Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2011

Open to Public Inspection

Department of the Treasury Internal Revenue Service Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

For the 2011 calendar year, or tax year beginning 2011, and ending . 20 C Name of organization COUNCIL ON AMERICAN-ISLAMIC RELATIONS D Employer identification number Check if applicable: Address change Doing Business As 68-0547353 Number and street (or P.O. box if mail is not delivered to street address) Room/suite E Telephone number Name change 9594 FIRST AVENUE NE **SUITE 272** 206-367-4081 Initial return City or town, state or country, and ZIP + 4 Terminated SEATTLE, WA 98115 G Gross receipts \$ 166,675 Amended return Application pending | F Name and address of principal officer: SYED ARSALAN BUKHARI **H(a)** Is this a group return for affiliates? ☐ **Yes** ✓ **No** 9594 FIRST AVE NE, STE 272, SEATTLE, WA If "No," attach a list. (see instructions) 501(c)(3) ___ 501(c) () ◀ (insert no.) ☐ 4947(a)(1) or Tax-exempt status: Website: ▶ www.cairseattle.org **H(c)** Group exemption number ▶ NONPROFI L Year of formation: Form of organization: ✓ Corporation Trust WA Association Other > M State of legal domicile: Part I Summary 1 Briefly describe the organization's mission or most significant activities: CAIR's mission is to enhance understanding of Islam, encourage dialogue, protect civil liberties, empower American Muslims, and build coalitions promoting justice and Activities & Governance mutual understanding. Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets. 3 Number of voting members of the governing body (Part VI, line 1a) 3 4 4 Number of independent voting members of the governing body (Part VI, line 1b) . 0 4 5 5 4 Total number of individuals employed in calendar year 2011 (Part V, line 2a) Total number of volunteers (estimate if necessary) 6 40 7a Total unrelated business revenue from Part VIII, column (C), line 12 7a 0 Net unrelated business taxable income from Form 990-T, line 34 7b 0 **Current Year** Contributions and grants (Part VIII, line 1h) 106,637 160,075 8 9 Program service revenue (Part VIII, line 2g) 0 6,600 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 0 10 0 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) . . . 0 0 12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12) 106,637 166,675 13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) 0 0 14 1,619 0 Benefits paid to or for members (Part IX, column (A), line 4) . . . 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) 45.513 125,289 16a Professional fundraising fees (Part IX, column (A), line 11e) O b Total fundraising expenses (Part IX, column (D), line 25) ▶ 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 46,841 50,156 18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 93.973 175,445 19 Revenue less expenses. Subtract line 18 from line 12 12,664 -8,770 End of Year **Beginning of Current Year** 4,203 20 Total assets (Part X, line 16) 12664 21 Total liabilities (Part X, line 26) . 0 22 Net assets or fund balances. Subtract line 21 from line 20 12,664 4,203 Part II Signature Block Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge. Sign Signature of officer Date Here Type or print name and title Print/Type preparer's name Preparer's signature Date Check ✓ if **Paid** MARGARET B HOLLEY self-employed P01492305 **Preparer** ► MARGARET B HOLLEY DBA ACCOUNTING ACCURATELY Firm's EIN ▶ **Use Only** Firm's address ▶ 2112 S. 90TH ST, # 116, TACOMA, WA 253-581-7145 Phone no. ✓ Yes No May the IRS discuss this return with the preparer shown above? (see instructions)

