

# 2009 Tax Organizer

People Interested in Giving Foundation

v2010-03-04.002

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Links are listed in the order to be completed as recommended by the IRS

% Complete		Tax Return Reference
20%	<a href="#">Required Schedules Checklist</a>	990, Part IV
0%	<a href="#">Board Listing and Compensation</a>	990, Part VII, Sect. A
0%	<a href="#">Independent Contractors</a>	990, Part VII, Sect. B
<b>PLEASE COMPLETE</b>	<a href="#">Income Statement</a>	990, Part VIII
0%	<a href="#">Functional Expense</a>	990, Part IX
<b>PLEASE COMPLETE</b>	<a href="#">Balance Sheet</a>	990, Part X
17%	<a href="#">Program Services</a>	990, Part III
0%	<a href="#">Tax Compliance</a>	990, Part V
18%	<a href="#">Governance</a>	990, Part VI
13%	<a href="#">Support Schedule for 509(a)(1)</a>	Sch. A, Part II
<b>PLEASE COMPLETE</b>	<a href="#">Additional Information for Support Schedule for 509(a)(1)</a>	Sch. A, Part II - Additional information
0%	<a href="#">List of Contributors</a>	Sch. B
0%	<a href="#">Miscellaneous Income</a>	990, Part VIII, Line 11
0%	<a href="#">Sales of Inventory</a>	990, Part VIII, Line 10
	<a href="#">Additional Information</a>	
	<a href="#">Definitions</a>	



# Required Schedules

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**[Please follow this link and complete the board listing and compensation information before continuing](#)**

	Did the organization satisfy the "reasonable effort" standard by sending out an annual questionnaire inquiring about items related to the Form 990?	<input type="radio"/>	<input type="radio"/>	<a href="#">reasonable effort</a>
	Provide a brief explanation of the organization's process in gathering the necessary information whether the organization complied or not. If the organization was unable to secure information on compensation paid by a related organization after making a reasonable effort to obtain it, describe its efforts below.			
	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>			
Part IV - Line 25a	Did the organization engage in an excess benefit transaction with a disqualified person during the year?	<input type="radio"/>	<input type="radio"/>	<a href="#">excess benefit transaction</a>
Part IV - Line 25b	Did the organization become aware that it had engaged in an excess benefit transaction with a disqualified person from a prior year?	<input type="radio"/>	<input type="radio"/>	<a href="#">disqualified person</a>
Part IV - Line 26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year?	<input type="radio"/>	<input type="radio"/>	<a href="#">disqualified person</a>
Part IV - Line 27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor, or a grant selection committee member, or to a person related to such an individual?	<input type="radio"/>	<input type="radio"/>	
	<b>Was the organization a party to a business transaction with one of the following parties, directly or indirectly?</b>	<a href="#">business transactions</a>		
Part IV - Line 28a	A current or former officer, director, trustee, or key employee?	<input type="radio"/>	<input type="radio"/>	
Part IV - Line 28b	A family member of a current or former officer, director, trustee, or key employee?	<input type="radio"/>	<input type="radio"/>	
Part IV - Line 28c	An entity of which a current or former officer, director trustee, or key employee of the organization (or a family member) was an officer, director, trustee, or owner?	<input type="radio"/>	<input type="radio"/>	
<b>Schedule C</b>		<b>Yes</b>	<b>No</b>	<b>Definitions</b>
Part IV - Line 3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office?	<input type="radio"/>	<input type="radio"/>	<a href="#">political campaign activities</a>
Part IV - Line 4	Did the organization engage in lobbying activities?	<input type="radio"/>	<input type="radio"/>	<a href="#">lobbying activities</a>
<b>Schedule D</b>		<b>Yes</b>	<b>No</b>	<b>Definitions</b>
Part IV - Line 6	Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts?	<input type="radio"/>	<input type="radio"/>	<a href="#">donor advised fund/similar Funds</a>
Part IV - Line 7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures?	<input type="radio"/>	<input type="radio"/>	<a href="#">conservation easement</a>
Part IV - Line 8	Did the organization maintain collections of works of art, historical treasures, or other similar assets?	<input type="radio"/>	<input type="radio"/>	<a href="#">works of art</a>
Part IV - Line 9	Did the organization have an escrow account liability; serve as a custodian for amounts not listed on the balance sheet; or provide credit counseling, debt management, credit repair, or debt negotiation services?	<input type="radio"/>	<input type="radio"/>	<a href="#">escrow or custodial account</a>
Part IV - Line 10	Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments?	<input type="radio"/>	<input type="radio"/>	<a href="#">quasi-endowment</a>
<b>Schedule E</b>		<b>Yes</b>	<b>No</b>	<b>Definitions</b>
Part IV - Line 13	Is the organization operating a school as described in section 170(b)(1)(A)(ii)?	<input type="radio"/>	<input type="radio"/>	<a href="#">School</a>
<b>Schedule F</b>		<b>Yes</b>	<b>No</b>	<b>Definitions</b>
Part IV - Line 14a	Did the organization maintain an office, employees, or agents outside of the U.S.?	<input type="radio"/>	<input type="radio"/>	
Part IV - Line 14b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the U.S.?	<input type="radio"/>	<input type="radio"/>	
Part IV - Line 15	Did the organization have more than \$5,000 of grants or assistance to any organization or entity located outside the United States?	<input type="radio"/>	<input type="radio"/>	<a href="#">foreign organization</a>
Part IV - Line 16	Did the organization have more than \$5,000 of aggregate grants or assistance to individuals located outside the United States?	<input type="radio"/>	<input type="radio"/>	<a href="#">foreign individual</a>
<b>Schedule G</b>		<b>Yes</b>	<b>No</b>	<b>Definitions</b>
Part IV - Line 17	Did the organization report more than \$15,000 in professional fundraising expenses during the year?	<input type="radio"/>	<input type="radio"/>	<a href="#">professional fundraising services</a>
Part IV - Line 18	Did the organization have any fundraising/special events during the year?	<input type="radio"/>	<input type="radio"/>	<a href="#">fundraising activities</a>
Part IV - Line 19	Did the organization engage in any gaming activities at any time during the year?	<input type="radio"/>	<input type="radio"/>	<a href="#">gaming</a>
<b>Schedule I</b>		<b>Yes</b>	<b>No</b>	<b>Definitions</b>
Part IV - Line 21	Did the organization report more than \$5,000 in grants and other assistance to governments and organizations in the U.S.?	<input type="radio"/>	<input type="radio"/>	<a href="#">United States</a>

# Required Schedules

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Part IV - Line 22	Did the organization report more than \$5,000 in grants and other assistance to individuals in the U.S.?	<input type="radio"/>	<input type="radio"/>	
Schedule K		Yes	No	Definitions
Part IV - Line 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 or refunded after December 31, 2002?	<input type="radio"/>	<input type="radio"/>	<a href="#">tax-exempt bond</a>
Schedule M		Yes	No	Definitions
Part IV - Line 29	Did the organization receive more than \$25,000 in non-cash contributions?	<input type="radio"/>	<input type="radio"/>	<a href="#">noncash contributions</a>
Part IV - Line 30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions?	<input type="radio"/>	<input type="radio"/>	<a href="#">qualified conservation contribution</a>
Schedule N		Yes	No	Definitions
Part IV - Line 31	Did the organization liquidate, terminate, or dissolve and cease operations?	<input type="radio"/>	<input type="radio"/>	
Part IV - Line 32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets or undergo a substantial contraction?	<input type="radio"/>	<input type="radio"/>	<a href="#">substantial contraction</a>



# Part VI - Governance, Management, and Disclosure

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Percent complete **18%**

		Yes	No	Definitions	
<b>Section A - Governing Body and Management</b>					
1a.	Number of voting members of the governing body (at end of year)			<a href="#">governing body</a>	
1b.	Number of voting members that are independent (at end of year)			<a href="#">independent voting member of governing body</a>	
	<b>Explain material differences if members of the governing body do not all have the same voting rights (Enter 'N/A' if not applicable)</b>				
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?	<input type="radio"/>	<input type="radio"/>	<a href="#">family or business relationship</a>	
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?	<input type="radio"/>	<input type="radio"/>		
4.	Did the organization make any significant changes to its organizational documents since the prior Form 990 was filed?	<input type="radio"/>	<input type="radio"/>	<a href="#">significant change</a>	
5.	Did the organization become aware during the year of a material diversion of the organization's assets?	<input type="radio"/>	<input type="radio"/>	<a href="#">material diversion of assets</a>	
6.	Does the organization have members or stockholders?	<input type="radio"/>	<input type="radio"/>	<a href="#">members or stockholders</a>	
7a.	Does the organization have members, stockholders, or other persons who may elect one or more members of the governing body?	<input type="radio"/>	<input type="radio"/>		
7b.	Are any decisions of the governing body subject to approval by members, stockholders, or other persons?	<input type="radio"/>	<input type="radio"/>		
8.	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			<a href="#">contemporaneous</a>	
8a.	the governing body?	<input type="radio"/>	<input type="radio"/>		
8b.	each committee with authority to act on behalf of the governing body?	<input type="radio"/>	<input type="radio"/>		
<b>Section B - Policies</b>					
10a.	Does the organization have local chapters, branches, or affiliates?	<input type="radio"/>	<input type="radio"/>		
11.	Was a copy of the Form 990 provided to all members of the organization's governing body before it was filed?	<input type="radio"/>	<input type="radio"/>	<b>Explanation</b>	
	<b>Describe the process, if any, the organization uses to review the Form 990:</b>				
The PIG Foundation provides an electronic copy of the draft Form 990 to all board members prior to filing as well as the final copy filed with the IRS. Each year the board convenes a subset of the board to review the Form 990 with the paidpreparer. The board uses a checklist provided by the paid preparer to affirmatively assert and document that each part of the core form as well as all schedules has been reviewed and appear complete and reasonable prior to filing with the IRS and					
12a.	Did the organization have a written conflict of interest policy on the last day of the year?	<input type="radio"/>	<input type="radio"/>	<a href="#">conflict of interest policy</a>	
13.	Did the organization have a written whistleblower policy on the last day of the year?	<input type="radio"/>	<input type="radio"/>	<a href="#">whistleblower policy</a>	
14.	Did the organization have a written document retention and destruction policy on the last day of the year?	<input type="radio"/>	<input type="radio"/>		
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:				
15a.	The organization's CEO, Executive Director, or top management official?	<input type="radio"/>	<input type="radio"/>		
15b.	Other officers or key employees of the organization?	<input type="radio"/>	<input type="radio"/>		
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?	<input type="radio"/>	<input type="radio"/>	<a href="#">joint venture</a>	
<b>Section C - Disclosure</b>					
17.	List the States with which a copy of this Form 990 is required to be filed. (Enter NONE if not applicable)				

# Part VI - Governance, Management, and Disclosure

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

- own website
- another's website
- upon request
- none

Can I check this box?

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

19. Describe whether (and if so, how) the organization makes its governing documents, conflict of interest policy, and financial statements available to the public. (Enter N/A if not applicable)

The Foundation makes its articles and bylaws available as part of the Form 1023 public disclosure upon request. Neither document has been amended since inception. The Foundation has never been asked for a copy of its conflict of interest policy. The conflict of interest policy was not part of its original application for exemption. However, if requested it would provide a copy. Financial statements are published on its website as part of its annual report.

20. Person who possesses the books and records of the organization

Name	Margaret Cameron
Address	10900 NE 4th Street, Suite 1700, Bellevue, WA 98004
Phone	425-454-4919

Term	Definition
35% controlled entity	<p>An entity that is owned, directly or indirectly (e.g., under constructive ownership rules of section 267(c)), by a given person, such as the organization's current or former officers, directors, trustee, or key employees listed in Form 990, Part VII, Section 1, or the family members thereof (listed persons) as follows:</p> <ol style="list-style-type: none"> <li>1. A corporation in which listed persons own more than 35% of the total combined voting power;</li> <li>2. A partnership in which listed persons own more than 35% of the profits interest; or</li> <li>3. A trust or estate in which listed persons own more than 35% of the beneficial interest.</li> </ol>
Accountable plan	<p>A reimbursement or other expense allowance arrangement that satisfies the requirements of section 62(c) by meeting the requirements of business connection, substantiation, and returning amounts in excess of substantiated expenses. See Regulations section 1.62-2(c)(2).</p>
Activities conducted outside the United States	<p>For purposes of Schedule F, Statement of Activities Outside the United States, includes grantmaking, fundraising, unrelated trade or business, program services, or maintaining offices, employees, or agents in particular regions outside the United States.</p>
Applicable tax-exempt organization	<p>A section 501(c)(3) or a section 501(c)(4) organization, or that was such an organization at any time during the 5-year period ending on the day of the excess benefit transaction.</p>
Audited financial statement	<p>A formal opinion of an organization's financial records and practices by an independent, certified public accountant with the objective of assessing the accuracy and reliability of the organization's financial statements.</p>
Audit committee	<p>A committee, generally established by the governing body of an organization, with the responsibilities to oversee the organization's financial reporting process, monitor choice of accounting policies and principles, monitor internal control processes, or oversee hiring and performance of any external auditors.</p>
Bingo	<p>A game of chance played with cards that are generally printed with five rows of five squares each. Participants place markers over randomly called numbers on the cards in an attempt to form a pre-selected pattern such as a horizontal, vertical, or diagonal line, or all four corners. The first participant to form the pre-selected pattern wins the game. To be a bingo game, the game must be of the type described in which wagers are placed, winners are determined, and prizes or other property are distributed in the presence of all persons placing wagers in that game. Certain consolation bingo games within a progressive bingo game may also qualify as bingo.</p>
Bond issue	<p>An issue of two or more bonds that are:</p> <ol style="list-style-type: none"> <li>1. Sold at substantially the same time;</li> <li>2. Sold pursuant to the same plan of financing; and</li> <li>3. Payable from the same source of funds.</li> </ol> <p>See Regulations section 1.150-1(c).</p>
Business relationship	<p>Business relationships between include one person being employed by another, one person transacting business with another (other than in the ordinary course of either party's business), or two persons being a director, trustee, officer, or greater-than-10% owner in the same business or investment entity. See the "Definitions" tab for a full explanation of business relationships.</p>
Business relationship - full definition	<p>Business relationships between two persons include the following:</p> <ol style="list-style-type: none"> <li>1. One person is employed by the other in a sole proprietorship or by an organization with which the other is associated as a trustee, director, officer, key employee, or greater-than-35% owner.</li> <li>2. One person is transacting business with the other (other than in the ordinary course of either party's business on the same terms as are generally offered to the public), directly or indirectly, in one or more contracts of sale, lease, license, loan, performance of services, or other transaction involving transfers of cash or property valued in excess of \$10,000 in the aggregate during the organization's tax year. Indirect transactions are transactions with an organization with which the one person is associated as a trustee, director, officer, key employee, or greater-than-35% owner.</li> <li>3. The two persons are each a director, trustee, officer, or greater-than-10% owner in the same business or investment entity.</li> </ol> <p>Ownership is measured by stock ownership (either voting power or value) of a corporation, profits or capital interest in a partnership or limited liability company, membership interest in a nonprofit organization, or beneficial interest in a trust. Ownership includes indirect ownership (e.g., ownership in an entity that has ownership in the entity in question); there may be ownership through multiple tiers of entities.</p>
Business transactions	<p>Business transactions include, but are not limited to, contracts of sale, lease, license, and performance of services, whether initiated during the organization's tax year or ongoing from a prior year. Business transactions also include joint ventures, whether new or ongoing, in which either the profits or capital interest of the organization and of the interested person each exceeds 10%.</p>
Cash contributions	<p>Contributions received in the form of cash, checks, money orders, credit card charges, wire transfers, and other transfers and deposits to a cash account of the organization.</p>
Central America and the Caribbean	<p>Antigua &amp; Barbuda, Aruba, Bahamas, Barbados, Belize, Cayman Islands, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Guatemala, Haiti, Honduras, Jamaica, Martinique, Nicaragua, Panama, St. Kitts &amp; Nevis, St. Lucia, St. Vincent &amp; the Grenadines, Trinidad &amp; Tobago, Turks &amp; Caicos Islands, and British Virgin Islands.</p>
Central organization	<p>The parent organization in a group exemption, which exercises general supervision and control over the subordinate organizations in the group exemption.</p>
Certified historic structure	<p>Any building or structure listed in the National Register of Historic Places as well as any building certified as being of historic significance to a registered historic district. See section 170(h)(4)(B) for special rules that apply to contributions made after August 17, 2006.</p>

