

INSTRUCTIONS FOR ACCOUNTING REPORT FOR PROFESSIONAL SOLICITOR

An Accounting Report is required to be filed by a professional solicitor within 3 months after the end of each fund-raising drive, campaign, or event. The accounting report shall contain an accounting of all money received and disbursed on a gross basis. See Maryland Solicitations Act, Business Regulation Article, 6-506.

An Interim Accounting Report is required if a currently registered professional solicitor applies for a new registration and has not yet submitted the accounting required by Maryland Solicitations Act, Business Regulation Article, 6-506. See Maryland Solicitations Act, Business Regulation Article 6-306.

The interim accounting report must account for all money received and disbursed for each fund-raising drive, campaign, or event through a date within 3 months before the professional solicitor's current registration expires.

An accounting report or interim accounting report is also required for a person that acts as a professional solicitor before applying to register as a professional solicitor.

Print this form; complete it; and mail it to:

Solicitor and Counsel Registrations, Secretary of State, State House, Annapolis, MD 21401.

For questions about the form, please call us at 410-974-5534 or email us

Directions for completing the Accounting Report form:

1. Enter name of the professional solicitor.
2. Enter the name or title of the fundraising campaign. This should match the name or title of the fundraising campaign for this charitable organization that was provided on the Fund-Raising Notice form filed prior to the start of this fundraising campaign. Also, provide the dates on which this campaign was held and the date of this report. The date of this report should be the date this form is being completed.
3. Enter the name of the charitable organization (should use the name under which it is registered with our office) for which the fundraising campaign was conducted.
4. If this is a final accounting report, check "no." If this is an interim accounting report, check "yes." If checking "yes" for interim accounting report, provide the date for which this report is current through. The financial information for this fundraising campaign that is being provided must be current with the date entered into this field.
5. Enter the gross amount contributions generated from this fundraising campaign.

6. Enter the gross amounts of fundraising expenses for the various categories:
 - (a) The amount entered for this field should include the amount of wages paid to management level employees of the professional solicitor from this campaign. Management includes supervisors of solicitors as well as executive employees of the professional solicitor.
 - (b) The amount entered for this field should include the amount of wages paid to all solicitors making calls for this fundraising campaign that are employees of the professional solicitor.
 - (c) The amount entered for this field should include the amount of wages paid to all associate solicitors making calls for this fundraising campaign. An associate solicitor is a person who solicits or receives charitable contributions for a professional solicitor but is not employed by the solicitor (a subcontractor).
 - (d) The amount entered for this field should include all expenses related to printing and postage for this fundraising campaign. The cost of mailers, pledge cards, receipts, or any other expense related to printing and postage.
 - (e) The amount entered for this field should include any expenses not included in (a) through (d).
 - (f) The amount entered for this field should be the sum of lines (a) through (e). This should also equal the total amount of money paid by the charitable organization to the professional solicitor for conducting this fundraising campaign.

7. Enter the net amount of contributions retained by the charitable organization from this fundraising campaign. This amount should equal the amount of money entered on line 5 minus the amount of money entered on line 6(f).

Certification Section. The professional solicitor and an authorized official of the charitable organization for which the professional solicitor acts shall sign the accounting and certify that it is true to the best of their knowledge. See Maryland Solicitations Act, Business Regulation Article 6-506. Both of these certifications must be completed in order for the form to be considered complete.



Accounting Report for Professional Solicitors

Office of the Secretary of State, State House, Annapolis MD 21401 Telephone: 410-974-5534

1. Name of Professional Solicitor: _____
2. Campaign _____ Dates Held _____ Date of Report _____
3. Charitable Organization _____
4. Is this an interim report? ____ Yes ____ No If yes, report is current through _____
5. **Total Contributions Received:** \$ _____
6. **Expenses:**
 - a) Solicitor management salaries & wages \$ _____
 - b) Professional solicitor salaries & wages \$ _____
 - c) Associate solicitor salaries & wages \$ _____
 - d) Printing and postage expenses \$ _____
 - e) Other expenses \$ _____
 - f) **Total Fund-Raising Expenses** (sum of all expense categories, a-e): \$ _____
7. **Net Contributions for Organization** \$ _____
(total contributions received minus total fund-raising expenses equals net contribution for organization)

CERTIFICATION

I, (print name) _____, being an officer or other duly authorized representative of the organization which has entered into an agreement with the professional solicitor who has prepared this report, do hereby certify, under penalties of perjury, that the statements contained herein are true to the best of my knowledge.

For _____
Name of Organization

By _____
Signature of Representative

I, (print name) _____, being an officer or other duly authorized representative of the professional solicitor reporting herein, do hereby certify, under penalties of perjury, that the statements contained herein are true to the best of my knowledge.

For _____
Name of Professional Solicitor

By _____
Signature of Representative