Form **990-EZ**

Department of the Treasury
Internal Revenue Service

# Short Form
# Return of Organization Exempt From Income Tax

**Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to *www.irs.gov/Form990EZ* for instructions and the latest information.

OMB No. 1545-1150

**2018**

**Open to Public Inspection**

**A For the 2018 calendar year, or tax year beginning , 2018, and ending , 20**

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: Miraloma Park Improvement Club

Number and street (or P.O. box, if mail is not delivered to street address): 350 O'Shaughnessy Blvd | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: San Francisco, CA 94127

D Employer identification number: 94-6092576

E Telephone number: 415-281-0892

F Group Exemption Number ▶

G Accounting Method: ☑ Cash ☐ Accrual Other (specify) ▶

H Check ▶ ☑ if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I **Website:** ▶ www.miralomapark.org

J **Tax-exempt status** (check only one) — ☐ 501(c)(3) ☑ 501(c) ( 4 ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

K Form of organization: ☑ Corporation ☐ Trust ☐ Association ☐ Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are $200,000 or more, or if total assets (Part II, column (B)) are $500,000 or more, file Form 990 instead of Form 990-EZ ▶ $ 62,917

## Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I ☑

| | | | | | |
|---|---|---|---|---|---|
| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | | 1 | 23,647 |
| | 2 | Program service revenue including government fees and contracts | | 2 | 39,270 |
| | 3 | Membership dues and assessments | | 3 | 0 |
| | 4 | Investment income | | 4 | 0 |
| | 5a | Gross amount from sale of assets other than inventory | 5a | | |
| | b | Less: cost or other basis and sales expenses | 5b | | |
| | c | Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) | | 5c | 0 |
| | 6 | Gaming and fundraising events: | | | |
| | a | Gross income from gaming (attach Schedule G if greater than $15,000) | 6a | | |
| | b | Gross income from fundraising events (not including $ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds $15,000) | 6b | | |
| | c | Less: direct expenses from gaming and fundraising events | 6c | | |
| | d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | | 6d | 0 |
| | 7a | Gross sales of inventory, less returns and allowances | 7a | | |
| | b | Less: cost of goods sold | 7b | | |
| | c | Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a) | | 7c | 0 |
| | 8 | Other revenue (describe in Schedule O) | | 8 | 0 |
| | 9 | **Total revenue.** Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶ | | 9 | 62,917 |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | | 10 | 715 |
| | 11 | Benefits paid to or for members | | 11 | |
| | 12 | Salaries, other compensation, and employee benefits | | 12 | |
| | 13 | Professional fees and other payments to independent contractors | | 13 | |
| | 14 | Occupancy, rent, utilities, and maintenance | | 14 | 20,325 |
| | 15 | Printing, publications, postage, and shipping | | 15 | 13,343 |
| | 16 | Other expenses (describe in Schedule O) | | 16 | 17,795 |
| | 17 | **Total expenses.** Add lines 10 through 16 ▶ | | 17 | 52,178 |
| Net Assets | 18 | Excess or (deficit) for the year (Subtract line 17 from line 9) | | 18 | 10,739 |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | | 19 | 42,216 |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | | 20 | 0 |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 ▶ | | 21 | 52,955 |

**Part II** **Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II . . . . . ☑

| | | (A) Beginning of year | | (B) End of year |
|---|---|---|---|---|
| 22 | Cash, savings, and investments | 12,434 | 22 | 13,858 |
| 23 | Land and buildings | 11,260 | 23 | 11,260 |
| 24 | Other assets (describe in Schedule O) | 21,642 | 24 | 31,957 |
| 25 | **Total assets** | 45,336 | 25 | 57,075 |
| 26 | **Total liabilities** (describe in Schedule O) | 3,120 | 26 | 4,120 |
| 27 | **Net assets or fund balances** (line 27 of column (B) **must** agree with line 21) | 42,216 | 27 | 52,955 |

**Part III** **Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III . . ☐

What is the organization's primary exempt purpose? Providing community services to Miraloma Park