Form 990 (2011) Page **2**

Part	
	Check if Schedule O contains a response to any question in this Part III
1	Briefly describe the organization's mission:
	CAIR's Mssion is to enhance understanding of Islam, encourage dialogue, protect civil liberties, empower American
	Muslims, and build coalitions promoting justice and mutual understanding.
2	Did the organization undertake any significant program services during the year which were not listed on the
	prior Form 990 or 990-EZ?
	If "Yes," describe these new services on Schedule O.
3	Did the organization cease conducting, or make significant changes in how it conducts, any program
	services?
	If "Yes," describe these changes on Schedule O.
4	Describe the organization's program service accomplishments for each of its three largest program services, as measured by
	expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of
	grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.
4a	(Code:) (Expenses \$45,616.00 including grants of \$000_) (Revenue \$000_)
та	CIVIL RIGHTS DEFENSE: In 2011, CAIR-WA:
	* Processed 202 Complaints and
	* Resolved over 97 Civil Rights Cases,
	* All at no cost to our clients.
4b	(Code:) (Expenses \$ 24,562.00 including grants of \$ 0.00) (Revenue \$ 0.00)
40	COMMUNITY EMPOWED MENT: In 2011 CAID WAS
	* Registered 600 New Voters;
	* Educated 12,000 Muslims through 25 Live "Know Your Rights" Presentations;
	* Graduated 20 Students through MYLP;
	* Planned 15 Political and Media Activist Trainings at Mosques across Washington State;
	* Organized a Legislative Day in Olympia (the State Capitol) bringing, on average, 300 Muslims from across
	Washington State to meet their State Lawmakers.
4c	(Code:) (Expenses \$ 40,35200 including grants of \$ 0.00) (Revenue \$ 16,000)
	COALITION BUILDING: In 2011, CAIR-WA:
	* Built Strong Working Relationships with:
	* Over 30 Mosques across Washington State.
	* Over 10 Governmental Agencies at Federal and Local Levels.
	* Over 50 Local and National NGO's
	* Over 10 Ethnically-based Muslim-majority Organizations.
	* Over 50 Influential Individual Activists.
4d	Other program services (Describe in Schedule O.)
	(Expenses \$ 15.353.00 including grants of \$ 0.00) (Revenue \$ 0.00)
4e	Total program service expenses ▶ \$125,883.00

Part	V Checklist of Required Schedules			
			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes,"			
	complete Schedule A	1	√	
2 3	Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)? Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to	2	✓	
3	candidates for public office? If "Yes," complete Schedule C, Part I	3		1
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4		1
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues,			
	assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III	5		✓
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors			
	have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6		1
7	Did the organization receive or hold a conservation easement, including easements to preserve open space,			
	the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7		✓
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If</i> "Yes," complete Schedule D, Part III	8		1
9	Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part			
	X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes,"			
	complete Schedule D, Part IV	9		✓
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V	10		1
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
а	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes,"			
	complete Schedule D, Part VI	11a		✓
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b		1
С	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more	115		•
	of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c		✓
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If</i> "Yes," <i>complete Schedule D, Part IX</i>	11d		1
е	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e		1
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f		1
12 a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete			Ť
	Schedule D, Parts XI, XII, and XIII	12a		✓
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional	12b		1
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13		√
14 a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		✓
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking,			
	fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV	14b		1
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? If "Yes," complete Schedule F, Parts II and IV	15		1
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance			
17	to individuals located outside the United States? If "Yes," complete Schedule F, Parts III and IV	16		✓
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)	17		1
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If</i> "Yes," <i>complete Schedule G, Part II</i>	18		1
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III			
20 a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H	19 20a		√
	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20a		Y
	,		1	i .

Part	Checklist of Required Schedules (continued)			
			Yes	No
21	Did the organization report more than \$5,000 of grants and other assistance to any government or organization in the United States on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21		1
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22		1
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J	23		√
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25	24a		✓
	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24b		√
А	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		√
25a		25a		∨
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	25b		1
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II	26		√
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III	27		✓
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
а	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28a		✓
b	A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28b		✓
С	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV	28c		✓
29 30	Did the organization receive more than \$25,000 in non-cash contributions? <i>If</i> "Yes," <i>complete Schedule M</i> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If</i> "Yes," <i>complete Schedule M</i>	30		√
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31		√
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II	32		✓
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I </i>	33		✓
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1	34		✓
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		✓
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2	35b		✓
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2 </i>	36		✓
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI </i>	37		✓
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? Note. All Form 990 filers are required to complete Schedule O	38	1	

Form 99	0 (2011)		F	Page
Part	Statements Regarding Other IRS Filings and Tax Compliance Check if Schedule O contains a response to any question in this Part V			
			Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable 1a -0-			
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable 1b			
С	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	√	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax			
	Statements, filed for the calendar year ending with or within the year covered by this return 2a 4	,		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? .	2b	1	
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to <i>e-file</i> (see instructions)			
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		✓
b	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority			
	over, a financial account in a foreign country (such as a bank account, securities account, or other financial			
	account)?	4a		✓
b	If "Yes," enter the name of the foreign country: ▶			
	See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		✓
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		✓
С	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5с		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the			
	organization solicit any contributions that were not tax deductible?	6a		✓
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or			
	gifts were not tax deductible?	6b		
7	Organizations that may receive deductible contributions under section 170(c).			
а	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a		√
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
С	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was			
	required to file Form 8282?	7c		✓
d	If "Yes," indicate the number of Forms 8282 filed during the year			
е	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		✓
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? .	7f		✓
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	√	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	✓	
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting			
	organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring			
0	organization, have excess business holdings at any time during the year?	8		
9	Sponsoring organizations maintaining donor advised funds.	00		
a b	Did the organization make any taxable distributions under section 4966?	9a 9b		
10	Section 501(c)(7) organizations. Enter:	90		
а	Initiation fees and capital contributions included on Part VIII, line 12			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities . 10b	-		
11	Section 501(c)(12) organizations. Enter:	1		
а	Gross income from members or shareholders			
b	Gross income from other sources (Do not net amounts due or paid to other sources	1		
	against amounts due or received from them.)			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.			
а	Is the organization licensed to issue qualified health plans in more than one state?	13a		
b	Note. See the instructions for additional information the organization must report on Schedule O. Enter the amount of reserves the organization is required to maintain by the states in which			
	the organization is licensed to issue qualified health plans			
С	Enter the amount of reserves on hand	-		

