

Financial Reporting with the Oregon Department of Justice

All organizations Incorporated with the Secretary of State, which is a requirement of all neighborhood associations, must register and file annual financial reports through the Department of Justice, Charitable Activities Section. Basic information about your organization, including the intended purpose and annual organizational revenue, will be listed with the Department of Justice to ensure that potential donors are protected and giving to reputable organizations. Even if an association's revenue is nominal from communications funds and cleanups, this is still a state requirement.

Once registered, neighborhood associations must stay up-to-date and report on financial information annually.

We have budgeted to reimburse neighborhood associations for the associated fees, after documentation of filing is received. For more information and deadline dates on both the CT-12 and Annual Report, contact Kristen at 503-232-0010 x 319.

To check the status of your association, visit http://www.doj.state.or.us/cgi-bin/charigroup_db_query.pl and search for your association.

For more information about registration and renewal with the Department of Justice, Charitable Activities Section, visit www.doj.state.or.us/charigroup/index.shtml

or contact 971 673-1880, charitable.activities@doj.state.or.us

If your association is listed as active, check to see when you are due to file again. You must renew by filling out the CT-12 Form <http://www.doj.state.or.us/charigroup/howtorpt.shtml> at the end of your fiscal /calendar year. Scroll down to the "All Other Organizations" section for the correct form for your reporting year. You have 4 months to fill out the form and return it to the Oregon Department of Justice, Charitable Activities.

If your association is not listed or is listed as inactive or dissolved, you must file a RF-C form to register as a corporation with the Department of Justice.

When filling out the CT-12 form, ONLY record TOTAL REVENUE as those funds generated from donations, communications money, and any revenue acquired that DID NOT use our 501(c)3 tax number for deduction purposes (bake sales, plant sales, etc.).

Any revenue generated using our tax ID number will need to be accounted for in a SEPERATE financial report (detailing beginning balance, expenses vs credit and end balance) then sent to SE Uplift (3534 SE Main, Portland OR 97214) NO LATER than July 1st.