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**Expenses** (Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

| | | | |
|---|---|---|---|
| 28 | Publish the Miraloma Life, the monthly neighborhood newsletter distributed to 2,300 homes and maintain a website for community information. (Grants $ ) If this amount includes foreign grants, check here ▶ ☐ | 28a | 13,823 |
| 29 | Maintain community clubhouse to hold club sponsored program activities, community events and civic meetings and to rent clubhouse to third parties and use rental funds for program services and clubhouse maintenance. (Grants $ ) If this amount includes foreign grants, check here ▶ ☐ | 29a | 25,652 |
| 30 | Hold program activities related to Neighborhood Emergency Response Team, resiliency, Block Champions, Senior Community Connectors, safety, traffic, zoning and planning, residential design guidelines, education, civic participation, disaster preparedness, seniors, community building, social and other events. (Grants $ ) If this amount includes foreign grants, check here ▶ ☐ | 30a | 8,934 |
| 31 | Other program services (describe in Schedule O) (Grants $ ) If this amount includes foreign grants, check here ▶ ☐ | 31a | |
| 32 | **Total program service expenses** (add lines 28a through 31a) ▶ | 32 | 48,409 |

**Part IV** **List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV . . . . . ☐

| (a) Name and title | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| Joan Van Rijn, President and Director | 20 | 0 | 0 | 0 |
| Jean Perata, Vice President and Director | 15 | 0 | 0 | 0 |
| Robert Gee, Treasurer and Director | 15 | 0 | 0 | 0 |
| M. Reza Vagefi, Recording Secretary and Director | 3 | 0 | 0 | 0 |
| Karen Breslin, Director | 5 | 0 | 0 | 0 |
| Debra Estrin, Director | 3 | 0 | 0 | 0 |
| Bryan Forman, Director | 5 | 0 | 0 | 0 |
| Daniel Homsey, Director | 5 | 0 | 0 | 0 |
| Thomas O'Brien, Director | 3 | 0 | 0 | 0 |
| Darlene Ramlose, Director | 15 | 0 | 0 | 0 |
| Todd Siemers, Director | 5 | 0 | 0 | 0 |
| | | | | |

**Part V** **Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V . ☐

| | | | Yes | No |
|---|---|---|---|---|
| 33 | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O | 33 | | ✓ |
| 34 | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions | 34 | | ✓ |
| 35a | Did the organization have unrelated business gross income of $1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | 35a | ✓ | |
| b | If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | 35b | ✓ | |
| c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | 35c | | ✓ |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N | 36 | | ✓ |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ 37a | | | |
| b | Did the organization file **Form 1120-POL** for this year? | 37b | | ✓ |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee **or** were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | 38a | | ✓ |
| b | If "Yes," complete Schedule L, Part II and enter the total amount involved 38b | | | |
| 39 | Section 501(c)(7) organizations. Enter: | | | |
| a | Initiation fees and capital contributions included on line 9 39a | | | |
| b | Gross receipts, included on line 9, for public use of club facilities 39b | | | |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ ; section 4912 ▶ ; section 4955 ▶ | | | |
| b | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | | ✓ |
| c | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ | | | |
| d | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization ▶ | | | |
| e | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | | ✓ |

41 List the states with which a copy of this return is filed ▶ California

42a The organization's books are in care of ▶ Robert Gee, Treasurer Telephone no. ▶ 415-281-0892

Located at ▶ 350 O'Shaughnessy Blvd, San Francisco, CA ZIP + 4 ▶ 94127

| | | | Yes | No |
|---|---|---|---|---|
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | 42b | | ✓ |
| c | At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country ▶ | 42c | | ✓ |

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041**—Check here . . . ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year . . . ▶ 43

| | | | Yes | No |
|---|---|---|---|---|
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | | ✓ |
| b | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | | ✓ |
| c | Did the organization receive any payments for indoor tanning services during the year? | 44c | | ✓ |
| d | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | | |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | | ✓ |
| b | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions | 45b | | ✓ |

| | | | Yes | No |
|---|---|---|---|---|
| 46 | Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | | ✓ |