14a Did the organization receive any payments for indoor tanning services during the tax year? **b** If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*

14a

14b

and financial statements available to the public during the tax year.

20

Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a Part VI response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Section A. Governing Body and Management Nο 1a Enter the number of voting members of the governing body at the end of the tax year . . . If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O. Enter the number of voting members included in line 1a, above, who are independent . 2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with 2 Did the organization delegate control over management duties customarily performed by or under the direct 3 supervision of officers, directors, or trustees, or key employees to a management company or other person? 3 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? 4 4 Did the organization become aware during the year of a significant diversion of the organization's assets? . 5 5 6 6 Did the organization have members, stockholders, or other persons who had the power to elect or appoint 7a Are any governance decisions of the organization reserved to (or subject to approval by) members, 7b Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: 8a 8b Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O. Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.) Nο 10a Did the organization have local chapters, branches, or affiliates? 10a If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? 10b 11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? 11a b Describe in Schedule O the process, if any, used by the organization to review this Form 990. **12a** Did the organization have a written conflict of interest policy? If "No," go to line 13 12a Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? 12b Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," 12c 13 13 14 14 Did the organization have a written document retention and destruction policy? 15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? The organization's CEO, Executive Director, or top management official ✓ 15a 15b If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions). 16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement 16a ✓ b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the Section C. Disclosure List the states with which a copy of this Form 990 is required to be filed ▶ 17 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) 18 available for public inspection. Indicate how you made these available. Check all that apply. ✓ Own website Another's website ✓ Upon request Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, 19

State the name, physical address, and telephone number of the person who possesses the books and records of the

organization: Nomodou Jallow, 9594 First Ave NE, Ste 272, Seattle, WA 98115, Phone: (206) 367-4081

orm 990 (2011)	Page 7
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Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's current key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization no	r any relate	d org	aniz	atio	n c	ompe	nsa	ited any curren	t officer, directo	r, or trustee.
(A) Name and Title	(B) Average hours per week	officer and a director/trustee)					one i an :ee)	(D) Reportable	(E) Reportable compensation from related	(F) Estimated
	(describe hours for related organizations in Schedule O)	Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	the organization (W-2/1099-MISC)	organizations (W-2/1099-MISC)	compensation from the organization and related organizations
(1) Syed Arsalan I. Bukhari	Calariad							50.000		
Executive Director (2)	Salaried					✓		50,000	0	0
(3)										
(4)										
(5)	-									
(6)	-									
(7)	-									
(8)	-									
(9)	-									
(10)	-									
(11)										
(12)										
(13)	-									
(14)	-									

Part	VII Section A. Officers, Directors, Trust	ees, Key E	mploy	/ees	s, ar	nd H	lighe	st C	ompensated E	mployees (conti	nued)	
	(A) Name and title	(B) Average hours per week	Posit (do not check n box, unless pers officer and a dir				is both or/trust	an tee)	(D) Reportable compensation from	(E) Reportable compensation from related	am	(F) imated ount of other
		(describe hours for related organizations in Schedule O)	Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	the organization (W-2/1099-MISC)	organizations (W-2/1099-MISC)	comp fro orga and	ensation om the inization related nizations
(15)							<u>α</u>					
(16)												
(17)												
(18)												
(19)												
(20)												
(21)												
(22)												
(23)												
(24)												
(25)												
1b c d	Sub-total							> > >	50,000 0 50,000	0		0
2	Total number of individuals (including but reportable compensation from the organi	not limited	to th					e) w	ho received mo	ore than \$100,00	00 of	
3	Did the organization list any former of employee on line 1a? If "Yes," complete s										ed 3	Yes No ✓
4	For any individual listed on line 1a, is the organization and related organizations individual	greater that	an \$1	50,	000	? //	"Ye	s, "	complete Sch		ne ch	
5	Did any person listed on line 1a receive of for services rendered to the organization'	r accrue co	omper	nsat	tion	fror	n any	un un	related organiz		al 4	1
Section	on B. Independent Contractors											V
1	Complete this table for your five highest of compensation from the organization. Repyear.											
	(A) Name and business add	ress							(B) Description of s	ervices	(C) Compen	
2	Total number of independent contractor	•	_					th	ose listed abo	ove) who		

