



**SOLICITATION CAMPAIGN FINANCIAL REPORT  
 (Sections 1716.05 and 1716.07, Ohio Revised Code)**

This financial report is to be completed by Fund-raising Counsel that at any time have custody of contributions and Professional Solicitors for each solicitation campaign conducted on behalf of a charitable organization. Fund-raising Counsel and Professional Solicitors must file with the charity a financial report of the solicitation campaign on the anniversary of the commencement of a campaign lasting more than year and within 90 days after the campaign has been completed. Professional Solicitors must also file their reports with the Attorney General. Fund-raising Counsel must file their reports with the Attorney General within seven days after filing with the charity. **PLEASE DO NOT LEAVE ANY FIELDS BLANK. IF NOT APPLICABLE, INDICATE "N/A". PLEASE PRINT OR TYPE.**

1. \_\_\_\_\_  
 (Name of Professional Solicitor or Fund-raising Counsel) (EIN)

\_\_\_\_\_  
 (Street Address of Principal Place of Business)

\_\_\_\_\_  
 (City) (State) (Zip) (Telephone Number)

2. \_\_\_\_\_  
 (Name of Charitable Organization as Filed with the Attorney General's Office)

\_\_\_\_\_  
 (Charity EIN) (Ohio AG Registration #)

\_\_\_\_\_  
 (Street Address of Principal Place of Business)

\_\_\_\_\_  
 (City) (State) (Zip) (Telephone Number)

3. Provide the dates of the solicitation campaign as previously filed on the Solicitation Notice:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 (MM/DD/YY) (MM/DD/YY)

4. Provide the date the contract was signed by the Professional Solicitor: \_\_\_\_\_  
 (MM/DD/YY)

5. Is the campaign still ongoing? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If no, please provide the date the solicitation campaign was completed: \_\_\_\_\_  
 (MM/DD/YY)

6. Please check each of the applicable fund-raising methods used in the solicitation campaign.

- |                                 |                             |                           |
|---------------------------------|-----------------------------|---------------------------|
| _____ telephone solicitation    | _____ internet solicitation | _____ sell coupon books   |
| _____ mail solicitation         | _____ sell advertising      | _____ show or performance |
| _____ door-to-door solicitation | _____ sell other items      | _____ special events      |

**DO NOT LEAVE ANY FIELDS BLANK**

## Solicitation Campaign Financial Report

	<b>Type of Report:</b>	<b>Interim</b>	<b>Final/Closing</b>	<b>Amended</b>
	For the solicitation period beginning (mm/dd/yy): _____ and ending (mm/dd/yy): _____			
	If this is an interim report, provide the date (mm/dd/yy) solicitation began in Ohio: _____			

<b>PROVIDE EXACT NUMBERS – DO NOT ROUND AMOUNTS UP OR DOWN</b>	<b>Total Campaign</b>	<b>Ohio*</b>
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<b>1. Gross Revenue (Do not include pledges not yet received.)</b>		
<b>2. Expenses: (do not attach separate list of expenses)</b>		
Professional solicitor fees		
Salaries, wages, commissions		
Contract service fees		
Show or performance fees		
Cost of goods sold to contributors		
Printing		
Postage/Shipping		
Telephone		
Rent/Utilities		
Advertising/Marketing		
Insurance		
Supplies/Equipment		
Licenses/Permits/Registration fees		
Professional/Legal/Accounting Fees		
Other (describe):		
<b>3. Total Expenses:</b>		
<b>4. Net Proceeds (Gross Revenue minus Total Expenses):</b>		
<b>5. Amount of Net Proceeds Retained by the Charitable Organization:</b>		
<b>6. Amount of Net Proceeds Retained by the Professional Solicitor:</b>		
<b>7. Percentage of Gross Revenue Retained by the Charitable Organization:</b> (Amount retained by the Charitable Organization divided by gross revenue)		
<b>8. Percentage of Gross Revenue to be Retained by the Charitable Organization as Written in the Contract and Solicitation Notice:</b>		

**PROVIDE EXACT NUMBERS – DO NOT ROUND AMOUNTS UP OR DOWN**

A breakdown of gross receipts and expenses generated in Ohio must be provided if the contract between the professional solicitor and the charitable organization provides for a percentage of gross revenue to be received by the charitable organization that differs from state to state.

DO NOT LEAVE ANY FIELDS BLANK

AFFIDAVIT

STATE OF \_\_\_\_\_:

SS:

COUNTY OF \_\_\_\_\_:

I, \_\_\_\_\_, being first duly sworn  
**(Typed or Printed Name)**

say that I am the \_\_\_\_\_  
**(Title or Office)**

of \_\_\_\_\_  
**(Name of Professional Solicitor or Fund-raising Counsel)**

and further state as follows:

1. I am the individual who has completed the foregoing Solicitation Campaign Financial Report Form;
2. I have read the foregoing Report and know the contents thereof;
3. The report is true and correct to the best of my knowledge and belief; and
4. This Report is made for the purpose of complying with the provisions of Chapter 1716 of the Ohio Revised Code.
5. In accordance with Ohio Revised Code Section 1716.07(E), a copy of this report was provided to

\_\_\_\_\_ on \_\_\_\_\_  
**(Name of Charitable Organization) (Date)**

6. Enclosed a confirmation of receipt or other proof of mailing to the charitable organization.

\_\_\_\_\_  
**(Signature)**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
**(Notary Public Signature)**

Seal

\_\_\_\_\_  
**(Printed Name)**

DO NOT LEAVE ANY FIELDS BLANK