CITY OF WINCHESTER, VIRGINIA

PROPOSED CITY COUNCIL AGENDA ITEM

CITY COUNCIL/COMMITTEE MEETING OF: 03/10/2015 **CUT OFF DATE:** ___

RESOLUTION ___ **ORDINANCE** _X_ **PUBLIC HEARING** ___

ITEM TITLE: Application for Real Estate Tax Exemption for Property Owned by Congregational Community Action Project, Inc.

STAFF RECOMMENDATION: Approve

PUBLIC NOTICE AND HEARING:

ADVISORY BOARD RECOMMENDATION:

FUNDING DATA:

INSURANCE:

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

DEPARTMENT	INITIALS FOR APPROVAL	INITIALS FOR DISAPPROVAL	DATE
1. Finance	TB		2-27-15
2. Treasurer			2/27/15
3.			
4. City Attorney			3/4/2015
5. City Manager			4 Mar 2015
6. Clerk of Council			

Initiating Department Director's Signature: _____ 02/27/15
Date

CITY ATTORNEY'S OFFICE Received MAR 2 2015 8:00 AM WINCHESTER, VA

APPROVED AS TO FORM: 3/4/2015
CITY ATTORNEY

Revised: October 23, 2009

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council

From: Ann T. Burkholder, Commissioner of the Revenue ATB

Date: 02/26/2015

Re: Application for Real Estate Tax Exemption by Congregational Community Action Project, Inc.

THE ISSUE: Congregational Community Action Project, Inc. (CCAP) has submitted to the Commissioner of the Revenue an application for real estate tax exemption by designation on property at 106 South Kent Street. In order to be eligible for exemption, both the ownership and use of the property must meet certain state and local criteria.

RELATIONSHIP TO STRATEGIC PLAN: This application relates most closely to Goal 4: Create a more livable City for all.

BACKGROUND: Pursuant to Code of the City of Winchester §27-32, any organization seeking an exemption by designation shall file an application with the Commissioner of the Revenue by November 1 preceding the year for which property tax exemption is sought. Following review and approval by various offices and departments, the City Manager or designee shall present an ordinance proposal for exemption, together with estimated revenue impact and other pertinent information, to the City Council for consideration as part of the annual budget.

This organization already enjoys real estate tax exemption on the adjoining parcels at 112 - 118 South Kent Street. The prior exemption was granted under an earlier version of City Code which included broader criteria for self-effectuating exemption by classification. Pursuant to current provisions of City Code, this application comes before Council on the basis of exemption by designation. CCAP purchased the parcel under consideration in April, 2014.

It is the determination of the Commissioner of the Revenue that CCAP has complied with all application requirements, meets all state and local qualifications for exemption as a charitable organization, and that usage of the property also meets the necessary qualifications.

BUDGET IMPACT: Assessed value for 2015 is $216,700. As the 2015 tax rate has yet to be determined, using the 2014 tax rate of $0.95/$100, annual taxes would be $2,058.65.

OPTIONS: City Council has the option to approve or deny this request.

RECOMMENDATION: Pursuant to Code of the City of Winchester §27-32 et seq, the Commissioner of the Revenue and City Manager request that City Council approve this request.

AN ORDINANCE TO APPROVE THE APPLICATION OF CONGREGATIONAL COMMUNITY ACTION PROJECT FOR TAX EXEMPT STATUS BY DESIGNATION PURSUANT TO CHAPTER 27 DIVISION 5 OF CODE OF THE CITY OF WINCHESTER

WHEREAS, Congregational Community Action Project (CCAP) is a charitable not-for-profit organization formed by the faith community of Winchester; and

WHEREAS, CCAP has previously been granted tax exemption for property owned at 112 – 118 South Kent Street and used directly for its mission; and

WHEREAS, CCAP has properly submitted a request for tax exemption by designation pursuant to Chapter 27 Division 5 of Code of the City of Winchester for property recently purchased at 106 South Kent and used directly for its mission; and

WHEREAS, in accordance with codified requirements, the Office of the Commissioner of Revenue, the Office of the Treasurer and City Attorney have reviewed the request; and

WHEREAS, proper Notice and a Public Hearing have been held as required by Code of the City of Winchester §27-32(b),

NOW therefore be it ordained that the request for tax exempt status of CCAP is hereby granted for the property at 106 South Kent Street, effective July 1, 2015. In accordance with §27-36 of Code of the City of Winchester, this property shall be subject to a triennial review of exemptions.

Winchester
commissioner of the revenue Virginia

Ann T. Burkholder, Commissioner of the Revenue
15 North Cameron Street
Winchester, VA 22601
Email: commrevenue@winchesterva.gov

Telephone: (540) 667-1815
FAX: (540) 667-8937
TDD: (540) 722-0782
Website: www.winchesterva.gov

To: Jeff Barbour, Treasurer
Tony Williams, City Attorney
Eden Freeman, City Manager

From: Ann T. Burkholder

Date: November 11, 2014

SUBJECT: Application for Real Estate Tax Exemption by Congregational Community Action Project (CCAP)

The Congregational Community Action Project (CCAP) has submitted to the Commissioner of the Revenue an application for real estate tax exemption by designation on the following property:

Property Address	Property Description	2014 Assessed Value
106 South Kent Street	Commercial building	$233,300

Annual taxes at 2014 rate of $0.95/$100 = $2,216.35.

Pursuant to Code of the City of Winchester §27-32, any organization seeking an exemption by designation shall file an application with the Commissioner of the Revenue by November 1 preceding the year for which property tax exemption is sought. Following review and approval by various offices and departments, the City Manager shall present an ordinance proposal for exemption, together with estimated revenue impact and other pertinent information, to the City Council for consideration as part of the annual budget

Background
This organization enjoys real estate tax exemption on the adjacent parcels of 112 South Kent Street and 118 South Kent Street, which was granted exemption by religious classification under the provisions of City Code at that time. City records indicate that CCAP continues to use that property for purposes consistent with its mission.

Eligibility for Exemption
In order to be eligible for exemption, both the ownership and use of the property must meet certain state and local criteria.

Eligibility for Exemption - Organization
It is the determination of the Commissioner of the Revenue that CCAP has complied with all application requirements and meets all state and local qualifications for exemption as a charitable organization.

