

Terra Foundation 217 Westmont, San Luis Obispo, CA 93405



Board of Directors 2011-2012

Linda Seeley, President, co-Treasurer  
Larry Santoyo, Secretary  
Richard Smith, PhD, Treasurer  
Marcin Jakubowski, OSE Project Manager

All board members are unpaid. There are no staff members.

Terra Foundation does not produce an annual report. Total assets as of December 31, 2010 were \$1,924.00. Terra has been a very small and local foundation with projects that are either cost-free or very low cost. We provide event insurance for permaculture classes, Transition Town events, and deep ecology group work. We also host classes in re-skilling. Our partnership with Open Source Ecology is the first that has actually put our foundation over the \$25,000 threshold for IRS purposes.

Terra Foundation received a donation of \$60,000 from the Porticus Foundation on September 28, 2011, which was designated specifically for the Open Source Ecology Project. Terra, as fiscal sponsor of OSE's projects, accepts a 2% fiscal sponsorship fee for managing OSE's assets.

Terra filed a 990-N Federal tax report in 2010. I have attached the receipt of that form. If you would like to see a copy of the filing, I will request one from the IRS.

Terra has not had an independent audit report because our assets have been very limited up to this date. We plan to have an independent audit in 2011 because of the OSE project.

I have attached our most recent quarterly Credit Union statements.

Thank you for considering OSE's worthy project for funding.

Sincerely,

Linda Seeley  
President

October 9, 2011



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248464840  
Sep. 22, 2011 LTR 4168C E0  
77-0298872 000000 00  
00012658  
BODC: TE

TERRA FOUNDATION  
217 WESTMONT AVE  
SN LUIS OBISP CA 93405-1055



34798

Employer Identification Number: 77-0298872  
Person to Contact: Mrs. Dudley  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 13, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in MAY 1995.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

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## Form 990-N E-filing Receipt - IRS Status: Accepted

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epostcard@urban.org to me

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**Organization:** TERRA FOUNDATION  
**EIN:** 77-0298872  
**Submission Type:** Form 990-N  
**Year:** 2010  
**Submission ID:** 7800582011164de62857  
**e-File Postmark:** 6/13/2011 4:04:10 PM  
**Accepted Date:** 6/13/2011

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

**e-Postcard technical support**  
**Phone:** 866-255-0654 (toll free)  
**email:** [epostcard@urban.org](mailto:epostcard@urban.org)

**TERRA FOUNDATION**  
 217 Westmont Avenue  
 San Luis Obispo, CA 93405

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**SESLOC**  
FEDERAL CREDIT UNION

Post Office Box 5360  
San Luis Obispo, CA 93403  
(805) 543-1816 (805) 227-1030

Member No.	Statement Period	Page
313352	08/01/11 thru 08/31/11	1 of 1

TERRA FOUNDATION  
217 WESTMONT AVE  
SAN LUIS OBISPO CA 93405

### ACCOUNT BALANCE SUMMARY

Savings	\$826.52
Checking	\$785.88
Certificates	\$0.00
IRAs	\$0.00
Consumer and Real Estate Loans	\$0.00

### S3 SHARE - CLUB ACCOUNTS

Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Dividend
\$ 826.45	\$ 0.07	\$ 0.00	\$ 826.52	\$ 0.55

Joint Owner(s): MARCIN JAKUBOWSKI, LINDA M SEELEY

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
08/31/11	08/01/11	Balance Forward			826.4
		DIVIDEND CREDIT	0.07		826.5
		Annual Percentage Yield Earned: 0.10%			
		For the period from 08/01/11 through 08/31/11.			

Fee Summary:	Month to Date	Year to Date
Total Returned Item Fees	\$ 0.00	\$ 0.00
Total Overdraft Fees	\$ 0.00	\$ 0.00

### S9 SHARE - SHARE DRAFTS/CHECKING

Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Dividend
\$ 785.81	\$ 0.07	\$ 0.00	\$ 785.88	\$ 0.66

Joint Owner(s): MARCIN JAKUBOWSKI, LINDA M SEELEY

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
08/31/11	08/01/11	Balance Forward			785.8
		DIVIDEND CREDIT	0.07		785.8
		Annual Percentage Yield Earned: 0.10%			
		For the period from 08/01/11 through 08/31/11.			

Fee Summary:	Month to Date	Year to Date
Total Returned Item Fees	\$ 0.00	\$ 0.00
Total Overdraft Fees	\$ 0.00	\$ 0.00

### YTD ACCOUNT SUMMARIES

#### Share Account Totals

YTD Dividends: \$ 1.21

#### Loan Account Totals

YTD Finance Charges: \$ 0.00



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TERRA FOUNDATION  
217 WESTMONT AVE  
\*\*\* \*\*



Member No. Social Security No.  
\*\*\*\*\*  
Statement Period: 01JUL11 to 31JUL11

Tran E	# - Means Effective Dated	Periodic	Late	Debits	Credits	New
Date F		Finance	Payment			Balance
F	Description	Charge	Charge			
S3 SHARE A/C - CLUB ACCOUNTS (Joint with MARCIN JAKUBOWSKI, LINDA M SEELEY)						
JUL1	Previous Balance					826.38
JUL31#	DIVIDEND CREDIT				0.07	826.45
JUL29	Annual Percentage Yield Earned: 0.10%					
JUL29	For the Period from 07/01 through 07/31.					
JUL31	Closing Date...New Balance					826.45
S9 SHARE A/C - SHARE DRAFTS/CHECKING (Joint with MARCIN JAKUBOWSKI, LINDA M SEELEY)						
JUL1	Previous Balance					800.40
JUL20	HARLAND CLARKE/CHK ORDERS/071811/P PD/			14.66		785.74
JUL31#	DIVIDEND CREDIT				0.07	785.81
JUL29	Annual Percentage Yield Earned: 0.10%					
JUL29	For the Period from 07/01 through 07/31.					
JUL31	Closing Date...New Balance					785.81



