

## Charitable Checkoff Financial Reporting

Oregon Revised Statute 305.730 requires Charitable Checkoff organizations to report on the use of Charitable Checkoff donations every two years. Charities are to report for their last two fiscal years:

1. The total Checkoff donations received.
2. How the donations were spent (items/projects funded).
3. Where the donations were spent or where the recipients of the donations were located (geographical location).
4. That no checkoff donations were spent on administrative expenses.

The Commission appreciates receiving a one-page (or so) narrative that puts the above items into words. The Commission also requests color maps and easy reading spreadsheets where applicable.

Organizations that are also recertifying should note the additional information needed for recertification.

Copies of all documents need to be received at the Department of Revenue by July 1<sup>st</sup> in the year the charity is reporting. Emailing is the preferred method. Documents can be emailed to [Megan.C.Denison@oregon.gov](mailto:Megan.C.Denison@oregon.gov). If documents need to be mailed, they can be sent to:

Megan Denison, Charitable Checkoff Advisor  
Oregon Department of Revenue  
955 Center St NE  
Salem OR 97301-2555

A member of the organization also needs to be available at the annual meeting of the Charitable Checkoff Commission in August to present the information and answer any questions the Commission may have.