Eligibility for Exemption – Real Property
In April of 2014, CCAP purchased the parcel under consideration, known as 106 South Kent Street. Information available to the City indicates the organization uses this property exclusively for charitable purposes in furtherance of its stated mission.

Conclusion

1. Application filed in a complete and timely manner: YES
2. Ownership of the property meets eligibility criteria: YES
3. Use of the property meets eligibility criteria: YES

It is the determination of the Commissioner of the Revenue that the request by Congregational Community Action Project for exemption by designation for property at 106 South Kent Street is eligible for consideration by the Common Council.

Review Required:

Commissioner of the Revenue: _____

Date: 11/11/2014

Treasurer: _____

Date: 11/12/2014 Comments Attached (Y/N): Agree with findings of COR

Note: On Cover letter under #7 the date listed is 12/31/14, but should be 12/31/13.

City Attorney: _____

Date: 1/22/2015 Comments Attached (Y/N): No

CCAP, INC.
P.O. Box 2112
Winchester, VA 22604
(540) 662-4318

October 10, 2014

Ann T. Burkholder
Commissioner of the Revenue
15 North Cameron Street
Winchester, VA 22601

RE: Application for Real Estate Exemption

Dear Commissioner Burkholder:

We are pleased to present our Application for Real Estate Tax Exemption with regard to the real property owned by CCAP at 106 South Kent Street [ref Tax Map 193-01-V-04].

It should be noted that CCAP, as is indicated in our name, is a faith based non-profit hence the name Congregational Community Action Project, Inc. Founded in 1974 by several of the downtown faith communities [Roman Catholic, Protestant, and Jewish]. CCAP was later incorporated under the laws of Virginia and remains under the original faith communities as well as a significant number of additional faith communities both in the City of Winchester and the County of Frederick.

The governance of CCAP is the appointment of Directors by the aforementioned faith communities by their representatives. Such Directors then elect the corporate Officers and the Officers then manage the operations on a daily basis. Such Directors, Officers, staff are all volunteer and no salary or other compensation is paid.

Our enclosed exhibits are:

1. Our IRS ruling indicating our 501 (c)(3) status
2. Our IRS Identification Number
3. Copy of our 2013 Federal Return 990
4. Copy of our By Laws and Articles of Incorporation
5. List of Directors, Officers via our Annual Report
6. Description of subject property (copy of deed)
7. Financial Statements as of December 31, 2014

#7 Should read 12/31/13 instead of 12/31/14 -

Respectfully submitted,

Charles Henkle

Charles Henkle, Treasurer

Winchester
commissioner of the revenue Virginia

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
Email: commrevenue@ci.winchester.va.us

Telephone: (540) 667-1815
FAX: (540) 667-5298
TDD: (540) 722-0782
Website: www.winchesterva.gov

APPLICATION FOR REAL ESTATE TAX EXEMPTION BY QUALIFYING CLASSIFICATION OR DESIGNATION

For any answers that require more space, please include attachments

Tax Parcel ID#: 193-01-V-4 Acreage: 0.1845

Property Owner: Congregational Community Action Project, INC (CCAP)

Name of Organization (if different from Property Owner): _____

Mailing Address Street: P.O. Box 2112

Mailing Address City, State, Zip: Winchester, VA 22604

Property Address: 106 S. Kent St.

Legal Description of Property: See attached copy of deed

1. Indicate the type of exemption desired: Classification _____ Designation X
   Exemptions by classification shall be strictly construed in accordance with Article X, Section 6(f) of the Constitution of Virginia.

2. By what specific section of the Constitution and the Code of Virginia do you claim this exemption?
   58.1-3651 Code of Virginia (Charitable use)

3. Is the property ownership chartered or incorporated under the laws of the Commonwealth of Virginia?
   Yes X No _____ (If yes, attach a copy of the charter)

4. For what purpose is the ownership chartered, incorporated or otherwise in existence?
   Exclusively for charitable purposes
   (See attached Articles of incorporation
   Formed by Faith Community of Winchester)

To be a financially sound city providing top quality municipal services while focusing on the customer and engaging our community

5. For what purpose is the property being used? Please be specific and include use of acreage, if applicable. If there are several types of use, indicate such usages by areas of the building, floor locations and land allocations.

Acreage/Portion	Description of Use	Beginning Date
0.1845	To distribute Clothing to persons in need in Winchester and the County of Frederick	July 01, 2014

6. Does any other individual, organization, association or corporation occupy or use any part of the premises? Yes _____ No X

If yes, give details: (How often, what part of the building or property, name of organization)

7. Is any income, be it earnest money or in kind services, received from the use of any portion of the property by other individuals or groups, whether considered as rent or reimbursement for necessary expenses for services incurred? Yes _____ No X

If yes, please give details: _____

8. Does your ownership group have an exemption under U. S. Internal Revenue code so that gifts to your group are deductible by the donor? Yes X No _____

(a) If yes, give date of Internal Revenue ruling: November 21, 1979

(b) Give Internal Revenue Identification number: 23-7433688

9. REQUIRED DOCUMENTATION
   (a) Attach to this application your most recent financial statement, including, where applicable, IRS Forms 900; 990; 990EZ; 990T; reflecting income and expenditures for the most current twelve (12) month reporting period, which statement will become a part of this application. The attached financial statement is for the period from 01/01/2013 to 12/31/2013
   (b) Attach a copy of the organization's Constitution, By-Laws, Articles of Incorporation, and/or other related documents.
   (c) Attach a list reflecting the names of all trustees or corporate/organization officers, the date appointed or elected, and the court in which they qualified or identify the instrument in which they were officially appointed.
   (d) If investments, such as stock or bonds, are reflected on the financial statement, attach a list of all such investments, including name of stock, date received and value.
   (e) If applying for exemption by designation, please attach a check or money order made payable to the 'Commissioner of the Revenue' in the amount of $350.00 for the applicable deposit for publication as required under Section 27-32 of the City Code.

