

Return of Organization Exempt From Income Tax — sample for 2023

Hollin House Museum & Garden · EIN 00-0000010 · calendar year 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 house, 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.

PART I · SUMMARY

LINE		PRIOR YEAR	CURRENT YEAR
8	Contributions and grants (individual gifts, the annual appeal)	—	\$189,000
8	Government grants (state arts council general operating support)	—	\$55,000
9	Program service revenue (admissions, membership, programs and tours, rentals)	—	\$445,000
11	Other revenue (the shop, net of cost of goods; interest; an easement payment)	—	\$71,000
12	Total revenue	—	\$760,000
15	Salaries, other compensation, employee benefits, docent training	—	\$402,000
17	Other expenses (the house and garden, exhibitions and programs, collections care, administration, fundraising)	—	\$367,000
18	Total expenses	—	\$769,000
20	Net assets, beginning of year		\$609,400
22	Net assets, end of year		\$600,400

Admissions were 31% of revenue, membership 11%, gifts and the appeal 25%. Staff and docent training were 52% of expenses; the house and garden 22%. 21,300 visitors on 214 open days.

Part IX · Statement of functional expenses — sample for 2023

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	TOTAL PROGRAMMANAGEMENTFUNDRAISING			
Staff (director, curator, education manager, garden manager, visitor services) and docent training	\$402,000	\$329,600.0	\$48,200.0	\$24,200.0
The house and garden — conservation of the building, repairs, grounds, utilities, insurance	\$171,000	\$153,900.0	\$17,100.0	—
Exhibitions and programs — cases, labels, talks, school visits, family afternoons	\$64,000	\$64,000	—	—
Collections care — conservation treatments, storage materials, the collections database	\$41,000	\$41,000	—	—
Administration — bookkeeping, the review, the office	\$56,000	—	\$56,000	—
Fundraising — the annual appeal, membership renewals, the annual dinner	\$35,000	—	—	\$35,000
Total functional expenses	\$769,000			

PART VII · COMPENSATION (SAMPLE)

Five staff; the director is the one officer who is paid. The eleven board members are volunteers and receive nothing. Names are omitted from this sample because every person connected with this organization is invented.

Part III · Program service accomplishments — sample for 2023

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MISSION

To keep an 1884 river merchant's house, its walled garden and its collection open to the public, cared for, and explained; and to publish what that costs and what the money did.

PROGRAM 1 · THE HOUSE AND THE GARDEN, OPEN TO VISITORS

Open 214 days in 2023; 21,300 visitors, counted at the desk, of whom about one in six came on a free first Sunday. 1,060 member households at year end. Admission covers the house and the garden; children under twelve and members are free.

PROGRAM 2 · EXHIBITIONS, TALKS AND SCHOOL VISITS

Two exhibitions drawn from the collection, talks and garden walks with places, family afternoons, and 52 booked school visits. The education manager runs the school program; docents gave 5,800 hours.

PROGRAM 3 · COLLECTIONS CARE

9 objects received a conservation treatment paid from the collections-care fund, including adopted objects. The fund is used for the direct care of the collection and for nothing else, as the museum's collections policy and the AAM Code of Ethics for Museums require.

PUBLIC DISCLOSURE

The three most recent returns and the exemption letter are published on the museum's website and available on request. The museum reports the rule; it does not advise on it.