

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

2016

Open to Public Inspection

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.

▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

A For the 2016 calendar year, or tax year beginning **January 1**, 2016, and ending **December 31**, 2016

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

C Name of organization **People Making a Difference through Community Service, Inc.**
 Doing business as _____
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
P.O. Box 120189
 City or town, state or province, country, and ZIP or foreign postal code
Boston, MA 02112-0189

D Employer identification number
04-3191846

E Telephone number
781-963-0373

G Gross receipts \$ **100,036**

F Name and address of principal officer: **Lori Tsuruda**
5 Milton Terrace, Randolph, MA 02368

H(a) Is this a group return for subordinates? Yes No
 H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ **www.pmd.org**

K Form of organization: Corporation Trust Association Other ▶ **L** Year of formation: **1993** **M** State of legal domicile: **MA**

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: PMD promotes informed and responsible volunteerism by engaging individuals in meaningful, hands-on work that meets local needs and helping other charities and businesses develop successful community involvement programs. In 2016, PMD helped 24 partner charities in 16 communities.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	7
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	7
	5	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	5	1
	6	Total number of volunteers (estimate if necessary)	6	802
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
	b	Net unrelated business taxable income from Form 990-T, line 34	7b	0
Revenue	8	Contributions and grants (Part VIII, line 1h)	81,363	76,943
	9	Program service revenue (Part VIII, line 2g)	16,589	21,311
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	43	39
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0	0
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	97,995	98,293
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	0
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	64,198	64,578
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	33,089	33,492
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	97,287	98,070
	19	Revenue less expenses. Subtract line 18 from line 12	708	223
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	51,570	55,975
	21	Total liabilities (Part X, line 26)	5,930	9,271
	22	Net assets or fund balances. Subtract line 21 from line 20	45,640	46,704

Part II Signature Block

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: *Lori Tsuruda* Date: **11/15/17**

Type or print name and title: **LORI TSURUDA, PRESIDENT**

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

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

PMD seeks to create a world in which people and their businesses are socially aware and engaged in their communities such that they approach volunteerism by learning about problems and needs, volunteering their time, providing resources to address these problems and needs, and carrying out these activities dependably, safely and enjoyably.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: _____) (Expenses \$ 77,952 including grants of \$ _____) (Revenue \$ 21,311)

Community Service Program

4b (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4c (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4d Other program services (Describe in Schedule O.)
(Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4e Total program service expenses **77,952**

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> (see instructions)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12 a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14 a Did the organization maintain an office, employees, or agents outside of the United States?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I (see instructions)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part IV Checklist of Required Schedules (continued)

	Yes	No
20 a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		✓
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		✓
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		✓
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		✓
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		✓
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		✓
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		✓
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		✓
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		✓
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		✓
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		✓
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i>		✓
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		✓
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		✓
b A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i>		✓
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i>		✓
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		✓
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		✓
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		✓
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		✓
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		✓
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		✓
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		✓
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		✓
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		✓
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Main form area containing questions 1a through 14b with corresponding input fields and Yes/No columns.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	1a	7
b	Enter the number of voting members included in line 1a, above, who are independent	1b	7
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	✓
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3	✓
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	✓
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5	✓
6	Did the organization have members or stockholders?	6	✓
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a	✓
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b	✓
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	8a	✓
b	Each committee with authority to act on behalf of the governing body?	8b	✓
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? <i>If "Yes," provide the names and addresses in Schedule O</i>	9	✓

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a	✓
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	✓
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? <i>If "No," go to line 13</i>	12a	✓
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	✓
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? <i>If "Yes," describe in Schedule O how this was done</i>	12c	✓
13	Did the organization have a written whistleblower policy?	13	✓
14	Did the organization have a written document retention and destruction policy?	14	✓
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	15a	✓
b	Other officers or key employees of the organization	15b	✓
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	✓
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed ► Massachusetts
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: ►
Maura Moroni, 199 Forest Street, West Bridgewater, MA 02379