10. FILING DEADLINE AND EFFECTIVE DATE OF EXEMPTION
   (a) For exemption by classification, the applicant may file at any time. The Commissioner of the Revenue shall determine effective date of exemption based upon dates of qualifying ownership and usage.
   (b) For exemption by designation, the applicant must submit a completed application with all supporting documentation on or before November 1. Applications, if fully approved, shall then take effect July 1 of the following year.

For additional information, please refer to Code of the City of Winchester §§27-31 - 27-37, available on the City's website. The office of the Commissioner of the Revenue will gladly provide assistance with the application process.

Application completed by: Charles R. Henkle

Title: Treasurer Date Submitted: _____

Contact person: Charles R. Henkle Telephone Number: 540-327-6361

I, Charles R. Henkle, an appointed or elected Trustee/Officer for the above named organization, certify under penalty of law that this application and all attachments hereto have been examined by me and all information is true and correct.

Signature of Trustee/Officer: Charles Henkle

Title: Treasurer Date: 10/17/14

Subscribed and sworn to before me this 17th day of October, 2014

Notary Public: Lori Ann Hunt

My commission expires: June 30, 2016

LORI ANN HUNT
NOTARY PUBLIC
REG. #343791
MY COMMISSION EXPIRES 6/30/2016
COMMONWEALTH OF VIRGINIA

Tax Map: 193-1-V-4
Consideration: $ 225,000.00
Assessed Value: $233,300.00

Title Insurer: Fidelity National Title Insurance Company
Grantees Address: 106 South Kent Street
Winchester, VA 22601

DEED OF BARGAIN AND SALE

THIS DEED is made as of April 15, 2014, by and between PEARL PROPERTIES, L.C., a Virginia limited liability company, Grantor; and CONGREGATIONAL COMMUNITY ACTION PROJECT, INC., a Virginia corporation, Grantee.

W I T N E S S E T H:

That for and in consideration of the sum of $10, cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant and convey with General Warranty and English Covenants of Title unto the Grantee the following described property located in the City of Winchester, Virginia (the "Property"):

> All that certain parcel of land, together with all improvements and appurtenances thereunto belonging, lying and being situate at No. 106 along the eastern side of South Kent Street, in the City of Winchester, Virginia, containing 8,037 square feet, and designated as Lot A on the plat and survey of L. Allen Ebert, L.S., dated June 1, 1993, of record in the Clerk's Office of the Circuit Court of Winchester, Virginia, in Deed Book 258, at Page 1294;
>
> AND BEING the same property conveyed by Craig C. Stoner to Pearl Properties, L.C., by Deed dated August 1, 2001, of record in the aforesaid Clerk's Office in Deed Book 305, at Page 1317.

SAID GRANTOR COVENANTS that it has the right to convey the said land unto the GRANTEE, that it has done no act to encumber the same; that the GRANTEE shall have quiet possession of the said land, free from all encumbrances; that the GRANTOR will execute such further assurances of the said land as may be requisite.

This conveyance is made subject to easements, conditions, and restrictions of record

Prepared by: Victoria Stoner, Esq. #45023
Return to: Law Office Edwin B. Yost
112 South Cameron Street
Winchester, VA 22601

insofar as they may lawfully affect the Property.

WITNESS the following signatures and seals:

PEARL PROPERTIES, L.C.

By: _____ MGR
CRAIG C. STONER, Member

COMMONWEALTH OF VIRGINIA
CITY/~~COUNTY~~ OF Winchester

The foregoing Deed of Bargain and Sale was acknowledged before me this 15th day of April, 2014, by Craig C. Stoner, duly authorized member of Pearl Properties, L.C.

Andrea W. Brandt
Notary Public

My Commission expires: 12/31/2015.

ANDREA W. BRANDT
NOTARY PUBLIC
REG. #116637
MY COMMISSION EXPIRES
12/31/2015
COMMONWEALTH OF VIRGINIA

INSTRUMENT #140000788
RECORDED IN THE CLERK'S OFFICE OF
WINCHESTER, VA
APRIL 15, 2014 AT 02:07PM
$203.50 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-802 OF THE VA. CODE
STATE: $116.75 LOCALLY $116.75

TERRY H. WHITTLEY, CLERK
RECORDED BY: CMC

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter Social Security numbers on this form as it may be made public.

▶ Information about Form 990 and its instructions is at www.irs.gov/form990

OMB No. 1545-0047

2013

Open to Public Inspection

For the 2013 calendar year, or tax year beginning and ending

Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Terminated ☐ Amended return ☐ Application pending

C Name of organization: CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

Doing Business As

Number and street (or P.O. box if mail is not delivered to street address): P.O. BOX 2112 | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: WINCHESTER, VA 22604

D Employer identification number: 23-7433688

E Telephone number: 540-662-4318

G Gross receipts $ 552,764.

F Name and address of principal officer: CHARLES HENKLE
P.O. BOX 2112, WINCHESTER, VA 22604

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ CCAPWINC.ORG

H(c) Group exemption number ▶

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1979 M State of legal domicile: VA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: PROVIDES FOOD, CLOTHING AND FINANCIAL ASSISTANCE TO THE NEEDY OF WINCHESTER, VA AND SURROUNDING

2 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	5
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
5	Total number of individuals employed in calendar year 2013 (Part V, line 2a)	5	0
6	Total number of volunteers (estimate if necessary)	6	100
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, line 34	7b	0.

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	399,210.	525,975.
	9	Program service revenue (Part VIII, line 2g)	0.	0.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,876.	26,789.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1,229.	0.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	404,315.	552,764.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	294,352.	234,832.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.	0.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 0.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	87,171.	112,957.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	381,523.	347,789.
	19	Revenue less expenses. Subtract line 18 from line 12	22,792.	204,975.

			Beginning of Current Year	End of Year
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	931,453.	1,138,716.
	21	Total liabilities (Part X, line 26)	4,579.	5,844.
	22	Net assets or fund balances. Subtract line 21 from line 20	926,874.	1,132,872.