Part	: VIII	Statement of Revenue					
				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
nts nts	1a	Federated campaigns 1a	0				
Contributions, Gifts, Grants and Other Similar Amounts	b	Membership dues 1b	0				
s, G Am	С	Fundraising events 1c	0				
Sift lar,	d	Related organizations 1d	0				
s, (imil	е	Government grants (contributions) 1e	0				
ion	f	All other contributions, gifts, grants,					
pd the		and similar amounts not included above 1f	160,075				
d di	g	Noncash contributions included in lines 1a-1f: \$	0				
a S	h	Total. Add lines 1a-1f	•	160,075			
ine			Business Code				
ver	2a	Capitol Day 2011	813311	6,600			
Program Service Revenue	b						
<u>ķ</u>	С						
Ser	d						
am	е						
ogr	f	All other program service revenue.					
4	g	Total. Add lines 2a–2f		6,600			
	3	Investment income (including divident					
	_	and other similar amounts)	H				
	4	Income from investment of tax-exempt be	· -				
	5	Royalties	(ii) Personal				
		(i) Real	(II) Fersonal				
	6a	Gross rents					
	b	Less: rental expenses					
	C	Rental income or (loss) Net rental income or (loss)	•				
	d 7a	Gross amount from sales of (i) Securities	(ii) Other				
	1 a	assets other than inventory	(ii) Guioi				
	b	Less: cost or other basis and sales expenses .					
	С	Gain or (loss)					
	d	Net gain or (loss)	▶				
enne	8a	Gross income from fundraising events (not including \$					
Other Reven		of contributions reported on line 1c). See Part IV, line 18 a					
Ę	b	Less: direct expenses b					
0		Net income or (loss) from fundraising	events . ►				
	9a	Gross income from gaming activities. See Part IV, line 19 a					
	b	Less: direct expenses b					
	C	Net income or (loss) from gaming acti					
	_	Gross sales of inventory, less					
		returns and allowances a					
	b	Less: cost of goods sold b					
	c	Net income or (loss) from sales of inve					
		Miscellaneous Revenue	Business Code				
	11a						
	b						
	С						
	d	All other revenue					
	е	Total. Add lines 11a-11d	▶				
	12	Total revenue. See instructions	▶	166,675	0	0	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

