



LRM DEPT ♦ CITY ATTORNEY'S OFFICE

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"Advocating for the Corona Community"

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September 12, 2016

Harold W. Hopp, Presiding Judge
Superior Court of California County of Riverside
4050 Main Street
Riverside, CA 92501

Riverside County Grand Jury
Post Office Box 829
Riverside, CA 92502

Riverside County Clerk-Recorder
2720 Gateway Drive
Riverside, CA 92507

RE: 2015-2016 Grand Jury Report re non-profit status

To Whom It May Concern:

The City of Corona responds to the Grand Jury's June 21, 2016 correspondence and attached report as follows.

The City of Corona disagrees with the findings related to the City and, in particular, disagrees with the report's characterization of the interview of the City Manager.

Going forward, the City will require entities claiming non-profit status to complete and sign the enclosed Finance – Business License Non-Profit Self-Certification Form.

Respectfully,

John Higginbotham

John Higginbotham
Assistant City Attorney

Enclosure



**FINANCE – BUSINESS LICENSE
NON-PROFIT SELF-CERTIFICATION FORM**

BUSINESS INFORMATION		
BUSINESS NAME		BUSINESS PHONE
CORPORATE NAME (IF DIFFERENT FROM BUSINESS NAME)		BUSINESS FAX
BUSINESS ADDRESS		
CORPORATE PRESIDENT	PHONE	EMAIL
CORPORATE SECRETARY	PHONE	EMAIL
SECRETARY OF STATE NO	FEIN	
CERTIFICATION		
<p>SELF-CERTIFICATION</p> <p>By signing this Self-Certification Form, the undersigned certifies that the corporation referenced above ("Corporation"): (1) is current with its required informational and financial filings with the Internal Revenue Service, California Franchise Tax Board and California Secretary of State; and (2) is currently recognized as an active charitable, religious or non-profit corporation and exempt from income tax under the appropriate section of the Internal Revenue Code by the Internal Revenue Service, the California Franchise Tax Board and the California Attorney General.</p> <p>The undersigned understands and acknowledges that: (1) this Form must be completed on an annual basis in order to maintain the corporation's exempt status with the City for business license purposes; and (2) adequate written proof of current exemption status is required to be filed with this Form.</p> <p>FAILURE TO MAINTAIN TAX EXEMPT STATUS</p> <p>The undersigned understands and acknowledges that if the Corporation loses its tax exempt status, or fails to provide proof of current tax exempt status, the City may charge the Corporation a business license tax based on a for profit status (e.g. based upon applicable gross receipts).</p> <p>I certify under penalty of perjury that I have read and understand the contents of this Form and that the foregoing certification and supplied information is true and correct as of the date indicated below.</p>		
SIGNATURE		
SIGNATURE OF CORPORATE OFFICER	TITLE	DATE