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 Here

▶ Signature of officer | Date

▶ CHARLES HENKLE, TREASURER
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
OLIVIA A. HUTTON, CPA				P00964688

Firm's name ▶ YOUNT, HYDE & BARBOUR, P.C. | Firm's EIN ▶ 54-1149263

Firm's address ▶ P.O. BOX 2560
WINCHESTER, VA 22604-1760 | Phone no. 540-662-3417

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:
TO PROVIDE FOOD, CLOTHING AND FINANCIAL ASSISTANCE TO THE NEEDY IN THE CITY OF WINCHESTER, VA AND THE SURROUNDING COUNTIES.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No
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? ☐ Yes ☒ No
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 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 $ 234,832. including grants of $ 234,832.) (Revenue $)
CCAP MAINTAINS A COMPLETE FOOD PANTRY, WE OPERATE A CLOTHING ROOM FOR BOTH GENDERS OF ALL SIZES, AND WE OFFER ASSISTANCE IN OTHER AREAS SUCH AS RENTS, UTILITIES AND PRESCRIPTION DRUGS.

4b (Code:) (Expenses $ including grants of $) (Revenue $)

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe in Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶ 234,832.

Part IV 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	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
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? *If "Yes," complete Schedule C, Part II*	4		X
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		X
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		X
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		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; 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		X
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	X	
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.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
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		X
c	Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
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? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
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)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
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 and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
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		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
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*	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
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*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X
22	Did the organization report more than $5,000 of grants or 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	X	
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		X
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 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3) and 501(c)(4) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
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		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If so, complete Schedule L, Part II	26		X
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		X
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):			
a	A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28b		X
c	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		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
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		X
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? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, 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? *If "Yes," complete Schedule R, Part V, line 2*	36		X
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? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note.** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	1		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		1c	X	
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	0		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b		
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No," to line 3b, 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		X
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		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		5c		
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 as charitable contributions?		6a		X
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).**				
a	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		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	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 organization, have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the organization make any taxable distributions under section 4966?		9a		
b	Did the organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
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:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
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.**				
a	Is the organization licensed to issue qualified health plans in more than one state?		13a		
	Note. See the instructions for additional information the organization must report on Schedule O.				
b	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	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*		14b		

Part VI Governance, Management, and Disclosure *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	5		
	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.				
b	Enter the number of voting members included in line 1a, above, who are independent	1b	5		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6		X	
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		X	
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X	
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	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*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	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	X	
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		X
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c		
13	Did the organization have a written whistleblower policy?	13		X
14	Did the organization have a written document retention and destruction policy?	14		X
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?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	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 with a taxable entity during the year?	16a		X
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 organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ NONE

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[ ] Own website [ ] Another's website [X] Upon request [ ] Other *(explain in Schedule O)*

19 Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: ▶

CHARLES HENKLE - (540)662-4318
381 OLD KITCHEN RD, WHITE POST, VA 22663

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

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 nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) FRAN RICKETTS PRESIDENT	40.00	X		X				0.	0.	0.
(2) HELEN KENNY VICE PRESIDENT	20.00	X		X				0.	0.	0.
(3) BETHANY SEARFOSS VICE PRESIDENT - CLOTHING	40.00	X		X				0.	0.	0.
(4) CHARLES HENKLE TREASURER	20.00	X		X				0.	0.	0.
(5) MAUREEN WOLFE SECRETARY	20.00	X		X				0.	0.	0.

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
1b Sub-total ▶								0.	0.	0.
c Total from continuation sheets to Part VII, Section A ▶								0.	0.	0.
d Total (add lines 1b and 1c) ▶								0.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

		Yes	No
3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address NONE	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e				
	f All other contributions, gifts, grants, and similar amounts not included above	1f 525,975.				
	g Noncash contributions included in lines 1a-1f: $					
	h **Total.** Add lines 1a-1f ▶		525,975.			
Program Service Revenue		Business Code				
	2 a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g **Total.** Add lines 2a-2f ▶					
	3 Investment income (including dividends, interest, and other similar amounts) ▶		47.			47.
	4 Income from investment of tax-exempt bond proceeds ▶					
	5 Royalties ▶					
		(i) Real / (ii) Personal				
	6 a Gross rents					
	b Less: rental expenses					
	c Rental income or (loss)					
	d Net rental income or (loss) ▶					
		(i) Securities / (ii) Other				
	7 a Gross amount from sales of assets other than inventory	26,742.				
	b Less: cost or other basis and sales expenses	0.				
	c Gain or (loss)	26,742.				
	d Net gain or (loss) ▶		26,742.			26,742.
Other Revenue	8 a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	a				
	b Less: direct expenses	b				
	c Net income or (loss) from fundraising events ▶					
	9 a Gross income from gaming activities. See Part IV, line 19	a				
	b Less: direct expenses	b				
	c Net income or (loss) from gaming activities ▶					
	10 a Gross sales of inventory, less returns and allowances	a				
	b Less: cost of goods sold	b				
	c Net income or (loss) from sales of inventory ▶					
	Miscellaneous Revenue	Business Code				
	11 a					
	b					
	c					
	d All other revenue					
	e **Total.** Add lines 11a-11d ▶					
	12 **Total revenue.** See instructions. ▶		552,764.	0.	0.	26,789.

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).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, 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				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22	234,832.	234,832.		
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	7,455.		7,455.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion				
13 Office expenses	6,068.		6,068.	
14 Information technology				
15 Royalties				
16 Occupancy	51,514.		51,514.	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	2,534.		2,534.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	22,841.		22,841.	
23 Insurance	7,460.		7,460.	
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.)				
a VEHICLE MAINTENANCE	13,962.		13,962.	
b TAXES AND LICENSES	1,123.		1,123.	
c				
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	347,789.	234,832.	112,957.	0.
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

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing		95,442.	1	133,030.
	2	Savings and temporary cash investments		56,496.	2	299,840.
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net		0.	4	5,000.
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L			5	
	6	Loans and other 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 instr). Complete Part II of Sch L			6	
	7	Notes and loans receivable, net			7	
	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	10a 764,527.			
	b	Less: accumulated depreciation	10b 70,734.	660,741.	10c	693,793.
	11	Investments - publicly traded securities		112,744.	11	0.
	12	Investments - other securities. See Part IV, line 11		6,030.	12	7,053.
	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)		931,453.	16	1,138,716.
Liabilities	17	Accounts payable and accrued expenses		4,579.	17	5,844.
	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	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L			22	
	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		4,579.	26	5,844.
Net Assets or Fund Balances		**Organizations that follow SFAS 117 (ASC 958), check here ▶ [X] and complete lines 27 through 29, and lines 33 and 34.**				
	27	Unrestricted net assets		920,844.	27	1,125,819.
	28	Temporarily restricted net assets		1,030.	28	2,053.
	29	Permanently restricted net assets		5,000.	29	5,000.
		Organizations that do not follow SFAS 117 (ASC 958), check here ▶ ☐ and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds			30	
	31	Paid-in or capital surplus, or land, building, or equipment fund			31	
	32	Retained earnings, endowment, accumulated income, or other funds			32	
	33	Total net assets or fund balances		926,874.	33	1,132,872.
	34	Total liabilities and net assets/fund balances		931,453.	34	1,138,716.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	552,764.
2	Total expenses (must equal Part IX, column (A), line 25)	2	347,789.
3	Revenue less expenses. Subtract line 2 from line 1	3	204,975.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	926,874.
5	Net unrealized gains (losses) on investments	5	1,023.
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	1,132,872.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line 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 in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	2c		X
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at *www.irs.gov/form990.*

OMB No. 1545-0047

2013

Open to Public Inspection

Name of the organization CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

Employer identification number 23-7433688

Part I **Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

1 [ ] A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 [ ] A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)
3 [ ] A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 [ ] A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
5 [ ] An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 [ ] A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
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 [ ] A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
9 [X] An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
10 [ ] An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
11 [ ] An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.

a [ ] Type I b [ ] Type II c [ ] Type III - Functionally integrated d [ ] Type III - Non-functionally integrated

e [ ] By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).

f If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box ..... [ ]

g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

		Yes	No
(i) A person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	11g(i)		
(ii) A family member of a person described in (i) above?	11g(ii)		
(iii) A 35% controlled entity of a person described in (i) or (ii) above?	11g(iii)		

h Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document? Yes	No	(v) Did you notify the organization in col. (i) of your support? Yes	No	(vi) Is the organization in col. (i) organized in the U.S.? Yes	No	(vii) Amount of monetary support
Total									

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

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

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
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.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(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 instructions) 12

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2013 (line 6, column (f) divided by line 11, column (f)) ..... 14 %

15 Public support percentage from 2012 Schedule A, Part II, line 14 ..... 15 %

16a **33 1/3% support test - 2013.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ▶ ☐

b **33 1/3% support test - 2012.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ▶ ☐

17a **10% -facts-and-circumstances test - 2013.** 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 ..... ▶ ☐

b **10% -facts-and-circumstances test - 2012.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 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 supported organization ..... ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see 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

Calendar year (or fiscal year beginning in) ▶	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	837,020.	459,123.	513,070.	399,210.	525,975.	2,734,398.
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						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	837,020.	459,123.	513,070.	399,210.	525,975.	2,734,398.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						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						0.
c Add lines 7a and 7b						0.
8 **Public support** (Subtract line 7c from line 6.)						2,734,398.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2009	(b) 2010	(c) 2011	(d) 2012	(e) 2013	(f) Total
9 Amounts from line 6	837,020.	459,123.	513,070.	399,210.	525,975.	2,734,398.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	1,669.	3,075.	4,449.	2,036.	47.	11,276.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	1,669.	3,075.	4,449.	2,036.	47.	11,276.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	838,689.	462,198.	517,519.	401,246.	526,022.	2,745,674.

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2013 (line 8, column (f) divided by line 13, column (f))	15	99.59 %
16 Public support percentage from 2012 Schedule A, Part III, line 15	16	99.39 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2013** (line 10c, column (f) divided by line 13, column (f))	17	.41 %
18 Investment income percentage from **2012** Schedule A, Part III, line 17	18	.61 %

19a **33 1/3% support tests - 2013.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ [X]

b **33 1/3% support tests - 2012.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV **Supplemental Information.** 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 D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047
2013
Open to Public Inspection

Name of the organization: CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

Employer identification number: 23-7433688

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate contributions to (during year)		
3	Aggregate grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of an historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ $ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenues included in Form 990, Part VIII, line 1 ▶ $ _____

(ii) Assets included in Form 990, Part X ▶ $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenues included in Form 990, Part VIII, line 1 ▶ $ _____

b Assets included in Form 990, Part X ▶ $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange programs
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	6,030.	5,507.	5,240.	5,000.	
b Contributions					
c Net investment earnings, gains, and losses	1,023.	523.	267.	240.	
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance	7,053.	6,030.	5,507.	5,240.	

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ _____ %
b Permanent endowment ▶ 70.89 %
c Temporarily restricted endowment ▶ 29.11 %

The percentages in lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) unrelated organizations	3a(i)		X
(ii) related organizations	3a(ii)		X
b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		116,400.		116,400.
b Buildings		584,945.	54,901.	530,044.
c Leasehold improvements				
d Equipment		30,020.	5,916.	24,104.
e Other		33,162.	9,917.	23,245.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10(c).)* ▶				693,793.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" to Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	553,787.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains on investments	2a	1,023.		
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	1,023.
3	Subtract line 2e from line 1			3	552,764.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	0.
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	552,764.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" to Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	347,789.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	0.
3	Subtract line 2e from line 1			3	347,789.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	0.
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	347,789.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" to Form 990, Part IV, line 21 or 22.

▶ **Attach to Form 990.**

▶ **Information about Schedule I (Form 990) and its instructions is at** *www.irs.gov/form990.*

Name of the organization CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

Part I **General Information on Grants and Assistance**

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and criteria used to award the grants or assistance? .....

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II **Grants and Other Assistance to Governments and Organizations in the United States.** Complete if the organization answered "Yes" to Form 9 recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Descri non-cash as

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table .....

3 Enter total number of other organizations listed in the line 1 table .....

LHA **For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

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Part III **Grants and Other Assistance to Individuals in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)
OCCUPANCY	0	21,796.	0.	
UTILITIES	0	90,071.	0.	
CHARITABLE	0	18,092.	0.	
FOOD	0	88,086.	0.	
FUEL	0	8,380.	0.	

Part IV **Supplemental Information.** Provide the information required in Part I, line 2, Part III, column (b), and any other additional information.

