

COMMUNITY EVENTS FUNDING REQUEST

Due: February 13, 2014

Event Name: Washington County Bicycle Transportation Coalition
Address: 137 NE 3rd Ave_
City, State, Zip: Hillsboro, OR 97124
Contact Name: Steve Boughton
Telephone Number: 503-367-8217
E-mail address: chair@washcobtc.org

1. **Request** (express in whole dollar amounts only)

Cash	\$1780
In-Kind Services-hours (see separate sheet)	\$200
Total Request	\$1980

2. **Purpose of Funding Request:**

To fund a youth bike safety clinic and a community bike event. See the attached proposal for details.

3. **How will this event benefit the Tigard Community?**

This event will benefit Tigard and its residents in several ways. This event will involve families and children in city events; it will introduce youth and their parents to bike safety education and safe cycling skills; it will show off the parks and parts of the city that many residents may not be aware of; and will encourage using the bike instead of a car to travel around the city. In addition, we will attempt to involve and benefit local businesses so the event is beneficial to them.

4. **How many Tigard residents do you anticipate participating in this event (or these events)?** We would expect up to 75 participants for this event.

5. **Please submit the following information with this request:**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Audit report or financial statements for the last fiscal year.
- c. Articles of Incorporation.*
- d. 501(c)(3) status.*
- e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

The mission of the WashCo BTC is to promote bicycle transportation, protect bicyclists rights, and improve bicycling conditions throughout Washington County, Oregon through education and advocacy and community.

2014 Tigard Community Grant Proposal

Washington County Bicycle Transportation Coalition



13 February, 2014

The Washington County Bicycle Transportation Coalition (Washco BTC) and the Tigard Pedestrian and Bicycle Advisory Committee are collaborating to design and execute a biking event to be held in Tigard in the summer or fall 2014, funded by a community grant from the city of Tigard.

The WashCo BTC has designed and executed the Hillsboro Tour de Parks for the last six years. This ride has attracted approximately 150 to 200 participants each of the last several years. It is hoped that the proposed event is the first in a series of annual Tigard Tour de Parks rides that can showcase the city of Tigard and its parks and neighborhoods.

Event Description: Tigard Tour de Parks

1. This event will comprise two parts:
 - a. There will be a 2-3 hour cycling skills clinic for youth ages 9-15 in the morning of the event. This clinic will include safe cycling skills and knowledge using a curriculum developed by the League of American Bicyclists (LAB) and taught by certified League Cycling Instructors (LCI's). This clinic will be limited to a minimum of 3 and maximum of 18 youths. Their parents will be encouraged to participate in the training alongside their child. It is hoped that the skills learned in the clinic can be applied in the following riding event, thus reinforcing the correct behavior on the streets.
 - b. There will be a community bike ride following the skills clinic. This non-group ride will be between 12-20 miles and be designed for casual riders and families. It will encompass primarily low-traffic roads and paved trails within the city limits, and visit several parks. (The actual route will be detailed after the grant is awarded.)
 - i. If there is demand and resources permit, there will be a short (1-2 mile ride) for younger children and their parents, perhaps with a fun activity mid-ride.
 - ii. There will some attention paid to involving and benefiting local businesses in the design of the event.

The mission of the WashCo BTC is to promote bicycle transportation, protect bicyclists rights, and improve bicycling conditions throughout Washington County, Oregon through education and advocacy and community.

2. The WashCo BTC will be responsible for the following:
 - a. Event design and execution, including the materials used in the clinics, route marking, ride booklet design and printing.
 - b. Procuring and managing volunteers and non-city staff, including LCI's, Ride Marshals, and Course Marshals, registration desk, setup and cleanup, etc.

3. This City of Tigard will be expected to provide the following: (estimated cost to city is \$200 total)
 - a. Permits to use city property for the clinic and possibly start and end location for the ride. This will be a large parking lot with access to restrooms and water (e.g. part of the Cook Park parking lot.)
 - b. Refreshments (or funding for snacks and energy drinks, end of ride ice cream, etc.) Est. cost of \$2/rider, or \$150 total.
 - c. Designing a route map for inclusion in the ride booklet. The route will be provided by the BTC, but designing the map can be best done by the city. Estimated time of 1 hour at \$50/hour.
 - d. Advertising the event in city publications (event guide, CityScape, etc.).