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Tom Goode Director	1	✓		✓				0	0	
(2) Noel Joen Director	1	✓						0	0	
(3) Andrew Kalinowski Treasurer & Director	1	✓		✓				0	0	
(4) Peter Lakin Director	1	✓						0	0	
(5) Caroline Reinsch Director	1	✓						0	0	
(6) Neal Rosen Chair & Director	1	✓		✓				0	0	
(7) Ellie Sanford Clerk & Director	1	✓		✓				0	0	
(8) Lori Tsuruda President & Executive Officer	44	✓		✓	✓			52,011	0	8,772
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15)									
(16)									
(17)									
(18)									
(19)									
(20)									
(21)									
(22)									
(23)									
(24)									
(25)									
1b Sub-total						52,011	0	8,772	
c Total from continuation sheets to Part VII, Section A						0	0	0	
d Total (add lines 1b and 1c)						52,011	0	8,772	

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **0**

	Yes	No
3 Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		✓
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		✓
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		✓

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a 3,601					
	b Membership dues	1b 0					
	c Fundraising events	1c 10,135					
	d Related organizations	1d 0					
	e Government grants (contributions)	1e 0					
	f All other contributions, gifts, grants, and similar amounts not included above	1f 63,207					
	g Noncash contributions included in lines 1a-1f: \$	1,744					
	h Total. Add lines 1a-1f	▶	76,943				
Program Service Revenue	2a Service Project Planning & Mgmt		Business Code				
		541900	16,089	16,089	0	0	
	b Service Project Supplies	900099	5,117	5,117	0	0	
	c Volunteer Management Training	611430	105	105	0	0	
	d _____						
	e _____						
	f All other program service revenue						
g Total. Add lines 2a-2f	▶	21,311					
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)	▶	39	39	0	0	
	4 Income from investment of tax-exempt bond proceeds ▶		0				
	5 Royalties	▶	0				
	6a Gross rents	(i) Real	(ii) Personal				
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss)	▶					
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss)	▶					
	6a Gross income from fundraising events (not including \$ 10,135 of contributions reported on line 1c). See Part IV, line 18	a 1,477					
b Less: direct expenses		b 1,477					
c Net income or (loss) from fundraising events		▶	0				
9a Gross income from gaming activities. See Part IV, line 19	a _____						
	b Less: direct expenses	b _____					
	c Net income or (loss) from gaming activities	▶					
10a Gross sales of inventory, less returns and allowances	a _____						
	b Less: cost of goods sold	b _____					
	c Net income or (loss) from sales of inventory	▶					
Miscellaneous Revenue		Business Code					
11a _____							
b _____							
c _____							
d All other revenue							
e Total. Add lines 11a-11d	▶						
12 Total revenue. See instructions.	▶		98,293				