SCHEDULE I PART III

EXPLANATION: CCAP MAINTAINS RECORDS TO SUPPORT THE ASSISTANCE PROVIDED BASED ON ESTABLISHED CRITERIA.

Part III **Continuation of Grants and Other Assistance to Individuals in the United States** (Schedule I (Form 990), Part III.)

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)
MEDICAL	0.	8,407.	0.	

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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.
▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990

OMB No. 1545-0047
2013
Open to Public Inspection

Name of the organization: CONGREGATIONAL COMMUNITY ACTION PROJECT,INC.

Employer identification number: 23-7433688

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

COUNTIES.

FORM 990, PART VI, SECTION A, LINE 6:

EXPLANATION: GOVERNING BODY: CONGREGATIONAL COMMUNITY ACTION PROJECT, INC. WAS FOUNDED BY THREE OF THE LOCAL FAITH COMMUNITIES (SACRED HEART OF JESUS CATHOLIC CHURCH, BETH EL SYNAGOGUE AND GRACE EVANGELICAL LUTHERAN CHURCH) AND NOW SUPPORTED BY MOST OF THE LOCAL FAITH COMMUNITIES. EACH PARTICIPATING FAITH COMMUNITY HAS A REPRESENTATIVE (MEMBER) ON THE GOVERNING BODY MEETING ON THE 3RD THURSDAY OF EACH OF THE MONTHS OF JANUARY, MARCH, MAY, JUNE, SEPTEMBER, OCTOBER AND NOVEMBER OF EACH YEAR.

FORM 990, PART VI, SECTION A, LINE 7A:

EXPLANATION: OPERATIONS ARE REVIEWED BY THE GOVERNING BODY AT THESE MEETINGS AND CORPORATE DIRECTORS AND OFFICERS ARE ELECTED AT THE ANNUAL MEETING IN NOVEMBER.

FORM 990, PART VI, SECTION A, LINE 7B:

EXPLANATION: OPERATIONS ARE REVIEWED BY THE GOVERNING BODY AT THESE MEETINGS AND CORPORATE DIRECTORS AND OFFICERS ARE ELECTED AT THE ANNUAL MEETING IN NOVEMBER.

FORM 990, PART VI, SECTION B, LINE 11:

EXPLANATION: THE FORM 990 WAS REVIEWED AND APPROVED BY THE CORPORATE BOARD BEFORE BEING FILED.

Name of the organization CONGREGATIONAL COMMUNITY ACTION PROJECT,INC.

Employer identification number 23-7433688

FORM 990, PART VI, SECTION C, LINE 19:

EXPLANATION: AVAILABLE UPON REQUEST.

ARTICLES OF AMENDMENT

1. Name of the corporation is Congregational Community Action Project, Inc.

2. The text of the amendment is as follows: Delete Paragraph 4 of the Articles of Amendment previously filed in 1979 and substitute the following:

> 4. The Director, President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Office Manager, Food Chairperson, Clothing Chairperson, immediate past President, Newsletter Editor and three (3) at-large representatives shall comprise the Board of Directors. Said officers of the Corporation shall be selected by a nominating committee and shall be elected by majority vote of the Corporate members present at the meeting.

3. The date the amendment was adopted was November 21, 1991.

4. The amendment was proposed by the Board of Directors and submitted to the members in accordance with Section 13.1-888, Code of Virginia, 1950, and that a quorum existed of the only voting group entitled to vote, and 27 votes were cast in favor of the amendment and one was cast opposed. That this was the sufficient number of votes for approval by the sole voting group.

Nancy Daugherty 12/2/
NANCY DAUGHERTY, DIRECTOR

Fran Ricketts 12/2
FRAN RICKETTS, PRESIDENT

Beverly J. Wills 12/
BEVERLY WILLS, DIRECTOR

James Systma 12/2/91

JAMES SYSTMA, ~~MANAGER~~ TREASURER

Mary Ann Hart 12/3/91

MARY ANN HART, DIRECTOR

Bonnie Brockschmidt 12/2/91

BONNIE BROCKSCHMIDT, DIRECTOR

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

December 30, 1991

The State Corporation Commission has found the accompanying articles submitted on behalf of

CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

to comply with the requirements of law, and confirms payment of all related fees.

Therefore, it is ORDERED that this

CERTIFICATE OF AMENDMENT

be issued and admitted to record with the articles of amendment in the Office of the Clerk of the Commission, effective December 30, 1991.

The corporation is granted the authority conferred on it by law in accordance with the articles, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By Thomas P. Harwood, Jr.

Commissioner

AMENACPT
CIS20436
91-12-30-0129

BOOK 11 PAGE 6

ARTICLES OF AMENDMENT

CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

Congregational Community Action Project, Inc. hereby adopts the amendment attached hereto. The Board of Directors met on the 18th day of October, 1979, at which time the amendment was found in the best interests of the corporation and directed to be submitted to a vote at a special meeting of the members. Notice was given to each member entitled to vote on October 18, 1979. Such notice was given in a specified manner as provided in the Corporation Act; that a quorum was present at such meeting and that such amendment received more than two-thirds of the votes entitled to be cast by members present or represented by proxy at such meeting. The amendment is identified as Exhibit A and incorporated herein.

Joseph L. Sohm
President

Eleanor P. Morahan
Secretary

EXHIBIT A

AMENDED ARTICLES OF INCORPORATION

OF

CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

1. Article 2, Sections a, b, and c are hereby deleted and in lieu thereof, the following is substituted:

Said corporation is organized exclusively for charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Act).

2. The following is hereby added to the original Articles of Incorporation:

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribtuion of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

3. Article 5 of the original Articles of Incorporation is hereby deleted and, in lieu thereof, the following is substituted:

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as at the time shall qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county or city in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

4. In all other respects, the original Articles of Incorporation of Congregational Community Action Project, Inc. are hereby ratified and affirmed.

Dated: May 21, 1979.

CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

By _____
THOMAS J. CHASLER

By _____
JOSEPH SAHM, President

SCC 9

BOOK 11 PAGE 8

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND,
November 21, 1979

The accompanying articles having been delivered to the State Corporation Commission on behalf of

Congregational Community Action Project, Inc.

and the Commission having found that the articles comply with the requirements of law and that all required fees have been paid, it is

ORDERED that this CERTIFICATE OF AMENDMENT

be issued, and that this order, together with the articles, be admitted to record in the office of the Commission; and that the corporation have the authority conferred on it by law in accordance with the articles, subject to the conditions and restrictions imposed by law.

Upon the completion of such recordation, this order and the articles shall be forwarded for recordation in the office of the clerk of the Circuit Court, City Of Winchester

STATE CORPORATION COMMISSION

By _____
Commissioner

VIRGINIA:

In the Clerk's Office of the Circuit Court, City of Winchester

The foregoing certificate (including the accompanying articles) has been duly recorded in my office this 11th day of December, 1979 and is now returned to the State Corporation Commission by certified mail.

Jeanette S. R. Robert, Dep.
Clerk

ARTICLES OF INCORPORATION

OF

CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

1. The name of the Corporation is

Congregational Community Action Project, Inc.

2. The purposes of the Corporation shall be as follows:

deleted

a. To provide food, clothing, financial assistance or other such services as may from time to time appear needed in a charitable manner to persons and/or families who are unable to meet these needs themselves or through the assistance of existing social service agencies within the community.

b. To receive gifts, grants, legacies, devises and contributions; to own, acquire, lease, mortgage, manage, and otherwise deal in real estate; and to act as agent for or enter into contracts with governmental organizations for implementation of charitable governmental programs.

c. To do all and everything necessary, suitable and proper for the accomplishment of any of the charitable purposes or attainment of any of the charitable objects or the furtherance of any of the powers hereinabove mentioned, either alone or in association with any other corporations, firms or individuals.

3. The Corporation is to have one (1) class of members, which shall be appointed by each church in the City of Winchester or the County of Frederick. Each member of the Corporation shall have the right to vote and shall be eligible to work on behalf of the Corporation to carry out the above stated purposes of the Corporation.

Amended 3

4. The President, Secretary, and Treasurer of the Corporation shall comprise the Board of Directors. Said officers of the Corporation shall be selected from the membership by a nominating committee and shall be elected to office by majority vote of the members.

Amended 2

5. In case of dissolution of this Corporation, all assets, including any funds remaining in the treasury after all debts have been paid, shall be transferred to another charitable organization or other charitable organizations.

6. The initial registered office of the Corporation shall be Post Office Box 2703, 133 West Boscawen Street, City of Winchester, Virginia, and the initial registered agent at such address shall be Thomas J. Chasler, who is a resident of the State of Virginia and a member of the Virginia State Bar.

7. The number of Directors consituting the initial Board of Directors is three (3). The initial Directors are:

NAME	ADDRESS
Joseph Sahm	501 Van Fossen Street Winchester, Virginia 22601
Eleanor Monahan	449 Merrimans Lane Winchester, Virginia 22601
Clyde Nelson	307 East Piccadilly Street Winchester, Virginia 22601

Dated: February 12, 1979

CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

By Thos J Chasler

THOMAS J. CHASLER

Book 10
Page 551

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

AT RICHMOND,
February 16, 1979

The accompanying articles having been delivered to the State Corporation Commission on behalf of

Congregational Community Action Project, Inc.

and the Commission having found that the articles comply with the requirements of law and that all required fees have been paid, it is

ORDERED that this CERTIFICATE OF INCORPORATION be issued, and that this order, together with the articles, be admitted to record in the office of the Commission; and that the corporation have the authority conferred on it by law in accordance with the articles, subject to the conditions and restrictions imposed by law.

Upon the completion of such recordation, this order and the articles shall be forwarded for recordation in the office of the clerk of the Circuit Court, City of Winchester

STATE CORPORATION COMMISSION
By Thomas P. Harrison, Jr.
Commissioner

VIRGINIA:

In the Clerk's Office of the Circuit Court, City of Winchester

The foregoing certificate (including the accompanying articles) has been duly recorded in my office this 28th day of February 1979 and is now returned to the State Corporation Commission by certified mail.

Jeanette S. Rhodes, Dep.
Clerk

2014 ANNUAL REPORT
COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

File online at
sccefile.scc.virginia.gov

1. CORPORATION NAME:
CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

DUE DATE: **02/28/14**

SCC ID NO.: **0192545-2**

2. VA REGISTERED AGENT NAME AND OFFICE ADDRESS: ATTY.
JAMES J. MCGUIRE

110 NORTH BRADDOCK ST

WINCHESTER, VA 22601

3. CITY OR COUNTY OF VA REGISTERED OFFICE:
222-WINCHESTER CITY

4. STATE OR COUNTRY OF INCORPORATION:
VA-VIRGINIA

5. STOCK INFORMATION

CLASS	AUTHORIZED

DO NOT ATTEMPT TO ALTER THE INFORMATION ABOVE. Carefully read the enclosed instructions. Type or print in black only.

6. PRINCIPAL OFFICE ADDRESS:

☐ Mark this box if address shown below is correct	If the block to the left is blank or contains incorrect data please add or correct the address below.
ADDRESS: C/O BUCHBAUER AND MCGUIRE PC 110 N BRADDOCK ST	ADDRESS:
CITY/ST/ZIP WINCHESTER, VA 22601	CITY/ST/ZIP

7. DIRECTORS AND PRINCIPAL OFFICERS: All directors and principal officers must be listed. An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☒ DIRECTOR ☒	OFFICER ☐ DIRECTOR ☐
NAME: FRAN RICKETTS	NAME:
TITLE: PRESIDENT	TITLE:
ADDRESS: 112 S KENT ST	ADDRESS:
CITY/ST/ZIP: WINCHESTER, VA 22601	CITY/ST/ZIP:

I affirm that the information contained in this report is accurate and complete as of the date below.

SIGNATURE OF DIRECTOR/OFFICER LISTED IN THIS REPORT | PRINTED NAME AND CORPORATE TITLE | DATE

It is a Class 1 misdemeanor for any person to sign a document that is false in any material respect with intent that the document be delivered to the Commission for filing.

+ 0457470 000005775 09SCC1

AF00ZV Rev 15 2/11

2014 ANNUAL REPORT CONTINUED

CORPORATION NAME:
CONGREGATIONAL COMMUNITY ACTION PROJECT, INC.

