

STATE OF WISCONSIN
Department of Financial Institutions

E-Mail To:
DFICharitableOrgs@wi.gov



Mail To:
PO Box 7879
Madison, WI 53707-7879

Call: (608) 267-1711

**FORM #1952I – FILING
INSTRUCTIONS**

Fax: (608) 267-6813

www.wdfi.org

WHO SHOULD FILE

- A charitable organization registered to solicit contributions in Wisconsin must file an annual report with the Department of Financial Institutions – Division of Corporate and Consumer Services.
- A charitable organization should use the form 1952 if:
 - The organization received more than \$25,000 in contributions or more than \$50,000 in contributions from the county their principle office is located in.
 - AND**
 - The organization files an IRS 990, 990EZ or 990-PF. The 990N is not acceptable.
- If the organization does not meet the above criteria please use form 1943 or form 308.
- Please refer to the definitions set forth in Wis. Stat. §. 202.12 when completing registration and report forms.

WHEN TO FILE

- An annual financial report must be filed with the division within 12 months after the organization's fiscal year-end.

WHAT TO INCLUDE

- Form 1952** – Supplement to Financial Report.
- IRS 990, 990EZ or 990-PF** plus all schedules (except B) and attachments.
- An attachment for each question on the form 1952 answered "Yes".

- A full list of the organization's board of directors, officers, trustees and any principal salaried employees. Please include the individual's name, address and title.
- A list of states that have issued a license, registration, permit or other formal authorization to the organization to solicit contributions.
- An audited financial statement** conducted according to Generally Accepted Accounting Principles for an organization that has received \$500,000 or more in contribution during its fiscal year.
- A reviewed or audited financial statement** conducted according to Generally Accepted Accounting Principles for an organization which has received \$300,000 - \$499,999 in contributions during the fiscal year.

HOW TO FILE

- Email to: DFICharitableOrgs@wi.gov
- Mail to: PO Box 7879 Madison, WI 53707-7879
- Fax: (608) 267-6813

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FORM #1952 - WISCONSIN
SUPPLEMENT TO FINANCIAL
REPORT

ORGANIZATION INFORMATION - SECTION A

1. Name of charitable organization and any trade names or DBA (doing business as) names the organization uses.

2. WI Charitable Organization Number:

- 800

3. Federal Employer Identification Number:

4. Supply the organization's website address:

5. Provide the name and contact information of the individual the Department should contact about this form:

First Name:		Last Name:		
Street:		City:		
State:	Zip Code:	Phone:	Email:	

6. Did your organization use a professional fund-raiser or fund-raising counsel during the fiscal year in Wisconsin? Yes No
 If **YES**, attach contact information for each fund-raiser(s), fund-raising counsel(s), or person.
7. Has the organization changed its purpose(s) or program(s)? Yes No
 If **YES**, attach explanation.
8. Has any of the information your organization previously submitted to the division changed? Yes No
 (i.e. name of the organization, address of the principal office, address of any Wisconsin branch officers, accounting period, articles, by-laws, etc.)
 If **YES**, attach an explanation and a copy of the amended document.

FINANCIAL INFORMATION - SECTION B

Enter the accounting period (month, day, and year) that the following financial information applies to.

9. What is the organization's Fiscal Year End Date:
10. How much has the organization received in contributions during the fiscal year? \$

("Contribution" means a grant or pledge of money, credit, property or other thing of any kind of value, except food, used clothing, or used household goods.
 More information can be found under ch. 202.11(5).)

11. Has the organization received \$300,000 - \$499,999 in contributions during this fiscal year? Yes No
 If **YES**, please attach the reviewed or audited financial standards conducted by Generally Accepted Accounting Principles.
12. Has the organization received \$500,000 or more in contributions during this fiscal year? Yes No
 If **YES**, please attach the audited financial standards conducted by Generally Accepted Accounting Principles.
13. Has the organization filed the IRS 990, 990 EZ or 990 PF for the fiscal year end indicated in question 9? Yes No
 If **YES**, please attach the document.

CERTIFICATION - SECTION C

This document MUST be signed by the chief fiscal officer and another officer. Two different officer signatures required. Completion of this form is required under Section 202.12, Wisconsin Statutes.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, and that, under penalties of perjury, we have reviewed this report, including all attachments, and to the best of our knowledge and belief, they are true, correct and complete in accordance with the laws of the State of Wisconsin applicable to this report.

_____ Name (Print)	_____ Name (Print)
_____ Signature	_____ Signature
_____ Title	_____ Title
_____ Date	_____ Date

RETURN MATERIALS TO:

Department of Financial Institutions
Division of Corporate and Consumer Services

Mailing Address:
PO Box 7879
Madison, Wisconsin 53707-7879

Notice: Completion of this form is required under Section 202.12, Wisconsin Statutes. Failure to comply may result in further action by our Department. Personal information you provide may be used for secondary purposes.

This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

Name	Address	Phone	Title
Deborah Blackwell	5692 Bailey Road Delavan, WI 53115	262-812-7560	Director Administrative President
Frank Ludicky	5692 Bailey Road Delavan, WI 53115	815-978-3067	Administrative Officer
Greg Porcaro	430 W. Center St. Whitewater, WI 53190	262-374-0289	Board of Directors
Heather Ruenz	W3574 Springfield Rd Lake Geneva, WI 53147	262-745-6225	Board of Directors
Karen McCulloch	1104 W. Highland St. Whitewater, WI 53190	920-723-3179	Board of Directors
Julie Witt	W8486 Turtle Lk Rd Delavan WI 53115	262- 581-7477	Board of Directors

A list of states that have issued a license, registration, permit or other formal authorization to the organization to solicit contributions.

1. Wisconsin
2. Illinois