

Battery Park City Parks Conservancy  
Meeting of the Directors  
200 Liberty Street, 24<sup>th</sup> Floor  
New York, NY 10281  
March 21, 2024  
2:00 p.m.

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF THE MARCH 8, 2023 MINUTES
- III. CORPORATE ACTION
  - Approval of IRS Form 990-N and NYS Form CHAR500 for Fiscal Year 2023
- IV. MOTION TO ADJOURN

**The Battery Park City Parks Conservancy's mission is to manage, maintain, operate, repair, preserve and program activities to a world class standard for the residential parks, open space, and other public structures located on the 92-acre Battery Park City site on the lower west side of Manhattan.**

**RESOLUTION AUTHORIZING THE FILING OF IRS FORM 990-N AND NYS FORM CHAR500 FOR FISCAL YEAR 2023**

BE IT RESOLVED, that in accordance with the materials presented to this meeting, the Chief Executive Officer (the “President”) of the Battery Park City Parks Conservancy (the “Conservancy”) or her/his designee(s) be, and each of them hereby is, authorized and empowered to file the attached Form 990-N with the Internal Revenue Service and the attached Form CHAR500 with the New York State Department of Law on behalf of the Conservancy; and be it further

RESOLVED, that the President or her/his designee(s) be, and each of them hereby is, authorized and empowered to file and deliver the Form 990-N and the Form CHAR500 on behalf of the Conservancy, subject to such changes as the officer or officers shall, with the advice of counsel, approve as necessary and appropriate and in the best interests of the Conservancy, such approval to be conclusively evidenced by filing of the Form 990-N with the Internal Revenue Service and the filing of the Form CHAR500 with the New York State Department of Law; and be it further

RESOLVED, that the President or her/his designee(s) be, and each of them hereby is, authorized and empowered to execute all such other and further documents and to take all such other and further actions as may be necessary, desirable or appropriate in connection with the transactions contemplated in the foregoing resolutions, and any such execution of documents and any other further actions heretofore taken are hereby ratified and any actions hereafter taken are confirmed and approved.

**Form 990-N (e-Postcard) Summary**  
**(\*\*THIS IS NOT A FILEABLE FORM - FOR REVIEW PURPOSES ONLY\*\*)**

Tax period beginning 11/01/2022 and ending 10/31/2023

Organization's legal name

**BATTERY PARK CITY PARKS  
CONSERVANCY CORPORATION**

Employer ID number

**[REDACTED]**

Other names used by organization (DBA)

Number and street (or P.O. box, if applicable)

**75 BATTERY PLACE**

Room/Suite

Telephone number

**(212) 267-9700**

City or town, state or country and ZIP + 4

**NEW YORK, NY 10280**

Web address, if applicable **WWW.BPCA.NY.GOV**

Check if organization is not a 509(a)(3) supporting organization and its gross receipts meets limits for the tax year ☒

Check if organization is terminating (going out of business) ☐

**Information regarding principal officer:**

Name

**RAJU MANN**

Street address

**75 BATTERY PLACE**

City, state or country and ZIP + 4

**NEW YORK, NY 10280**

# CHAR500

NYS Annual Filing for Charitable Organizations  
www.CharitiesNYS.com

Send with fee and attachments to:  
NYS Office of the Attorney General  
Charities Bureau Registration Section  
28 Liberty Street  
New York, NY 10005

**2022**  
**Open to Public  
Inspection**

## 1. General Information

For Fiscal Year Beginning (mm/dd/yyyy) **11/01/2022** and Ending (mm/dd/yyyy) **10/31/2023**

<b>Check if Applicable:</b> <input type="checkbox"/> Address Change <input type="checkbox"/> Name Change <input type="checkbox"/> Initial Filing <input type="checkbox"/> Final Filing <input type="checkbox"/> Amended Filing <input type="checkbox"/> Reg ID Pending	<b>Name of Organization:</b> <b>BATTERY PARK CITY PARKS CONSERVANCY CORP</b>	<b>Employer Identification Number (EIN):</b> [REDACTED]
	<b>Mailing Address:</b> <b>75 BATTERY PLACE</b>	<b>NY Registration Number:</b> [REDACTED]
	<b>City / State / ZIP:</b> <b>NEW YORK, NY 10280</b>	<b>Telephone:</b> <b>212 267-9700</b>
	<b>Website:</b> <b>WWW.BPCA.NY.GOV</b>	<b>Email:</b> <b>INFO@BPCPARKS.ORG</b>

Check your organization's registration category: ☐ 7A only ☐ EPTL only ☐ DUAL (7A & EPTL) ☒ EXEMPT\* Confirm your Registration Category in the Charities Registry at [www.CharitiesNYS.com](http://www.CharitiesNYS.com).