**Part VI** **Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI ☐

| | | | Yes | No |
|---|---|---|---|---|
| 47 | Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | 47 | | |
| 48 | Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | | |
| 49a | Did the organization make any transfers to an exempt non-charitable related organization? | 49a | | |
| b | If "Yes," was the related organization a section 527 organization? | 49b | | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

f Total number of other employees paid over $100,000 ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than $100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over $100,000 ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ ☐ Yes ☐ No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

▶ Signature of officer — Date 4/4/2019

▶ Robert Gee, Treasurer
Type or print name and title

**Paid Preparer Use Only**

| Print/Type preparer's name | Preparer's signature | Date | Check ☐ if self-employed | PTIN |
|---|---|---|---|---|
| | | | | |

Firm's name ▶ — Firm's EIN ▶

Firm's address ▶ — Phone no.

May the IRS discuss this return with the preparer shown above? See instructions ▶ ☐ Yes ☐ No

**SCHEDULE O (Form 990 or 990-EZ)**

Department of the Treasury
Internal Revenue Service

# Supplemental Information to Form 990 or 990-EZ

**Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.**

▶ Attach to Form 990 or 990-EZ.
▶ Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

**2018**

**Open to Public Inspection**

Name of the organization: Miraloma Park Improvement Club

Employer identification number: 94-6092576

## PART I REVENUE, EXPENSES AND CHANGES IN NET ASSETS OR FUND BALANCES

Line 10 Grants and similiar amounts paid: $715

Coalition of San Francisco Neighborhoods $195; Miraloma Elementary Fun Run $250; West of Twin Peaks Central Council $270

Line 16 Other Expenses: $17,795

Banking Expenses: $125.53

Fundraising and Membership: $572.68

Insurance Policies: $6,792.13

Internet and Web: $479.95

Events: $1,814.50

Distribution of District 7 Participatory Budget 2016 Go Kit Supplies at Sr. EQ Preparedness Workshop 1/27/2018: $4,050.09

Distribution of District 7 Participatory Budget 2016 Go Kit Supplies at Senior Community Connectors Classes: $2,283.98

Neighborhood Emergency Response Team: $70.00

Office Expenses: $55.11

Paypal and Stripe Fees: $810.60

Taxes: $740.38

## PART II BALANCE SHEET

| Line 24 Other Assets | (A) Beginning of Year | (B) End of Year |
|---|---|---|
| Prepaid Rent for Parking Lot | $51.00 | $50.00 |
| District 7 2016 Participatory Budget Grant of Disaster Equipment and Senior Go Kit Supplies Received | $21,591.00 | $15,256.60 |
| District 7 2017 Participatory Budget Grant for Block Champion Supplies and Training | $0.00 | $16,650.00 |
| Total Other Assets | $21,642.00 | $31,956.60 |

| Line 26 Total Liabilities | (A) Beginning of Year | (B) End of Year |
|---|---|---|
| Security Deposits from Renters | $3,120 | $4,120 |

**Miraloma Park Improvement Club**
**2018 Form 990-EZ**
**Workpaper - not attached to filed return**

**PART I REVENUE, EXPENSES AND CHANGES IN NET ASSETS OR FUND BALANCES**

**Line 1 - Contributions, Gifts, Grants and Similar Amounts Received**

| | | |
|---|---|---|
| Club Membership Dues Received | $ 6,973.00 | |
| District 7 2017 Participatory Budget Grant for Block Champion supplies and training | $ 16,650.00 | |
| Donations to MPIC | $ 24.00 | |
| Totals | $ 23,647.00 | |
| | | $ 62,917.00 |