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	0	0		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	0	0		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16	0	0		
4 Benefits paid to or for members	0	0		
5 Compensation of current officers, directors, trustees, and key employees	52,011	41,609	2,601	7,801
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	8,772	6,994	429	1,349
7 Other salaries and wages	0	0	0	0
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	0	0	0	0
9 Other employee benefits	0	0	0	0
10 Payroll taxes	3,795	3,036	190	569
11 Fees for services (non-employees):				
a Management	0	0	0	0
b Legal	783	0	783	0
c Accounting	0	0	0	0
d Lobbying	0	0	0	0
e Professional fundraising services. See Part IV, line 17	0			0
f Investment management fees	0	0	0	0
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	1,139	1,139	0	0
12 Advertising and promotion	0	0	0	0
13 Office expenses	13,185	10,507	88	2,590
14 Information technology	2,268	2,038	95	135
15 Royalties	0	0	0	0
16 Occupancy	6,807	5,446	340	1,021
17 Travel	3,164	2,670	116	378
18 Payments of travel or entertainment expenses for any federal, state, or local public officials	0	0	0	0
19 Conferences, conventions, and meetings	0	0	0	0
20 Interest	0	0	0	0
21 Payments to affiliates	0	0	0	0
22 Depreciation, depletion, and amortization	1,035	828	52	155
23 Insurance	3,308	2,705	42	561
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Service Fees	893	475	63	355
b Training	306	171	0	135
c _____				
d _____				
e All other expenses	606	334	52	220
25 Total functional expenses. Add lines 1 through 24e	98,070	77,952	4,851	15,267
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
Assets	1 Cash—non-interest-bearing	6,455	1	3,505	
	2 Savings and temporary cash investments	31,774	2	37,602	
	3 Pledges and grants receivable, net	0	3	0	
	4 Accounts receivable, net	100	4	500	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L	0	5	0	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L	0	6	0	
	7 Notes and loans receivable, net	0	7	0	
	8 Inventories for sale or use	1,659	8	1,552	
	9 Prepaid expenses and deferred charges	0	9	0	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 17,311			
	b Less: accumulated depreciation	10b 4,495	11,583	10c 12,816	
	11 Investments—publicly traded securities	0	11	0	
	12 Investments—other securities. See Part IV, line 11	0	12	0	
	13 Investments—program-related. See Part IV, line 11	0	13	0	
	14 Intangible assets	0	14	0	
	15 Other assets. See Part IV, line 11	0	15	0	
16 Total assets. Add lines 1 through 15 (must equal line 34)	51,570	16	55,975		
Liabilities	17 Accounts payable and accrued expenses	3,436	17	3,776	
	18 Grants payable	0	18	0	
	19 Deferred revenue	0	19	3,000	
	20 Tax-exempt bond liabilities	0	20	0	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D	2,495	21	2,495	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L	0	22	0	
	23 Secured mortgages and notes payable to unrelated third parties	0	23	0	
24 Unsecured notes and loans payable to unrelated third parties	0	24	0		
25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	0	25	0		
26 Total liabilities. Add lines 17 through 25	5,930	26	9,271		
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27 Unrestricted net assets	45,640	27	46,704	
	28 Temporarily restricted net assets	0	28	0	
	29 Permanently restricted net assets	0	29	0	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30 Capital stock or trust principal, or current funds	0	30	0	
	31 Paid-in or capital surplus, or land, building, or equipment fund	0	31	0	
	32 Retained earnings, endowment, accumulated income, or other funds	0	32	0	
33 Total net assets or fund balances	45,640	33	46,704		
34 Total liabilities and net assets/fund balances	51,570	34	55,975		

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	98,293
2	Total expenses (must equal Part IX, column (A), line 25)	2	98,070
3	Revenue less expenses. Subtract line 2 from line 1	3	223
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	45,640
5	Net unrealized gains (losses) on investments	5	0
6	Donated services and use of facilities	6	0
7	Investment expenses	7	0
8	Prior period adjustments	8	0
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	46,704

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

- 1** Accounting method used to prepare the Form 990: Cash Accrual Other _____
If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.
- 2a** Were the organization's financial statements compiled or reviewed by an independent accountant? . . .
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- b** Were the organization's financial statements audited by an independent accountant?
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:
 Separate basis Consolidated basis Both consolidated and separate basis
- c** If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? . . .
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.
- 3a** As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?
- b** If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.

	Yes	No
2a		✓
2b		✓
2c		
3a		✓
3b		



Department of the Treasury
Internal Revenue Service
Ogden UT 84201

Notice	CP211A
Tax period	December 31, 2016
Notice date	May 1, 2017
Employer ID number	04-3191846
To contact us	Phone 1-877-829-5500 FAX 801-620-5555

000305.752608.179861.11178 1 AV 0.373 370



PEOPLE MAKING A DIFFERENCE THROUGH
COMMUNITY SERVICE INC
PO BOX 120189
BOSTON MA 02112-0189

Page 1 of 1



000305

Important information about your December 31, 2016 Form 990

We approved your Form 8868, Application for Extension of Time To File an Exempt Organization Return

We approved the Form 8868 for your
December 31, 2016 Form 990.
Your new due date is November 15, 2017.

What you need to do

File your December 31, 2016 Form 990 by November 15, 2017. We encourage you to use electronic filing—the fastest and easiest way to file.

Visit www.irs.gov/charities to learn about approved e-File providers, what types of returns can be filed electronically, and whether you are required to file electronically.

Additional information

- Visit www.irs.gov/cp211a
- For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Name of the organization People Making a Difference through Community Service, Inc.	Employer identification number 04-3191846
---	---

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	60,568	59,219	71,099	69,800	66,807	327,493
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0	0	0
3 The value of services or facilities furnished by a governmental unit to the organization without charge	0	0	0	0	0	0
4 Total. Add lines 1 through 3	60,568	59,219	71,099	69,800	66,807	327,493
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						327,493

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
7 Amounts from line 4	60,568	59,219	71,099	69,800	66,807	327,493
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	66	27	22	43	39	197
9 Net income from unrelated business activities, whether or not the business is regularly carried on	0	0	0	0	0	0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	0	0	0	0	0	0
11 Total support. Add lines 7 through 10						327,690
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f))	14	99.9 %
15 Public support percentage from 2015 Schedule A, Part II, line 14	15	99.9 %
16a 33 1/3% support test—2016. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input checked="" type="checkbox"/>		
b 33 1/3% support test—2015. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
17a 10%-facts-and-circumstances test—2016. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
b 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ <input type="checkbox"/>		

**SCHEDULE D
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.

▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2016

Open to Public Inspection

Name of the organization People Making a Difference through Community Service, Inc.	Employer identification number 04-3191846
---	---

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.
Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Part II Conservation Easements.
Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
 Preservation of land for public use (e.g., recreation or education) Preservation of a historically important land area
 Protection of natural habitat Preservation of a certified historic structure
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

6 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.
Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$

(ii) Assets included in Form 990, Part X ▶ \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$

b Assets included in Form 990, Part X ▶ \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):
- a** Public exhibition
 - b** Scholarly research
 - c** Preservation for future generations
 - d** Loan or exchange programs
 - e** Other _____
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? . . . Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|--|-----------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment ▶ _____ %
 - b** Permanent endowment ▶ _____ %
 - c** Temporarily restricted endowment ▶ _____ %
- The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i)** unrelated organizations
- (ii)** related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		12,138	3,035	9,103
d Equipment		800	800	0
e Other		2,105	660	1,445

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) **10,548**

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value	
(1) Federal income taxes		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶		

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

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

Supplemental Information to Form 990 or 990-EZ

OMB No. 1545-0047

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

2016

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

Name of the organization People Making a Difference through Community Service, Inc.	Employer identification number 04-3191846
---	---

Part VI, Lines 6 & 7a. The organization has corporate members who elect other corporate members and directors.

Part VI, Line 11a. All directors receive electronic copies of Form 990 before it is filed, and we provide a link to it on our web site.

Part VI, Line 11b. The Board of Directors approves the financial statements on which the 990 filing is based.

Part VI, Line 15a. The process for determining compensation was begun by the board of directors to hire the organization's first (and sole employee), paid executive director (Lori Tsuruda) on 10/13/1999. 2016 compensation was comparable to 2015 compensation.

Part VI, Line 15b. The executive director is the organization's only paid employee. The organization has no other officers or key employees.

Part VII. No hours were devoted to any related organization. Other compensation was the cost of health insurance benefits provided.

Part III Statement of Program Service Accomplishments, Line 4a Detail:

In 2016, People Making a Difference directly helped 24 charities and their clients and trained 15 nonprofit leaders in effective volunteer engagement philosophies and practices. PMD partnered with these charities to plan and to complete 58 productive, high quality service projects involving 802 motivated volunteers. Furthermore, PMD trained three interns.

In 2016, PMD recruited 612 new volunteers who participated in the service projects described below. Together with 190 PMD volunteers who had participated in prior PMD projects, they gave 3,752 hours to complete needed work in 16 communities. 83% (20) of the charities that PMD assisted had no staff dedicated to working with volunteers or relied on part-time staff, while the remainder received PMD assistance due to seasonal volunteer shortages and/or special needs.