Washington County Bicycle Transportation Coalition Profit & Loss Budget Performance December 2013

	<u>Jan - Dec 13</u>	<u>Annual Budget</u>
Ordinary Income/Expense		
Income		
400 · Contributons/Donations		
401 · Corporate/Govt	7,543.95	18,425.00
402 · Social/Civic/Business	830.75	30.00
403 · Individual Donations	4,834.87	5,571.89
404 · Donations-Adopt a Bike	<u>960.00</u>	<u>1,723.00</u>
Total 400 · Contributons/Donations	<u>14,169.57</u>	<u>25,749.89</u>
405 · Membership Dues		
406 · Individual/Family	2,053.00	595.00
405 · Membership Dues - Other	<u>429.15</u>	<u>150.00</u>
Total 405 · Membership Dues	<u>2,482.15</u>	<u>745.00</u>
410 · Grant Revenue		
413 · City/Government	2,000.00	
414 · Other	<u>0.00</u>	<u>2,000.00</u>
Total 410 · Grant Revenue	<u>2,000.00</u>	<u>2,000.00</u>
415 · Education Class Revenue		
416 · Parks and Recreation Depts	500.00	
418 · Other	<u>300.00</u>	
Total 415 · Education Class Revenue	<u>800.00</u>	
420 · Program Revenue		
424 · Other	<u>0.00</u>	<u>70.00</u>
Total 420 · Program Revenue	<u>0.00</u>	<u>70.00</u>
426 · Fiscal Sponsorship-Revenue	8,475.00	1,529.28
430 · Recycling Revenue	687.93	444.53
434 · Entry Fee Income	0.00	1,661.78
435 · Event Income		
436 · Sponsorships	2,700.00	260.00
437 · Donations	0.00	230.00
439 · TdP Sales/Registration	<u>1,681.65</u>	
Total 435 · Event Income	<u>4,381.65</u>	<u>490.00</u>
450 · Retail Income		
451 · AAB	1,750.00	
452 · Bicycles	28,195.90	19,934.00
453 · Parts	10,458.50	7,429.63
454 · Helmets	1,595.95	493.00
456 · Accessories	7,006.20	6,687.00
457 · Labor	8,628.00	5,728.00

Washington County Bicycle Transportation Coalition Profit & Loss Budget Performance December 2013

	<u>Jan - Dec 13</u>	<u>Annual Budget</u>
459 · Rubber	3,549.00	2,662.00
450 · Retail Income - Other	1,626.39	5,871.54
Total 450 · Retail Income	62,809.94	48,805.17
460 · Consignment Expense	-2,330.40	-575.00
Total Income	93,475.84	80,920.65
Expense		
504 · Small Tools	0.00	295.00
508 · Business License and Taxes	95.00	81.70
510 · Refunds / Cash over/short	846.00	
515 · Organizational Development		
517 · Conference, Convention, Meeting	10.77	175.22
515 · Organizational Development - Other	185.65	
Total 515 · Organizational Development	196.42	175.22
521 · Accounting/Legal Fees	1,512.50	720.00
522 · Education Class Expenses		
526 · Printing/Copying Educ Class	75.00	27.00
Total 522 · Education Class Expenses	75.00	27.00
527 · Program Expenses	31.93	92.38
528 · Fiscal Sponsorship	0.00	11,348.00
529 · Depreciation Expenses	863.50	863.50
530 · Event Expenses		
531 · Advertising/Promo	446.46	383.14
532 · Printing/Copying Events	0.00	168.90
534 · Permit/Fees	118.00	88.45
530 · Event Expenses - Other	1,260.44	754.52
Total 530 · Event Expenses	1,824.90	1,395.01
533 · Equipment Rental	214.79	168.95
535 · Equipment (under \$500)	99.96	
536 · Community Contributions	50.00	
540 · Insurance		
541 · Business Insurance	1,428.50	1,128.28
542 · D&O Insurance	575.00	716.00
540 · Insurance - Other	0.00	345.60
Total 540 · Insurance	2,003.50	2,189.88
557 · Printing and Copying	447.32	329.00
560 · Retail Expenses		
561 · Cost of Goods Sold	2,969.23	-691.75
564 · Helmets	849.40	751.55