	Check if Schedule O contains a respon	se to any question	in this Part IX \cdot .		📙
	t include amounts reported on lines 6b, 7b, , and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and				
	organizations in the United States. See Part IV, line 21	0			
2	Grants and other assistance to individuals in the United States. See Part IV, line 22	0			
3	Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16	O			
4 5	Benefits paid to or for members Compensation of current officers, directors, trustees, and key employees	50,000	40,625	6,250	3,125
6	Compensation not included above, to disqualified persons (as defined under section $4958(f)(1)$) and persons described in section $4958(c)(3)(B)$	0			
7 8	Other salaries and wages Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	31,266	18,624	3,992	8,650
9	Other employee benefits	3,619	2,036	905	678
10	Payroll taxes	40,404	29,458	5,092	5,854
11	Fees for services (non-employees):	3,710		3,552	9,000
а	Management	o			
b	Legal	0			
С	Accounting	2,897	0	2,897	0
d	Lobbying	0			
е	Professional fundraising services. See Part IV, line 17	0			
f	Investment management fees	0			
g	Other	0			
12	Advertising and promotion	0			
13	Office expenses	35, 219	26,840	1,398	6,981
14	Information technology	2,287	762	763	762
15	Royalties	0			
16	Occupancy	8,175	5,960	1,030	1,185
17	Travel	1,011	1,011	0	0
18	Payments of travel or entertainment expenses for any federal, state, or local public officials	О			
19	Conferences, conventions, and meetings .	567	567	0	0
20	Interest	0			
21	Payments to affiliates	0			
22	Depreciation, depletion, and amortization .	0			
23	Insurance	0			
24	Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
а					
b					
С					
d					
е	All other expenses	0			
25	Total functional expenses. Add lines 1 through 24e	175,445	125,883	22,327	27,235
26	Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Г	art X	Balance Sneet			
			(A) Beginning of year		(B) End of year
	1	Cash-non-interest-bearing	12,664	1	4,203
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of		_	
		Schedule L		5	
Ø	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
Assets	7	Notes and loans receivable, net		7	
As	8	Inventories for sale or use		8	
-	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D			
	b	Less: accumulated depreciation		10c	
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	Total assets. Add lines 1 through 15 (must equal line 34)	12,664		4,203
	17	Accounts payable and accrued expenses	14001	17	4200
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D.		21	
Liabilities	22	Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons.			
ig		Complete Part II of Schedule L		22	
Ë	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	Total liabilities. Add lines 17 through 25	0		0
		Organizations that follow SFAS 117, check here ► ✓ and complete		20	
es		lines 27 through 29, and lines 33 and 34.			
ınc	27	Unrestricted net assets	12,664	27	4,203
ale	28	Temporarily restricted net assets		28	7-50
O E	29	Permanently restricted net assets		29	
Net Assets or Fund Balances		Organizations that do not follow SFAS 117, check here ▶ □ and complete lines 30 through 34.			
S	30	Capital stock or trust principal, or current funds		30	
set	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
As	32	Retained earnings, endowment, accumulated income, or other funds .		32	
et	33	Total net assets or fund balances	12,664		4,203
Z	34	Total liabilities and net assets/fund balances	12,664		4.203
_			.4301	. .	Form 990 (2011)

Form 990 (2011) Page **12**

Part	XI Reconciliation of Net Assets			-	
	Check if Schedule O contains a response to any question in this Part XI				✓
1	Total revenue (must equal Part VIII, column (A), line 12)	1		16	6,675
2	Total expenses (must equal Part IX, column (A), line 25)	2		17	5,445
3	Revenue less expenses. Subtract line 2 from line 1	3		-	8,770
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4		1.	2,66 4
5	Other changes in net assets or fund balances (explain in Schedule O)	5			309
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33,				
	column (B))	6			4, 203
Part	XII Financial Statements and Reporting				
	Check if Schedule O contains a response to any question in this Part XII				
				Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☐ Accrual ☐ Other				
	If the organization changed its method of accounting from a prior year or checked "Other," explain	ain in			
	Schedule O.				
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? .		2 a		✓
b	Were the organization's financial statements audited by an independent accountant?		2b		✓
С	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for ove				
	of the audit, review, or compilation of its financial statements and selection of an independent account	tant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, expl	lain in			
	Schedule O.				
d	If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year	were			
	issued on a separate basis, consolidated basis, or both:				
	☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis				
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set for				
	the Single Audit Act and OMB Circular A-133?		3a		✓
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo				
	required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audit	dits	3b		
			Forn	n 990	(2011

SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust. Department of the Treasury Internal Revenue Service ► Attach to Form 990 or Form 990-EZ. ► See separate instructions.