In 2016, PMD's community service program addressed the following issues:

- Literacy (youth, Braille, prisoner, science) 58%
- Youth Development 13%
- Environmental/Conservation 12%
- Elderly 8.5%
- Poverty/Homelessness/Hunger 8.5%

Continued on Pages that Follow: Descriptions of 2016 PMD Service Projects

Name of the organization

Employer identification number

People Making a Difference through Community Service, Inc.**04-3191846****DESCRIPTIONS OF 2016 PMD SERVICE PROJECTS**

- 22 projects throughout yr Assemble dynamic science kits (atoms & molecules, protein, DNA, and transfer RNA) to improve science education via hands-on learning by middle and high school students. In close collaboration with the MIT Center for Environmental Health Sciences, MIT Edgerton Center, and inventor Dr. Kathleen Vandiver, volunteers carefully count or assemble, label, and check, and then package models, plus label and build storage boxes, so that students and teachers can immediately use these accurate working models to master key concepts and discover what happens if...thus learning, instead of memorizing, basic scientific processes like protein synthesis and DNA replication.
- 5 projects throughout yr Prepare and share meals and socialize with formerly homeless or at-risk for homelessness elderly residents of the Anna Bissonnette House of HEARTH, South End. HEARTH (*formerly called the Committee to End Elder Homelessness*) strives to advocate on behalf of homeless elders, to reach out to, identify, and assist homeless elders in Boston, and to provide housing and services for this often neglected, vulnerable population. The Anna Bissonnette House is home to 40 elderly residents who were homeless or at-risk for eviction/homelessness. Nutrition and appropriate socialization are often challenges to the frail residents.
- 3 projects throughout yr Count and package materials to restock science kits for the Boston Public Schools including tubing for "human digestive tract" science kits used by thousands of elementary school students since these specially-designed science kits engage students in hands-on learning and inquiry, but there is insufficient staffing to restock tubing in the kits for reuse by more students who get to push an oiled tennis ball through 9.1 meters of tubing representing the human digestive tract.
- 1/10 & 8/7 Pine Street Inn Serve dinner to the men at Pine Street Inn, Boston's largest homeless shelter, South End. Pine Street Inn provides emergency shelter, street outreach, permanent, affordable housing, job training, and transitional programs. After the holidays and in the summer, serious volunteer shortages slow distribution of needed food to homeless guests, so PMD volunteers contribute needed labor and food.
- 1/23 Officiate for the first Northeast Regional Middle School Science Bowl Competition of the National Science Bowl as rules judges, timekeepers, scorekeepers, and science judges, Cambridge. This fast-paced competition engages middle school students in preparing for and answering questions from life science, physical science, earth and space science, energy, and mathematics. One of the main goals is to excite students to study math, science, and engineering and to pursue related careers. Officiating PMD volunteers enable 25 teams composed of 110+ middle school students to compete. PMD recruits, helps train and assign, and supports all volunteers. Participating schools were Academy for Science and Design Charter School (Nashua, NH), Advanced Math and Science Academy Charter School (Marlborough, MA), Bangor Christian Schools (Bangor, ME), Biddeford Middle School (Biddeford, ME), Boston College High School (Dorchester, MA), Edward Brooke Charter School (East Boston, MA), Jonas Clarke Middle School (Lexington, MA), Rockport Middle School (Rockport, MA), Samoset School (Leominster, MA), The Pike School (Andover, MA), UP Academy Leonard School (Lawrence, MA), and Woodstock Union Middle School (Woodstock, VT).
- 1/30 Prepare content for and then assemble and decorate book literacy folders that parents of kindergartners served by GiftsToGive will use in the classroom (with the books they contain) to increase reading comprehension among New Bedford public school kindergartners as they learn to read.
- 2/27 Make cozy, double fleece security blankets for needy children on the South Coast served by GiftsToGive, Acushnet. GiftsToGive puts new and gently used children's essentials into the hands of children age 0-17 who need them the most AND provides opportunities for youth age 3+ to work for social justice and learn the power of giving and community service by volunteering and sharing their unique talents.
- 2/27-3/5
4/21-4/24 Officiate for the Regional "Blue Lobster Bowl" Competition of the National Ocean Sciences Bowl as rules judges, timekeepers, scorekeepers, science judges, science graders, and moderators, Cambridge. This national competition tests ocean knowledge, including the biology, chemistry, geology, physics, history, and economics of the ocean as well as ocean-related current events in a fast-paced, quiz-show style. One of the main goals is to expose talented and aspiring students to the wonder of marine science and associated career opportunities. Officiating PMD volunteers enable 20 teams composed of 128 students and teachers/coaches from Massachusetts high schools to compete. PMD recruits, trains, assigns, and supports all volunteers. In 2013, PMD assumed regional co-coordinator responsibilities for MIT Sea Grant, so also handles everything for all students and coaches and officiates for the national Finals competition for 25 regional winners. Participating Massachusetts