**SESLOC**  
FEDERAL CREDIT UNION

Post Office Box 5360  
San Luis Obispo, CA 93403  
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Member No.	Statement Period	Page
313352	09/01/11 thru 09/30/11	1 of 1

TERRA FOUNDATION  
217 WESTMONT AVE  
SAN LUIS OBISPO CA 93405

#### ACCOUNT BALANCE SUMMARY

Savings	\$826.59
Checking (2)	\$60,787.19
Certificates	\$0.00
IRAs	\$0.00
Consumer and Real Estate Loans	\$0.00

#### S3 SHARE - CLUB ACCOUNTS

Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Dividend
\$ 826.52	\$ 0.07	\$ 0.00	\$ 826.59	\$ 0.62

Joint Owner(s): MARCIN JAKUBOWSKI, LINDA M SEELEY

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
09/30/11	09/01/11	Balance Forward DIVIDEND CREDIT Annual Percentage Yield Earned: 0.10% For the period from 09/01/11 through 09/30/11.	0.07		826.59

Fee Summary:	Month to Date	Year to Date
Total Returned Item Fees	\$ 0.00	\$ 0.00
Total Overdraft Fees	\$ 0.00	\$ 0.00

#### S9 SHARE - SHARE DRAFTS/CHECKING

Beginning Balance	Deposits	Withdrawals	Ending Balance	YTD Dividend
\$ 785.88	\$ 60,001.31	\$ 0.00	\$ 60,787.19	\$ 1.97

Joint Owner(s): MARCIN JAKUBOWSKI, LINDA M SEELEY

Trans. Date	Eff. Date	Transaction Description	Deposit	Withdrawal	Balance
09/28/11 09/30/11	09/01/11	Balance Forward INWIRE/JPMORGAN CHASE/CARDIFF GROUP DIVIDEND CREDIT Annual Percentage Yield Earned: 0.24% For the period from 09/01/11 through 09/30/11.	60,000.00 1.31		785.88 60,785.88 60,787.19

Fee Summary:	Month to Date	Year to Date
Total Returned Item Fees	\$ 0.00	\$ 0.00
Total Overdraft Fees	\$ 0.00	\$ 0.00

## GRANTEE PROFILE

### ALL GRANTS OVER \$25,000

GRANTEE:

Open Source Ecology

PROGRAM OFFICER:

Lesa Mitchell

Budget:	2011	2012	2013			
Total Program/Operating Budget - \$	\$60,000	\$0	\$0			

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Note: our first grant is \$60k from Porticus Foundation in Europe, received on September 28, 2011

	2011	2012	2013			
Total Organization Budget - \$	\$60k	\$0	\$0			

- Does the organization have an endowment or reserve fund?

NO	<input checked="" type="checkbox"/>	YES	
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If YES,

\$

(a) what is the size of the fund?

(b) who manages the fund's investments?

(c) how long has the fund been in existence?

Less than 2 years	2-5 years	Over 5 years

- Has there been any turnover in management and/or in the senior financial position within the grantee organization within the last 12 months?

NO		YES	
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If yes, please explain:

## DUE DILIGENCE QUESTIONNAIRE / GRANTEE PROFILE

**\*\* PART 2 – TO BE COMPLETED BY THE GRANTEE \*\***

**GRANTEE:**

Open Source Ecology

**PROGRAM OFFICER:**

Lesa Mitchell

- Does the Board have an Audit or Finance Committee?

NO	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>
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If Yes, please attach a list of committee member names and phone numbers.

If No, please explain how the Board is structured for financial oversight:

- Within the financial function of your organization who (name and title):
  1. does the recordkeeping/books? - Marcin Jakubowski, ED, Linda Seeley (Terra Foundation Board Member)
  2. has physical access to blank check stock? Same
  3. is authorized to sign checks? Same (if a signature stamp is used, who has access to it?)
  4. reconciles bank accounts? Same
  5. reviews/approves bank account reconciliations? Same
  6. makes bank deposits? Same
- Are there any financial concerns that should be brought to our attention? (i.e. is your organization late or in default on any tax payments, rent, vendor payments or contractual obligations?)

NO	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>
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If Yes, please explain:

### PLEASE ATTACH THE FOLLOWING DOCUMENTATION:

- ✓ List of Board Members and Officers/Senior Management. Please indicate if Officers are also paid staff.
- ✓ An IRS tax-exempt determination letter.
- ✓ A list of other significant funders for this project showing names, phone numbers and amounts.
- ✓ The most recent annual report. If not available, please explain:
- ✓ The most recent independent audit report.
  - Enclosed audit is for the year ended \_\_\_\_\_.
  - If not available, please explain:
- ✓ The most recent management recommendation letter that accompanied your latest audit report.
  - Enclosed recommendation letter is for the year ended \_\_\_\_\_.
  - If not available, please explain:
- ✓ The most recent Form 990.
  - Enclosed Form 990 is for the year ended \_\_\_\_\_.
  - If not available, please explain:



The most recent monthly/quarterly financial statements.

- Enclosed financial statements are for the month/quarter ending\_\_\_\_\_.
- If not available, please explain:
- 

Completed by:	Marcin Jakubowski and Linda Seeley	Phone Number: 816.846.0736
Title:	ED; Board Member, respectively	Fax Number: 206.202.3387
Date:	10/8/11	