Washington County Bicycle Transportation Coalition

Profit & Loss Budget Performance

December 2013

	Jan - Dec 13	Annual Budget
566 · Accessories/Parts	19,980.02	17,171.99
568 · Consignment Expense	0.00	74.25
Total 560 · Retail Expenses	23,798.65	17,306.04
565 · Office Supplies	768.29	1,029.65
577 · Travel	70.00	388.36
580 · General Operating Expenses		
581 · Facility Rent	11,393.48	13,265.00
582 · Utilities	2,667.47	2,238.66
583 · Telephone, Telecommunications	1,331.80	1,456.21
584 · Maintenance&Repair	709.60	747.77
585 · Postage, Mailing Service	138.29	221.70
586 · Shop Supplies	497.83	594.54
588 · Books, Subscriptions, Reference	121.38	244.00
589 · Bank Fees	2,211.98	1,814.28
Total 580 · General Operating Expenses	19,071.83	20,582.16
587 · Uniforms	640.34	
590 · Payroll Expenses		
592 · Salaries/Professional Expenses	23,652.87	16,474.58
597 · Payroll Tax Expense	6,287.57	2,931.92
598 · Payroll Service	1,170.29	470.60
590 · Payroll Expenses - Other	0.00	0.00
Total 590 · Payroll Expenses	31,110.73	19,877.10
601 · Fundraising Expenses	190.60	
610 · Fiscal Sponsorship Expenses	7,627.50	0.00
Total Expense	91,538.76	76,868.95
Net Ordinary Income	1,937.08	4,051.70
Other Income/Expense		
Other Income		
801 · Interest Income	16.01	6.08
805 · Misc Income	0.00	1,480.00
Total Other Income	16.01	1,486.08
Net Other Income	16.01	1,486.08
	1,953.09	5,537.78

Washington County Bicycle Transportation Coalition

2014 Budget

Jan - Dec 14

Beginning Balance 1/1/2014		<u>\$ 13,098.00</u>
Ordinary Income/Expense		
Income		
400 · Contributons/Donations		11,311.00
405 · Membership Dues		1,880.00
410 · Grant Revenue		400.00
415 · Education Class Revenue		550.00
420 · Program Revenue		1,350.00
426 · Fiscal Sponsorship-Revenue		219.00
435 · Event Income		1,000.00
450 · Retail Income		<u>60,715.00</u>
Total Income		77,425.00
Expense		
508 · Business License and Taxes		95.00
515 · Organizational Development		200.00
521 · Accounting/Legal Fees		1,443.00
522 · Education Class Expenses		168.00
527 · Program Expenses		326.00
528 · Fiscal Sponsorship		5,517.00
Total 540 · Insurance		1,806.00
557 · Printing and Copying		379.00
560 · Retail Expenses		20,409.00
565 · Office Supplies		804.00
Total 580 · General Operating Expenses		17,604.00
587 · Uniforms		0.00
Total 590 · Payroll Expenses		29,618.00 .75 FTE
600 · Miscellaneous		264.00
601 · Fundraising Expenses		288.00
Total Expense		<u>78,921.00</u>
Net Ordinary Income		<u>-1,496.00</u>
Net Income		<u>-1,496.00</u>
Ending Balance Projection 1/31/2014		<u>\$ 11,602.00</u>



Phone: (503) 986-2200
Fax: (503) 378-4381

Articles of Incorporation—Nonprofit

Secretary of State
Corporation Division
255 Capitol St. NE, Suite 151
Salem, OR 97310-1327
FilingInOregon.com

REGISTRY NUMBER: 279201-98

In accordance with Oregon Revised Statute 192.410-192.490, the information on this application is public record.
We must release this information to all parties upon request and it will be posted on our website.

For office use only

Please Type or Print Legibly in Black Ink. Attach Additional Sheet if Necessary.