Open to Public Inspection

Name of the organization

Employer identification number

COU	NCIL ON AMERICA	N-ISLAMIC RELA	TIONS						68-054	47353
Pa	rt I Reason f	or Public Cha	rity Status (All orga	ınization	s must c	omplete	this pa	rt.) See i	nstructio	ns.
The	organization is not	a private founda	ation because it is: (Fo	r lines 1 t	through 1	1, check	only one	box.)		
1	A church, con	vention of churc	hes, or association of	churches	s describe	ed in sec	tion 170	(b)(1)(A)(i).	
2	☐ A school desc	ribed in section	170(b)(1)(A)(ii). (Attac	ch Sched	ule E.)					
3	☐ A hospital or a	cooperative ho	spital service organiza	ation desc	cribed in	section 1	170(b)(1)	(A)(iii).		
4	A medical rese	earch organizatio	on operated in conjun	ction with	n a hospit	al descril	bed in se	ction 17	0(b)(1)(A)(iii). Enter the
	hospital's nam	ne, city, and state	e:							
5		on operated for ()(1)(A)(iv). (Com	the benefit of a colle plete Part II.)	ge or uni	versity ov	wned or	operated	by a go	vernmenta	al unit described in
6	A federal, state	e, or local gover	nment or government	al unit de	scribed in	section	170(b)(1	I)(A)(v).		
7	7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)									
8			n section 170(b)(1)(A	-	mplete Pa	ırt II.)				
9	✓ An organization	on that normally	receives: (1) more that	an 331/3%	6 of its su	apport fro	om contri	ibutions,	members	hip fees, and gross
	receipts from	activities related	d to its exempt funct	ions—sul	bject to d	certain ex	ceptions	s, and (2)	no more	than 331/3% of its
			nt income and unre fter June 30, 1975. Se						n 511 tax	() from businesses
10		=	l operated exclusively					•	4)	
11		•	nd operated exclusive			-				or to carry out the
•••			olicly supported organ							
			describes the type of							
	a 🗌 Type I				III-Funct		-			Type III–Other
е			that the organization			-	_	v bv one		71
_	, .	,	ers and other than one			•		, ,		
	or section 509				, ,	• • •	Ü			()()
f	If the organiz	ation received a	a written determination	on from	the IRS t	hat it is	a Type	I, Type	II, or Type	e III supporting
	_									🗆
g	_		he organization accep	oted any	gift or co	ontributio	n from a	iny of the)	
	following pers									
			ndirectly controls, eitl							d Yes No
			ody of the supported							11g(i)
			on described in (i) abo							11g(ii)
			a person described in							11g(iii)
h	Provide the fo	llowing informati	on about the support	ed organi	ization(s).					
(i)	Name of supported	(ii) EIN	(iii) Type of organization		organization sted in your		ou notify nization in		s the tion in col.	(vii) Amount of
	organization		(described on lines 1–9 above or IRC section		document?		of your		zed in the	support
			(see instructions))				oort?		S.?	
				Yes	No	Yes	No	Yes	No	
(A)										
(B)										
(C)										
(D)										
(E)										
Tota	1									

Page **2**

Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

	(Complete only if you checked the						alify under
Sacti	Part III. If the organization fails to on A. Public Support	quality und	er the tests iis	stea below, p	iease compie	ete Part III.)	
	dar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1	Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	(a) 2001	(b) 2008	(6) 2009	(a) 2010	(e) 2011	(i) Total
2	Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3	The value of services or facilities furnished by a governmental unit to the organization without charge						
4	Total. Add lines 1 through 3						
5	The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6	Public support. Subtract line 5 from line 4.						
	on B. Total Support						
Calen	idar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
7	Amounts from line 4						
8	Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9	Net income from unrelated business activities, whether or not the business is regularly carried on						
10	Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11	Total support. Add lines 7 through 10						
12	Gross receipts from related activities, etc.	. (see instructi	ons)			12	
13	First five years. If the Form 990 is for the					ear as a section	on 501(c)(3)
	organization, check this box and stop he						🕨 🗌
Secti	on C. Computation of Public Suppor		·				
14	Public support percentage for 2011 (line 6					14	%
15	Public support percentage from 2010 Sch					15	%
16a	331/3% support test—2011. If the organiz						
	box and stop here. The organization qua			•			_
b	33 ¹ / ₃ % support test—2010. If the organ check this box and stop here. The organ					9 15 IS 33 ¹ /3%	
4=	,	•					· · ·
17a	10%-facts-and-circumstances test—2011. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization						Explain in
b	15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here . Explain in Part IV how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly					op here.	
10	supported organization						
18	instructions						

