

Office of the Secretary of State
 State House
 Annapolis MD 21401
 (410) 974-5534

ACCOUNTING REPORT FOR THE PROFESSIONAL SOLICITOR

BR §6-506. Accounting Required.

- (a) Within 3 months after the end of each fund-raising drive, campaign, or event, a professional solicitor shall submit to the Secretary of State, on the form that the Secretary of State provides, an accounting under oath of all money received and disbursed on a gross basis.
- (b) 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.

BR §6-306. Registration before Accounting

- (a) If a currently registered professional solicitor applies for a new registration and has not yet submitted the accounting required by §6-506 of this title, the professional solicitor shall submit with the new application:
 - (1) that accounting; or
 - (2) an interim accounting, under oath and in a form that the Secretary of State requires, that accounts 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.
- (b) A person that acts as a professional solicitor before applying to register as a professional solicitor that has not submitted an accounting under §6-506 of this title, shall submit with the professional solicitor application:
 - (1) that accounting; or
 - (2) an interim accounting, under oath, and in a form that the Secretary of State requires, that accounts for all money received and disbursed for each fund-raising drive, campaign, or event through a date within 3 months before the person filed a professional solicitor application.

Mail to Charitable Organizations Division, Office of the Secretary of State, State House, Annapolis MD 21401

Is this an interim report? yes no If yes, report is current through _____ .

Event _____ Dates Held _____ Date of Report _____

Professional Solicitor _____

Charitable Organization _____

Expenses

Occupancy (Rental)	\$ _____
Telephone	\$ _____
Other utilities	\$ _____
Postage	\$ _____
Printing expenses	\$ _____
Furniture rental	\$ _____
Office supplies	\$ _____
Professional solicitor management salaries & wages	\$ _____
Associate solicitor salaries & wages	\$ _____
Miscellaneous (Itemize on separate sheet)	\$ _____
Professional solicitor pay	\$ _____
Total Fund-Raising Expenses	\$ _____

Net Contribution for Charitable Organization (total fund-raising costs - total contributions) \$ _____

CERTIFICATION

I, (print name) _____, being an officer or other duly authorized representative of the charitable 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 Charitable 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