DUE DATE: 02/28/14
SCC ID NO.: 0192545-2

7. DIRECTORS AND PRINCIPAL OFFICERS (continued):

All directors and principal officers must be listed.
An individual may be designated as both a director and an officer.

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☒ DIRECTOR ☒	OFFICER ☐ DIRECTOR ☐
NAME: HELEN KENNY	NAME:
TITLE: VICE PRESIDENT	TITLE:
ADDRESS: 420 DICKS HOLLOW ROAD	ADDRESS:
CITY/ST/ZIP: WINCHESTER, VA 22603	CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☒ DIRECTOR ☒	OFFICER ☐ DIRECTOR ☐
NAME: BETHANY SEATTOSS	NAME:
TITLE: VICE PRESIDENT	TITLE:
ADDRESS: 215 JOLIEN DR	ADDRESS:
CITY/ST/ZIP: CLEAR BROOK, VA 22624	CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☒ DIRECTOR ☒	OFFICER ☐ DIRECTOR ☐
NAME: MAUREEN WOLFE	NAME:
TITLE: VICE PRESIDENT	TITLE:
ADDRESS: 200 TANKARD LA	ADDRESS:
CITY/ST/ZIP: WINCHESTER, VA 22603	CITY/ST/ZIP:

Mark appropriate box unless area below is blank: ☐ Information is correct ☐ Information is incorrect ☐ Delete information	If the block to the left is blank or contains incorrect data, please mark appropriate box and enter information below: ☐ Correction ☐ Addition ☐ Replacement
OFFICER ☒ DIRECTOR ☒	OFFICER ☐ DIRECTOR ☐
NAME: CHARLES HENKLE	NAME:
TITLE: SEC-TREAS	TITLE:
ADDRESS: 381 OLD KITCHEN RD	ADDRESS:
CITY/ST/ZIP: WHITE POST, VA 22663	CITY/ST/ZIP:

AF00ZW Rev 3 3/11

+ 0457470 000005775 09SCC1

NOTES TO FINANCIALS
C CAP, INC
December 31, 2013

The attached financials consist of the Profit & Lost [indicating income and expense] for the twelve months ending December 31, 2013 and the Balance Sheet as of that date.

Yount, Hyde, and Barbour, P.C. performed an audit of the books and records for year 2013.

Our bank relationship is with Virginia National Bank.

The Insurance Center of Winchestre handles CCAP's risk management.

Our legal professionals are James J. McGuire, Esq. of Bauchbauer, P.C.

Questions of a financial nature should be directed to Charles Henkle, Treasurer.

6:26 PM

09/25/14

Accrual Basis

CCAP, Inc.
Balance Sheet
As of December 31, 2013

	Dec 31, 13
ASSETS	
Current Assets	
Checking/Savings	
108 · VA NAT'L BANK Checking*	128,936.84
110 · Virginia National Bank CD	2,651.99
350 · Virginia National Bank CD #2	300,740.20
Total Checking/Savings	432,329.03
Other Current Assets	5,200.00
Total Current Assets	437,529.03
Fixed Assets	
1500 · Computers & Software	7,899.94
1505 · Truck Fleet	33,162.30
1506 · Building & Land	500,350.00
1507 · Closing Costs on Building	22,560.98
1509 · Improvements-Building	183,429.77
1510 · Freezers for Food Area	19,946.19
1511 · Accum-Depr-1506,1507,1509	-58,315.20
1512 · Accum Depre - Freezers-1510	-4,055.91
1601 · Accum-Depr-Computers-1500	-1,389.73
1602 · Allow/Depreciation-Toyota-1505	-10,102.21
Total Fixed Assets	693,486.13
Other Assets	
1501 · Endowment Fund [Restricted Use]	6,030.00
Total Other Assets	6,030.00
TOTAL ASSETS	**1,137,045.16**
LIABILITIES & EQUITY	
Equity	
3001 · Opening Bal Equity	179,757.21
3900 · Retained Earnings	747,117.92
Net Income	210,170.03
Total Equity	1,137,045.16
TOTAL LIABILITIES & EQUITY	**1,137,045.16**

6:24 PM
09/25/14
Accrual Basis

CCAP, Inc.
Profit & Loss
January through December 2013

	Jan - Dec 13
Ordinary Income/Expense	
Income	
100 · Support from Faith Communities	134,313.44
101 · Organizations	66,231.97
103 · Individuals	324,077.17
Total Income	524,622.58
Expense	
200 · Electric Utilities	70,357.05
201 · Food Products & Related	84,842.79
202 · Fuel	8,380.18
203 · Rent Assistance & Lodging	21,198.91
204 · Medications & Prescriptions	7,108.00
205 · Water & Sewer Utilities	14,137.32
208 · Natural Gas	3,770.20
209 · Misc. Medical Assistance Items	549.77
210 · Elec Heaters-Fans-A/C	1,807.09
211 · Misc. Charitable Expenditure	18,046.60
213 · Bags/Supplies/Misc.	1,081.44
Total Expense	231,279.35
Net Ordinary Income	293,343.23
Other Income/Expense	
Other Income	
107 · Interest Income	46.50
161 · Gain or Loss on Investments	26,742.35
Total Other Income	26,788.85
Other Expense	
301 · Building Cleaning Expense	5,765.46
302 · Telephone Expense	3,697.79
303 · Trash Removal	1,969.54
304 · Postage & Bulk Mail Permit	1,867.80
305 · Copier Supplies & Printing	5,725.06
306 · Management Meetings	1,628.44
307 · Insurance	7,460.00
308 · Building Costs - Maintenance	1,800.70
309 · Misc Overhead Costs	11,086.25
311 · Building - Utilities	12,505.43
312 · Building - Repairs & Maint.	6,938.87
313 · Taxes, Licenses & Permits	407.50
316 · Depreciation Expense	27,941.53
348 · Truck & Auto Expense	12,091.48
349 · Miscellaneous	714.92
351 · Meetings of Staff Volunteers	906.28
354 · Professional Fees	7,455.00
Total Other Expense	109,962.05
Net Other Income	-83,173.20
Net Income	**210,170.03**