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support							
Calen	dar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1	Gifts, grants, contributions, and membership fees				. ,		
	received. (Do not include any "unusual grants.")			29, 405	84,737	160,075	274,217
2	Gross receipts from admissions, merchandise						
	sold or services performed, or facilities furnished in any activity that is related to the						
	organization's tax-exempt purpose			О	15,000	6,600	21,600
3	Gross receipts from activities that are not an						
	unrelated trade or business under section 513			0	6,900	0	6,900
4	Tax revenues levied for the						
	organization's benefit and either paid						
	to or expended on its behalf			0	0	0	0
5	The value of services or facilities						
	furnished by a governmental unit to the						
_	organization without charge			0	0	0	0
6	Total. Add lines 1 through 5			29,405	106,637	166,675	302,717
7a	Amounts included on lines 1, 2, and 3 received from disqualified persons .						
_				0	0	0	0
b	Amounts included on lines 2 and 3						
	received from other than disqualified persons that exceed the greater of \$5,000						
	or 1% of the amount on line 13 for the year			o	0	0	0
_	Add lines 7a and 7b			0	0	0	0
8	Public support (Subtract line 7c from			J	J	0	
	line 6.)						302,717
Secti	on B. Total Support		-				
	dar year (or fiscal year beginning in)	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
9	Amounts from line 6			29,405	106,637	166,675	302,717
10a	Gross income from interest, dividends,						
	payments received on securities loans, rents,						
	royalties and income from similar sources .			0	0	0	0
b	Unrelated business taxable income (less						
	section 511 taxes) from businesses						
	acquired after June 30, 1975			0	0	0	0
С	Add lines 10a and 10b			0	0	0	0
11	Net income from unrelated business						
	activities not included in line 10b, whether						
40	or not the business is regularly carried on			0	0	0	0
12	Other income. Do not include gain or loss from the sale of capital assets						
	(Explain in Part IV.)			0	0	0	0
13	Total support. (Add lines 9, 10c, 11,			J	- O	0	
	and 12.)			29,405	106,637	166,675	302,717
14	First five years. If the Form 990 is for the	ne organizatio	n's first, secon				
	organization, check this box and stop he	re					▶ 🗸
Secti	on C. Computation of Public Suppor	rt Percentag	je				
15	Public support percentage for 2011 (line 8						%
16	Public support percentage from 2010 Sch	nedule A, Part	III, line 15 .			16	%
	on D. Computation of Investment In						
17	Investment income percentage for 2011 (. ,	•	. ,,		%
18	Investment income percentage from 2010						<u>%</u>
19a	331/3% support tests—2011. If the organ						
	17 is not more than 33 ¹ / ₃ %, check this box		-	-		-	_
b	33 ¹ /3% support tests—2010. If the organize line 18 is not more than 33 ¹ /3%, check this						
20	Private foundation. If the organization di		_				_
_U	ato roanidationi ii tiio diganization di	a not oncor a	~UN UII III IU 14	, , , , , , , , , , , , , , , , , , , ,	THE PORT OF THE PO	a. 14 000 11 13t1 UL	,

Part IV	Supplemental Information. Complete this part to provide the explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).							

SCHEDULE O (Form 990 or 990-EZ)

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

Department of the Treasury Internal Revenue Service

Name of the organization

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

Open to Public Inspection

Employer identification number

COUNCIL ON AMERICAN-ISLAMIC RELATIONS	68-0547353
Form 990, Part III, Line 2 - CAIR-WA began two Major Initiatives in 2011: (1)-The Seattle Times Article	e Analysis Project, and
(2)- The Community Action T	raining /Groups Project.
Form 990, Part III, Line 4d - Other Program Services include about \$10,500 for Public Education.	
Form 990, Part VI, Section A, Line 6-The organization has 4 sitting Board Members.	
Form 990, Part VI, Section A, Line 7a - The Board Members may vote for new Board Members, or vote	e to terminate Board Members.
Form 990, Part VI, Section A, Line 7b - The Board Members.	
Form 990, Part VI, Section B, Line 11b - Form 990 was presented to the Executive Director. It was rev	iewed and approved.
Form 990, Part VI, Section B, Line 12c - Conflict of Interest is disallowed, and Board Members are end voted off the Board.	couraged to self-monitor or face being
Form 990, Part VI, Section B, Line 15b - The Board Members review and monitor the performance of paccordingly.	paid staff, and recommend pay raises
Form 990, Part VI, Section C, Line 19 - CAIR makes its governing documents, conflict of interest police throughout the year both upon request, and also on our website.	cy, and financial statements available to
Form 990, Part XI, Line 5 - January 1, 2011 Beginning Cash Balance increased \$309 due to a Bookkee the January 2011 Bank Statement.	eping Error discovered while reconciling

Schedule O (Form 990 or 990-EZ) (2011)		Page 2
Name of the organization	Employer identification number	

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Schedule

An organization should use Schedule O (Form 990 or 990-EZ), rather than separate attachments, to provide the IRS with narrative information required for responses to specific questions on Form 990 or 990-EZ, and to explain the organization's operations or responses to various questions. It allows organizations to supplement information reported on Form 990 or 990-EZ.

Do not use Schedule O to supplement responses to questions in other schedules of the Form 990 or 990-EZ. Each of the other schedules includes a separate part for supplemental information.

Who Must File

All organizations that file Form 990 and certain organizations that file Form 990-EZ must file Schedule O (Form 990 or 990-EZ). At a minimum, the schedule must be used to answer Form 990, Part VI, lines 11b and 19. If an organization is not required to file Form 990 or 990-EZ but chooses to do so, it must file a complete return and provide all of the information requested, including the required schedules.

