

Return of Organization Exempt From Income Tax — sample for fiscal 2023

Quarry Road Food Pantry · EIN 00-0000007 · fiscal year 1 July 2022 to 30 June 2023 · 501(c)(3) public charity (sample)

What this document is

A sample that follows the shape of a Form 990 so that a demonstration website has something real-looking to publish. The organization, the people and every figure are invented; an EIN beginning 00 cannot belong to any real organization. It is not a filing, was never filed, and must not be presented as one. It names no client, because there are none.

PART I · SUMMARY

LINE		PRIOR YEAR	CURRENT YEAR
8	Contributions and grants, cash (individuals, foundations, the county, congregations and civic groups)	—	\$307,000
8	Contributions, noncash — donated food, 552,000 lb at \$1.29 per lb (Schedule M)	—	\$712,000.0
9	Program service revenue	—	\$0
11	Other revenue (events, net; other)	—	\$50,000
12	Total revenue, cash and noncash	—	\$1,069,000.0
15	Salaries, other compensation, employee benefits (two staff)	—	\$99,000
17	Other expenses, cash (food purchases, the building, utilities, the truck, administration, fundraising)	—	\$257,000
17	Other expenses, noncash — donated food distributed, at the same per-pound value	—	\$712,000.0
18	Total expenses, cash and noncash	—	\$1,068,000.0
20	Net assets, beginning of year		\$216,600
22	Net assets, end of year		\$217,600

Cash revenue was \$357,000 and cash expenses \$356,000. Donated food is valued at the per-pound figure the regional food bank published for the year (\$1.29 in fiscal 2023, a sample figure) and shown on its own lines, so that cash and food are never added into one number on the website. The cash cost of moving a pound of food was about 65 cents.

Part IX · Statement of functional expenses — sample for fiscal 2023

Quarry Road Food Pantry · EIN 00-0000007

	TOTAL PROGRAMMANAGEMENTFUNDRAISING			
Donated food distributed (noncash)	\$712,000.0	\$712,000.0	—	—
Food purchased to fill the needs list, and the food bank's shared-maintenance fees	\$151,000	\$151,000	—	—
Staff — the director and the part-time operations coordinator	\$99,000	\$79,200.0	\$11,900.0	\$7,900.0
The building, utilities, refrigeration and the truck	\$57,000	\$51,300.0	\$5,700.0	—
Administration — bookkeeping, insurance, the review, software	\$29,000	—	\$29,000	—
Fundraising — the fall letter, the spring event, printing	\$20,000	—	—	\$20,000
Total functional expenses	\$1,068,000.0			

PART VII · COMPENSATION (SAMPLE)

Two paid staff: a director and a part-time operations coordinator. The eleven board members are volunteers and receive nothing; about 110 volunteers gave their time. Names are omitted from this sample because every person connected with this organization is invented.

SCHEDULE M · NONCASH CONTRIBUTIONS (SAMPLE)

Food: 552,000 lb received, valued at \$1.29 per pound, \$712,000.0. The method is the per-pound value published by the regional food bank for the year; the pantry does not appraise food itself.

Part III · Program service accomplishments — sample for fiscal 2023

Quarry Road Food Pantry · EIN 00-0000007

MISSION

Groceries, once a week, for anyone in the county who needs them, chosen from the shelves by the household itself, with no proof of income and no identification asked.

PROGRAM 1 · THE PANTRY

A client-choice pantry in a former hardware store, open three days a week. In calendar 2023, 1,240 households made 22,100 visits and 549,000 lb of food went home with them; every visit is a line on the desk sheet and the totals are reported to the regional food bank by the 15th of each month. The pantry is a partner agency of the regional food bank and a TEFAP distribution site; the USDA nondiscrimination statement is posted at the door and published on the website.

PROGRAM 2 · RETAIL RESCUE

Two grocery stores and a bakery, collected every Friday in the pantry van by volunteer drivers; about a quarter of the pounds distributed.

PROGRAM 3 · DRIVES

School, scout, congregation and workplace food drives, organised from a dated flyer that carries the pantry's needs list for that week, sorted on Wednesdays.

PUBLIC DISCLOSURE

The three most recent returns and the exemption letter are published on the pantry's website and available on request. The pantry reports the rules it follows with their source; it does not advise on them.