**Line 2 - Program service revenue including government fees and contracts**

| | | |
|---|---|---|
| Clubhouse Rentals | $ 37,280.00 | |
| Event-Related Income | $ 220.00 | |
| Miraloma Life Advertising | $ 1,620.00 | |
| Retained Deposits | $ 75.00 | |
| Correction to Ending Cash Balance as of 12/31/2017. SB $12,508.66 instead of $12,433.66 because of check #3678 to Christopher Long for $75 on 12/12/2017 that was voided and reissued on 4/4/2018 | $ 75.00 | |
| Totals | $ 39,270.00 | |

**Line 10 Grants and similar amounts paid**

| | | |
|---|---|---|
| Civic Participation | $ 715.00 | |

**Line 14 Occupancy, rent, utilities and maintenance**

| | | |
|---|---|---|
| Total Clubhouse | $ 16,814.13 | |
| Total Utilities | $ 3,509.63 | |
| Rent Expense-Parking Lot | $ 1.00 | |
| Totals | $ 20,324.76 | |

**Line 15 Printing, publications, postage and shipping**

| | | |
|---|---|---|
| Total Miraloma Life | $ 13,342.60 | $ 52,177.31 |

**Line 16 Other expenses**

| | |
|---|---|
| Banking Expenses | $ 125.53 |
| Fundraising and Membership | $ 572.68 |
| Insuranced Policies | $ 6,792.13 |
| Internet and Web | $ 479.95 |
| Events | $ 1,814.50 |
| Distribution of District 7 Participatory Budget 2016 Go Kit Supplies at Sr. EQ Preparedness Workshop 1/27/2018 | $ 4,050.09 |
| Distribution of District 7 Participatory Budget 2016 Go Kit Supplies at Senior Community Connectors Classes | $ 2,283.98 |
| Neighborhood Emergency Response Team | $ 70.00 |
| Office Expenses | $ 55.11 |
| Paypal and Stripe Fees | $ 810.60 |
| Taxes | $ 740.38 |
| Totals | $ 17,794.95 |

**PART II BALANCE SHEET**

| Line 24 - Other Assets | (A) Beginning of Year | (B) End of Year |
|---|---|---|
| Prepaid Rent for Parking Lot | $ 51.00 | $ 50.00 |
| District 7 2016 Participatory Budget Grant of Disaster Equipment and Senior Go Kit Supplies Received | $ 21,591.00 | $ 15,256.60 |
| District 7 2017 Participatory Budget Grant for Block Champion Supplies and Training | $ - | $ 16,650.00 |
| Total Other Assets | $ 21,642.00 | $ 31,956.60 |

| Line 26 - Total Liabilities | (A) Beginning of Year | (B) End of Year |
|---|---|---|
| Security Deposits from Renters | $ 3,120.00 | $ 4,120.00 |

**PART III STATEMENT OF PROGRAM ACCOMPLISHMENTS**

**Line 28a $13,822.55 is composed of Miraloma Life, Internet and Web expenses:**

| | |
|---|---|
| Delivery | $ 2,770.00 |
| Other | $ 775.00 |
| Printing | $ 9,797.60 |
| Internet and Web | $ 479.95 |
| Total | $ 13,822.55 |

**Line 29a $25,652.27 is composed of clubhouse related expenses:**

| | |
|---|---|
| Clubhouse | $ 16,814.13 |
| Property and Liability Insurance | $ 4,642.13 |
| Utilities | $ 3,509.63 |
| Rent | $ 1.00 |
| Property Taxes | $ 685.38 |
| Total | $ 25,652.27 |

**Line 30a $8,933.57 is composed of program activity expenses:**

| | |
|---|---|
| Events | $ 1,814.50 |
| Neighborhood Emergency Response Team | $ 70.00 |
| Distribution of District 7 Participatory Budget 2016 Go Kit Supplies at Sr. EQ Preparedness Workshop 1/27/2018 | $ 4,050.09 |
| Distribution of District 7 Participatory Budget 2016 Go Kit Supplies at Senior Community Connectors Classes | $ 2,283.98 |
| Civic Participation | $ 715.00 |
| Total | $ 8,933.57 |