

Bardon Maginnis

PO Box 821, Philomath, OR 97370-0821
541-929-3121

October 17, 2011

Don Gist, Vice President
Philomath Community Services, Inc
PO Box 1334
Philomath, OR 97370

Good morning Don:

To move forward on the preparation of the tax reports for 2011 the following information is needed—

Spread sheets combining the six sets of QuickBooks maintained in 2011. For me to finish this I would need access with Peggy Clark to the QuickBooks information and the supporting documents. I understand some of these may be in the office of Michele Kellison, CPA, and she would need written authorization to allow Peggy and me to use them.

Executed copy of the Bylaws passed in November, 2011. However if they are to be considered null and void there should be a statement from the Secretary to that effect.

Statistics and accomplishments for each program to write the narrative in the tax returns. We have always shown the building as a separate program, and if there is any change in that presentation it should be supported by approved minutes.

A list of Board Members in 2011 with personal information as provided for in the 2010 return (copy of the 2010 990 is in the office).

Approval of the form 990 by the Board.

The IRS form 990 is on extension until November 15, 2012, leaving ample time to complete and file the return. However, I am not aware of a different deadline for the Oregon Department of Justice. They surely need to be contacted to explain the status of the CT-12 for 2011.

Very truly yours,

Bardon Maginnis

Cc: Peggy Clark; Michele Kellison; Sara Power; Bennett Hall

AS MENTIONED BEFORE
THE STATEMENT REF.
BYLAWS IS FALSE