



CITY OF TAMPA

Bob Buckhorn, Mayor

Revenue & Finance

Sonya Little
Chief Financial Officer

March 28, 2013

TO: All Non-Profits Awarded Financial Support from the City of Tampa

After listening to concerns voiced by a number of non-profits during the implementation of the City's Non-Profit Ethics Ordinance in 2010, and experiencing difficulties in keeping up with each different non-profit entity's fiscal year end, the City made improvements to its Non-Profit Ethics Ordinance in 2012.

You will find a copy of the newly revised Ordinance and Certificate at this site for your convenience. Several modifications to what is and is not included within the definition of "Financial Support" have been made, resulting in fewer entities being required to submit reports. Additionally, the annual reporting date for all non-profit entities has been changed to April 1 of each year for the **prior calendar year**, so that you can easily use information already calculated for IRS reporting purposes for 1099's, W-2's, 990's, etc.

Going forward from this point, all non-profit entities that have been awarded "Financial Support," as defined in Ordinance No. 2012-8, must file a current, executed Non-Profit Ethics certification form for the prior calendar year (period ending 12/31) before disbursements will be made by the City.

These changes will hopefully lessen the reporting burden for all non-profit entities receiving Financial Support from the City of Tampa, while allowing the City to administer the provision of support to non-profit entities in a responsible and efficient manner. Should you have any questions, please contact me at 813/274-8558 or sharon.fox@tampagov.net.

Sincerely,

Sharon R. Fox
Revenue & Finance Department Ethics Officer