Specific Instructions

Use as many continuation sheets of Schedule O (Form 990 or 990-EZ) as needed.

Complete the required information on the appropriate line of Form 990 or 990-EZ prior to using Schedule O (Form 990 or 990-EZ).

Identify clearly the specific part and line(s) of Form 990 or 990-EZ to which each response relates. Follow the part and line sequence of Form 990 or 990-EZ.

Late return. If the return is not filed by the due date (including any extension granted), use a separate attachment to provide a statement giving the reasons for not filing on time. Do not use this schedule to provide the late-filing statement.

Amended return. If the organization checked the Amended return box on Form 990, Heading, item B, or Form 990-EZ, Heading, item B, use Schedule O (Form 990 or 990-EZ) to list each part or schedule and line item of the Form 990 or 990-EZ that was amended.

Group return. If the organization answered "Yes" to Form 990, line H(a) but "No" to line H(b), use a separate attachment to list the name, address, and EIN of each affiliated organization

included in the group return. Do not use this schedule. See the instructions for Form 990, I. Group Return.

Form 990, Parts III, V, VI, VII, IX, XI, and XII. Use Schedule O (Form 990 or 990-EZ) to provide any narrative information required for the following questions in the Form 990.

- 1. Part III, Statement of Program Service Accomplishments.
 - a. "Yes" response to line 2.
 - b. "Yes" response to line 3.
 - c. Other program services on line 4d.
- 2. Part V. Statements Regarding Other IRS Filings and Tax Compliance.
 - a. "No" response to line 3b.
 - b. "Yes" or "No" response to line 13a.
 - c. "No" response to line 14b.
- Part VI, Governance, Management, and Disclosure.
- a. Material differences in voting rights among members of the governing body in line 1a.
- b. Delegation of governing board's authority to executive committee.
- c. "Yes" responses to lines 2 through 7b.
- d. "No" responses to lines 8a, 8b, and 10b.
 - e. "Yes" response to line 9.
- f. Description of process for review of Form 990, if any, in response to line 11b.
 - g. "Yes" response to line 12c.
- h. Description of process for determining compensation in response to lines 15a and 15b.
- i. If applicable, in response to line 18, an explanation as to why the organization did not make any of Forms 1023, 1024, 990, or 990-T publicly available.
- i. Description of public disclosure of documents in response to line 19.
- Part VII, Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors.
- a. Estimate of average hours per week, if any, devoted to related organizations.
- b. Explain if reporting of compensation paid by a related organization is provided only for the period during which the related organization was related, not the entire calendar year ending with or within the tax year, and state the period during which the related organization was related
- c. Description of reasonable efforts undertaken in regard to column (E).

- 5. Explanation for Part IX, Statement of Functional Expenses, line 24e (all other expenses), if amount in Part IX, line 24e, exceeds 10% of amount in Part IX, line 25 (total functional expenses).
- 6. Part XI. Reconciliation of Net Assets. Explain any other changes in net assets or fund balances reported on line
- 7. Part XII, Financial Statements and Reporting.
- a. Change in accounting method or description of other accounting method used on line 1.
- b. Change in committee oversight review from prior year on line 2c.
 - c. "No" response to line 3b.

Form 990-EZ, Parts I, II, III, and V. Use Schedule O (Form 990 or 990-EZ) to provide any narrative information required for the following questions:

- 1. Part I, Revenue, Expenses, and Changes in Net Assets or Fund Balances.
- a. Description of other revenue, in response to line 8.
- b. List of grants and similar amounts paid, in response to line 10.
- c. Description of other expenses, in response to line 16.
- d. Explanation of other changes in net assets or fund balances, in response to line 20.
 - 2. Part II, Balance Sheets.
- a. Description of other assets, in response to line 24.
- b. Description of total liabilities, in response to line 26.
- 3. Description of other program services in response to Part III, Statement of Program Service Accomplishments, line 31.
 - 4. Part V. Other Information.
 - a. "Yes" response to line 33.
 - b. "Yes" response to line 34.
- c. Explanation of why organization did not report unrelated business gross income of \$1,000 or more to the IRS on Form 990-T, in response to line 35b.

Other. Use Schedule O (Form 990 or 990-EZ) to provide narrative explanations and descriptions in response to other specific questions. The narrative provided should refer and relate to a particular line and response on the form.

made available for public inspection.



Do not include on Schedule O (Form 990 or 990-EZ) any social security number(s), **CAUTION** because this schedule will be