Name of the organization People Making a Difference through Community Service, Inc.	Employer identification number 04-3191846
---	---

DESCRIPTIONS OF MORE 2016 PMD SERVICE PROJECTS

- high schools were Acton-Boxborough Regional, Boston Latin School, Bristol County Agricultural, Brookline, Cambridge Rindge & Latin, Chelmsford, Fitchburg, Lexington, Lincoln-Sudbury Regional, Margarita Muñiz Academy, Newton North, and Newton South.
- 3/16 Fill seed orders for community gardeners, Boston
Sort nearly 10,000 bulk-ordered seed packets and then fill orders by community gardeners through The Trustees of Reservations-Boston Region, to be distributed at the annual Gardeners Gathering.
- 3/26 Set Up for Gardeners Gathering, Boston
Make and post signs, setup stations, and assemble speaker gifts for the 41st annual Gardeners Gathering at Northeastern University. Organized by The Trustees of Reservations, the Gardeners Gathering is a city-wide event for community gardeners and other garden enthusiasts. The day is filled with informative and fun activities and workshops by experts from gardening and green space organizations.
- 4/2 Prepare and serve nutritious and tasty brunch for 150 women and children at Rosie's Place, a multi-service homeless shelter for women, Roxbury
Rosie's Place is a sanctuary for poor and homeless women. Rosie's Place offers both emergency and long-term assistance to women who have nowhere else to turn. Rosie's Place is committed to welcoming each guest with respect and unconditional love.
- 4/9 Paint signs for Project Bread's Walk for Hunger, East Boston
Project Bread is the non-profit organization that organizes the annual Walk for Hunger to raise funds to support 400 emergency feeding programs in 130 communities in Massachusetts, its FoodSource Hotline, food drives, and shaping public policies that address hunger, particularly among children. Signs educate, inform, motivate, and thank the 40,000 walkers along the 10-mile route and road race through Greater Boston.
- 4/9 & 7/16 Help Above The Clouds (ATC) bring joy and hope through the wonder of flight to Dream Flyers, children who are facing serious adversity, Norwood
Ground Crew volunteers cheer Dream Flyers when they arrive at the airport, on the tarmac when they take off and land, and when they are presented with their flight jackets. Volunteers create personalized welcome/commemorative signs and take photos and videos of Dream Flyers.
- 4/30 Help care for 70 children as part of the annual parents conference at Perkins School for the Blind, Watertown
The annual New England Regional Seminar for Families with Children with Visual Impairments conference is for families throughout New England and New York state. Volunteer-provided childcare is an integral part of the program since it encourages participation by many families who would otherwise be unable to attend. Parents attend conference sessions to learn more about a variety of topics and meet other families that have a child with vision loss.
- 5/21 Fulfill prisoners' requests for educational, self-help, research, spiritual, and other books donated to the Prison Book Program, Quincy
The all-volunteer Prison Book Program strives to provide prisoners across the country with free, quality reading materials to expand their minds beyond the walls that cage them, to change their own lives, and to speak out for their rights.
- 6/4 National Trails Day: Remove invasive species, prune back brush from trails, and remove trash from Mission Hill Green in the Iroquois Woods, Mission Hill
Join with neighbors to make the Iroquois Street Woods urban wild, a 25,000 ft² area of undeveloped land that neighbors are reforesting by planting native species to replace invasives, more accessible, safe, and biodiverse. Mission Hill Green is a community of neighbors dedicated to restoration and maintenance of, and advocacy for, natural areas on Mission Hill.
- 6/25 Paint children's faces at Old Colony (public housing) Unity Day, South Boston
Assist the tenants association in providing positive, community building activities in this public housing development.
- 7/14 Package and prepare ingredients for meals for ill families served by Community Servings, Jamaica Plain
Community Servings prepares and delivers free meals for individuals and families ill with HIV/AIDS or other acute, life-threatening illnesses. In the summer, volunteer shortages slow distribution of needed food, so PMD volunteers contribute needed labor.