1) NAME: Washington County Bicycle Transportation Coalition

2) REGISTERED AGENT
Hal Ballard

8) DISTRIBUTION OF ASSETS UPON DISSOLUTION
Upon dissolution, all assets are to be

3) ADDRESS OF REGISTERED AGENT
(Must be an Oregon Street Address, which is identical to the registered agent's business office. Must include city, state, zip; no PO boxes.)

distributed to the Community Cycling Center

15597 NW Athens Drive #229

1700 NE Alberta

Portland, Or 97229-9293

Portland, Or 97212

503.288.8864

4) ADDRESS FOR MAILING NOTICES

PO Box 1144

Beaverton, Or 97075-1144

5) OPTIONAL PROVISIONS (Attach a separate sheet.)

6) TYPE OF CORPORATION (Select only one)

Public Benefit Mutual Benefit Religious

7) WILL THE CORPORATION HAVE MEMBERS? YES NO

9) INCORPORATORS (List names and addresses of each incorporator. Attach a separate sheet if necessary.)

Hal Ballard 15597 NW Athens Dr. #229 Portland, OR 97229

Kat Iverson 15597 NW Athens Dr. #229 Portland, OR 97229

10) EXECUTION (All Incorporators must sign. Attach a separate sheet if necessary.)

Signature
Hal Ballard
K. A. Iverson

Printed Name
Hal Ballard
Kat Iverson

11) CONTACT NAME (To resolve questions with this filing.)
Hal Ballard

DAYTIME PHONE NUMBER (Include area code.)
503.984.1761

FEES	
Required Processing Fee	\$50
Confirmation Copy (Optional)	\$5
Processing Fees are nonrefundable.	
Please make check payable to "Corporation Division."	
NOTE: Fees may be paid with VISA or MasterCard. The card number and expiration date should be submitted on a separate sheet for your protection.	

HARDY MYERS
ATTORNEY GENERAL

PETER D. SHEPHERD
DEPUTY ATTORNEY GENERAL



1515 SW 5th Avenue
Suite 410
Portland, Oregon 97201
FAX: (971) 673-1882
TDD: (503) 378-5938
Telephone: (971) 673-1880

DEPARTMENT OF JUSTICE
PORTLAND OFFICE

Letter #192206

FEB 22, 2007

Washington County Bicycle Transportation Coalition
Hal Ballard
PO Box 1144
Beaverton, OR 97075-1144

Registration #36399

Re: Registration under the Charitable Trust and Corporation Act
and Required Annual Reports

Dear Ladies/Gentlemen:

This will acknowledge registration of your organization under the Charitable Trust and Corporation Act. Your registration number with this office is **36399**.

According to the above mentioned Act, annual reports (form CT-12, CT-12F or CT-12S) will be due not later than four months and 15 days after the close of your accounting period. Our records indicate that your accounting period ends on December 31st. Your annual reports will be due by May 15th of each year. Reporting forms will automatically be sent to you. If you do not receive forms within 60 days prior to the due date for filing your report, contact this office to obtain the prescribed forms.

Please note that our annual reports are in addition to and different from the annual reports that nonprofit corporations must file with the Oregon Corporation Division, Office of the Secretary of State. Questions about annual reports should be directed to the Annual Report Specialist at (971) 673-1880.

Please keep this letter with your permanent records as it contains your registration number.

Sincerely,

Rhonda K. Powell

Rhonda K. Powell
Charities Registrar
Charitable Activities Section

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 05 2006

WASHINGTON COUNTY BICYCLE
TRANSPORTATION COALITION
C/O HAL BALLARD
P O BOX 1144
BEAVERTON, OR 97075-0000

Employer Identification Number:
20-2557070
DLN:
606074144
Contact Person: TERRY IZUMI ID# 95048
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 11, 2005
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
December 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(v)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an **advance** or a **definitive ruling** by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

a **Request for Advance Ruling:** By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

Harold R Ballard

Signature of Officer, Director, Trustee, or other authorized official

HAROLD R BALLARD
(Type or print name of signer)

4/20/05
(Date)

CHAR
(Type or print title or authority of signer)

For Director, Exempt Organizations

[Signature]

By

Date

MAY 05 2006

b **Request for Definitive Ruling:** Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

(i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses.
(b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.

(ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each **disqualified person**. If the answer is "None," check this box.

(b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

WASHINGTON COUNTY BICYCLE

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension