



WI CHARITABLE ORGANIZATION REGISTRATION AND REPORTING

Revised January 2005

Wisconsin Statute 440.41 states:

"Every charitable organization (unless exempt) -- which intends to solicit contributions from persons in this state by any means whatsoever shall, prior to any solicitation, file with the department (Department of Regulation & Licensing) upon forms prescribed by it ..."

Exemption From Registering

The following persons shall not be required to register with the department ...

(c) Any Charitable organization which does not intend to solicit and receive and does not actually receive contributions in excess of \$5,000 during any 12-month period ending December 31 of any year, providing all of its fund raising functions are carried on by persons who are unpaid for such services ..."

Who Must Register

In general, 4-H organizations that meet the following condition must register with the Department of Regulation & Licensing:

An organization planning to solicit and receive contributions in excess of \$5,000 during any 12-month calendar or the organization's fiscal year. NOTE: An organization not intending to generate contributions in excess of \$5,000 during a 12-month calendar or fiscal year, however, ends up doing so, must register with the Department of Regulation & Licensing within 30 days after the date it has received contributions in excess of \$5,000.

Information on Charitable Organizations can be found on the Wisconsin Department of Regulation and Licensing Website: <http://drl.wi.gov/prof/char/cred.htm>. Organizations meeting the registration condition should request a Charitable Organization Registration Statement from the Department of Regulation & Licensing: <http://drl.wi.gov/prof/char/form.htm>.

Reporting Requirements of Registered Organizations

Once an organization is registered with the state, it must prepare annual reports, using forms prescribed by the Department of Regulation & Licensing. The annual report must be submitted within six months after the close of each 12-month calendar or fiscal year. Form 308 is located at: <http://drl.wi.gov/prof/char/form.htm>.

In addition to filing a financial report no later than six months after the end of the fiscal year, an organization is required to renew its registration every year and pay a \$15 renewal fee.

For additional information contact:

Wisconsin Department of Regulation and Licensing

Charitable Organizations

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