts paid by the charitable organization to the solicitor as well as amounts paid to others for which the charitable organization is responsible. Do not include expenses incurred by the solicitor but not paid by the charitable organization.

The amount on line 3 is the amount retained by the charitable organization after all expenses under the contract have been paid. Line 1 "Gross revenue" minus line 2 "Total expenses" must equal line 3 "Amount retained by the charitable organization".