Term	Definition
Church	Church is not specifically defined by the Internal Revenue Code but there are certain characteristics that the IRS and court decisions have developed that are attributable to churches. See the "Definitions" tab for a full explanation of a church.
Church - full definition	Certain characteristics are generally attributed to churches. These attributes of a church have been developed by the IRS and by court decisions. They include: distinct legal existence; recognized creed and form of worship; definite and distinct ecclesiastical government; formal code of doctrine and discipline; distinct religious history; membership not associated with any other church or denomination; organization of ordained ministers; ordained ministers selected after completing prescribed courses of study; literature of its own; established places of worship; regular congregations; regular religious services; Sunday schools for the religious instruction of the young; schools for the preparation of its ministers. The IRS generally uses a combination of these characteristics, together with other facts and circumstances, to determine whether an organization is considered a church for federal tax purposes. A convention or association of churches is generally treated like a church for federal tax purposes. See Pub. 1828, Tax Guide for Churches and Religious Organizations.
Closely held stock	Generally, shares of stock in a closely held company that is not available for sale to the general public or which is not widely traded (see further explanation in the instructions for Part IX, line 12 and Schedule M, Noncash Contributions, line 10).
Collections of works of art, historical treasures, and other similar assets	Include collections, as described in SFAS 116, of works of art, historical treasures, and other similar assets held for public exhibition, education, or research in furtherance of public service. Collectibles include autographs, sports memorabilia, dolls, stamps, coins, books (other than books and publications reported on line 4 of Schedule M, Noncash Contributions), gems, jewelry (other than costume jewelry reportable on line 5 of Schedule M).
Compensation	Unless otherwise provided, all forms of cash and noncash payments or benefits provided in exchange for services, including salary and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family educational benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the organization's property. See also deferred compensation, nonqualified deferred compensation, and reportable compensation.
Compilation (compiled financial statements)	A compilation is a presentation of financial statements and other information that is the representation of the management or ownership of an organization and which has not been reviewed or audited by an independent accountant.
Conflict of interest policy	A policy that defines conflict of interest, identifies the classes of individuals within the organization covered by the policy, facilitates disclosure of information that may help identify conflicts of interest, and specifies procedures to be followed in managing conflicts of interest. A conflict of interest arises when a person in a position of authority over an organization, such as an officer, director, or manager, may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. For this purpose, a conflict of interest does not include questions involving a person's competing or respective duties to the organization and to another organization, such as by serving on the boards of both organizations, that do not involve a material financial interest of, or benefit to, such person.
Conservation easement	A restriction on the use that may be made of, or changes made to, real property that is granted in perpetuity to a qualified organization exclusively for conservation purposes. Conservation purposes include protection of natural habitat, the preservation of open space; or the preservation of property for historic, educational, or recreational purposes. Qualified organizations include governmental units and certain tax-exempt organizations described in section 501(c)(3) that have a commitment to protect the conservation purposes of the easement and the resources to enforce the restrictions. For more information see Notice 2004-41, 2004-28 I.R.B. 31. See also qualified conservation contribution.
Contemporaneous	For Part VI, Line 8, contemporaneous means by the later of: <ol style="list-style-type: none"> <li>1. the next meeting of the governing body or committee (such as approving the minutes of the prior meeting) or</li> <li>2. 60 days after the date of the meeting or written action.</li> </ol>
Contributions	Unless otherwise provided, includes donations, gifts, bequests, grants, and other transfers of money or property to the extent that adequate consideration is not provided in exchange and that the contributor intends to make a gift, whether or not made for charitable purposes. A transaction may be partly a sale and partly a contribution. See also cash contributions and noncash contributions.
Control	Control can be direct or indirect and has different meanings depending on whether the organization's owners or persons have a beneficial interest. See the "Definitions" tab for a full explanation of control.