

# THE TIM BARKLEY LAW OFFICES

**S**ince 1991, the Tim Barkley Law Offices have provided legal and estate services to individuals, families and businesses throughout central Maryland and northern Virginia.

**A**ttorney Tim Barkley is able to provide a comprehensive, multidisciplinary approach to clients, while always paying close attention to personal details.

**T**o learn more about the coordinated menu of services offered by the Tim Barkley Law Offices, or to set up your initial consultation, please contact us today.

**(301) 829-3778**



Tim Barkley (seated) with David Barkley (l) and attorney Doug Curtis

**WWW.BARKLEYLAW.COM**

## Offering Premier Services in Estate Planning and Administration, Elder Law, Real Estate, Business Planning and more.

### Estate Planning

Ensuring that your estate benefits those you love.

### Estate Administration

Seeing to the faithful discharge of your dreams.

### Elder Law

Allowing you to control and direct your affairs.

### Real Estate

Covering all transactions and settlements.

### Business Planning

Helping you chart the right course for success.

### Non-Profit Organizations

**Serving those whose mission is to serve others.**

### Litigation

Guiding you through even the most complex cases.

### Establishing the Basics

Most non-profits look to establish the 501C3 tax designation to ensure that others can donate money and have it be tax-deductible.

We are experienced in helping organizations through the process of setting up the 501C3 - and at the same time establish a mission, a fund-raising strategy and a plan for how funds will be distributed.

### Dealing with the IRS

In most legal and financial matters relating to non-profits, the IRS is the “gatekeeper”, ensuring things are done correctly. We can help prepare all the relevant IRS filings - and, if necessary, deal directly with IRS agents to ensure compliance with non-profit laws and regulations.

We usually have at least one ongoing non-profit case at any given time. We are members of the Western Maryland Association of Fundraising Professionals (WMAFP) and the National Committee on Planned Giving (NCPG).

### Forms & Filings

This is the area where non-profit organizations most often need help. You already have your vision, you may even have all your people in place - but when the time comes for specific technical advice, we are ready to assist.

From setting up a corporation with your state, to filing

articles and by-laws, to establishing a board of directors and selecting a tax strategy - we take pride in turning your dreams into reality.

### Vision Planning

Just as businesses with a specific product should always have a business plan, non-profits, too, should establish a plan - most often, for fund-raising. How you articulate your needs to your donor base is crucial. What exactly is your purpose? How are you going to raise money? Non-profits can also draw advice and support for a vast array of other organizations - and we can help point you towards such groups at the local and national levels.

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### Handling Finances

You need to know what money is coming in and what is going out. We can help organizations budget by analyzing factors such as donor-driven and need-driven projects. Do you raise the money first then choose a project - or do you find a project and then go out to find donors? When filing fees are required by the state or by the IRS, will your organization have the money? This is often the first major test as to whether a non-profit idea can really work in the real world.

### What Status to Take?

Private foundations are usually the “default” status of non-profit groups. This status subjects you to rigorous oversight, unwieldy regulations and steep excise taxes. One of the goals of good planning is to avoid this - by choosing the type of organization that is most advantageous to your project.

You may choose to be a publicly supported, free-standing charity or you may decide to be part of a larger, recognized charity, with you running things at the local level.

### For Those Giving

We also offer advice and assistance to those looking to support non-profits. If you have a charitable goal for your money we can help with donations and trusts - and make that part of your overall financial and estate planning objectives. We can establish whether it’s in your best interests to set up your own charity, fund an existing foundation or create a charitable trust.

