

**ORGANIZATION EXEMPT FROM TAXATION QUESTIONNAIRE
PART TWO**

Client: _____
Date: _____ **Information Supplied by:** _____

Please provide the following for the completion of your 2008 Form 990:

1. Mission statement as approved by the Board of Directors.
2. List each person that has served during the year on the Board of Directors and their titles.
3. Number of Board members permitted to vote:
4. Number of employees as of March 12, 2008:
5. Estimated number of volunteers in 2008:
6. Number reported in Box 3 of Form 1096 for 2008:
7. How many W-2Gs are included in the answer for question 6?
8. Please provide the number of employees reported on Form W-3:
9. Please describe the process that the organization uses to have the Board review the Form 990:
10. Describe how the organization makes its governing documents available to the public?
11. How does the organization regularly and consistently monitor and enforce compliance with the conflict of interest policy? Is the policy annually circulated to the Board?

Client: _____

ORGANIZATION EXEMPT FROM TAXATION TAX QUESTIONNAIRE: PART TWO (CONTINUED)

<p>12. Describe the process for determining compensation for the organization's top officials:</p>
<p>13. For the three largest program service activities describe the exempt purpose achievements. Additional information may be requested.</p>
<p>14. List each donor (name, address and amount) that contributed a total of \$5,000 or more during the year. Indicate any non-cash contributions.</p>