Name of the organization	Employer identification number
People Making a Difference through Community Service, Inc.	04-3191846

DESCRIPTIONS OF MORE 2016 PMD SERVICE PROJECTS

- 8/20 Thin bamboo food source for red pandas in the Children's Zoo at Franklin Park Zoo, Dorchester
The struggling, nonprofit zoo relies heavily on volunteers to maintain its vast grounds and exhibits. Our work makes the exhibits healthier for the animals and more inviting to the public. The zoo's mission is to inspire people to protect and to sustain the world for future generations by creating fun and engaging experiences that integrate wildlife and conservation programs, research, and education.
- 9/18 Help Boston Local Food Festival (BLFF) reduce waste, Boston
The Sustainable Business Network of Massachusetts (SBN) mission is to build a Massachusetts economy that is local, fair, and green. The free BLFF focuses on healthy food and fitness by offering unique and interesting events like a seafood cooking competition, chef demonstrations, sustainable fisheries information, family fun, music, and entertainment. Volunteers create tangible example signage and 1:1 educate and engage the public in reusing event programs, composting food scraps, and recycling plastic containers and paper in order to generate less than 10% landfill waste.
- 9/24 National Public Lands Day: Face paint children making nature costumes for upcoming Honk! Parade and learning about bats, Cambridge
A sanctuary of upland forests, meadows, wetlands, and wildlife on the western side of densely populated Cambridge, Fresh Pond Reservation surrounds and protects the ancient glacial pond called Fresh Pond, which since 1852 has provided drinking water to the City of Cambridge.
- 10/2 Run "Harvest Day" kids' activities at the Community Growing Center, Somerville
Somerville's Community Growing Center serves as an outdoor classroom for elementary school students. Harvest Day is one way to build awareness and celebrate where food comes from. Approximately 50 kids and their families participate each year in pumpkin carving, apple bobbing, butter "making," and food tastings that incorporate ingredients from the garden.
- 10/23 Prune plants and rake leaves and muck to restore the view and the pond shore with the Friends of Spy Pond Park, Arlington
Spy Pond Park is an all-volunteer nonprofit organization that preserves and enhances community enjoyment of Spy Pond Park and Spy Pond.
- 10/30 Run Hawthorne Youth & Community Center's annual Halloween Party at Marcella Park, Roxbury
Hawthorne Youth and Community Center's mission is to provide educational, cultural, recreational and vocational opportunities for community youth and adults; to celebrate the rich diversity of the neighborhood; and to work with residents to strengthen the quality of neighborhood life. Each year, 50-75 children and their families participate in this safe celebration of Halloween in their community park. PMD volunteers setup and staff crafts, games, and refreshments.
- 11/5 Run youth literacy activities and clean up for Family (Literacy) Fun Day of Cambridge Family Literacy Collaborative, Cambridge
The Cambridge Family Literacy Collaborative educates the community about family literacy and promotes city-wide commitment to family literacy. Family literacy is an educational model that focuses on the strengths and needs of the family. ("Family" is understood to include not only parents, but also grandparents, older siblings, and other family members. "Literacy" includes not only reading and writing, but also math, speaking, and listening skills.) Family Fun Day is a free, annual event organized to celebrate National Family Literacy Day and Family

2016 OTHER PMD-ORGANIZED WORKSHOPS A& ACTIVITIES

- 6/6 "Effective Volunteer Engagement" Professional Development Training (SoJust)
- July *Pro Bono* Consulting Services to First Parish Unitarian Universalist of Arlington on organizing its first "Action Sunday" event for 200 member volunteers in Greater Boston
- August *Pro Bono* Consulting Services to Tonality about options for accepting contributions and issues of new, founder-driven charities
- September *Pro Bono* Consulting Services to Hearth, Inc. to research their programs' volunteers and activities as well as their clients' needs