## 2. Certification

See instructions for certification requirements. Improper certification is a violation of law that may be subject to penalties. The certification requires two signatories.

*We certify under penalties of perjury that we reviewed this report, including all attachments, and to the best of our knowledge and belief, they are true, correct and complete in accordance with the laws of the State of New York applicable to this report.*

President or Authorized Officer:

Signature

**RAJU MANN**  
**PRESIDENT & CEO**

Print Name and Title

Date

Chief Financial Officer or Treasurer:

Signature

**PAMELA FREDERICK**  
**CFO**

Print Name and Title

Date

## 3. Annual Reporting Exemption

Check the exemption(s) that apply to your filing. If your organization is claiming an exemption under one category (7A or EPTL only filers) or both categories (DUAL filers) that apply to your registration, complete only parts 1, 2, and 3, and submit the certified Char500. No fee, schedules, or additional attachments are required. If you cannot claim an exemption or are a DUAL filer that claims only one exemption, you must file applicable schedules and attachments and pay applicable fees.

☐ **3a. 7A filing exemption:** Total contributions from NY State including residents, foundations, government agencies, etc. did not exceed \$25,000 and the organization did not engage a professional fund raiser (PFR) or fund raising counsel (FRC) to solicit contributions during the fiscal year.

☐ **3b. EPTL filing exemption:** Gross receipts did not exceed \$25,000 and the market value of assets did not exceed \$25,000 at any time during the fiscal year.

## 4. Schedules and Attachments

See the following page for a checklist of schedules and attachments to complete your filing.

☐ Yes

☒ No

4a. Did your organization use a professional fund raiser, fund raising counsel or commercial co-venturer for fund raising activity in NY State? If yes, complete Schedule 4a.

☐ Yes

☒ No

4b. Did the organization receive government grants? If yes, complete Schedule 4b.

## 5. Fee

See the checklist on the next page to calculate your fee(s). Indicate fee(s) you are submitting here:

7A filing fee:

\$ \_\_\_\_\_

EPTL filing fee:

\$ \_\_\_\_\_

Total fee:

\$ \_\_\_\_\_

Make a single check or money order payable to:  
**"Department of Law"**

CHAR500 Annual Filing for Charitable Organizations (Updated January 2022)

\*The "Exempt" category refers to an organization's NYS registration status. It does not refer to its IRS tax designation.

# BATTERY PARK CITY PARKS CONSERVANCY CORPORATION

## CHAR500

### Annual Filing Checklist

Simply submit the certified CHAR500 with no fee, schedule, or additional attachments IF:

- Your organization is registered as 7A only and you marked the 7A filing exemption in Part 3.
- Your organization is registered as EPTL only and you marked the EPTL filing exemption in Part 3.
- Your organization is registered as DUAL and you marked both the 7A and EPTL filing exemption in Part 3.

### Checklist of Schedules and Attachments

Check the schedules you must submit with your CHAR500 as described in Part 4:

- ☐ If you answered "yes" in Part 4a, submit Schedule 4a: Professional Fund Raisers (PFR), Fund Raising Counsel (FRC), Commercial Co-Venturers (CCV)
- ☐ If you answered "yes" in Part 4b, submit Schedule 4b: Government Grants

Check the financial attachments you must submit with your CHAR500:

- ☐ IRS Form 990, 990-EZ, or 990-PF, and 990-T if applicable
- ☐ All additional IRS Form 990 Schedules, including Schedule B (Schedule of Contributors). Schedule B of public charities is exempt from disclosure and will not be available for public review.
- ☐ Our organization was eligible for and filed an IRS 990-N e-postcard. Our revenue exceeded \$25,000 and/or our assets exceeded \$25,000 in the filing year. We have included an IRS Form 990-EZ for state purposes only.

If you are a 7A only or DUAL filer, submit the applicable independent Certified Public Accountant's Review or Audit Report:

- ☐ Review Report if you received total revenue and support greater than \$250,000 and up to \$1,000,000
- ☐ Audit Report if you received total revenue and support greater than \$1,000,000 and the fiscal year begins on or after July 1, 2021.  
If the fiscal year begins before that date, an Audit Report is required if total revenue and support is greater than \$750,000
- ☐ No Review Report or Audit Report is required because total revenue and support is less than \$250,000
- ☐ We are a DUAL filer and checked box 3a, no Review Report or Audit Report is required

### Calculate Your Fee

For 7A and DUAL filers, calculate the 7A fee:

- ☐ \$0, if you checked the 7A exemption in Part 3a
- ☐ \$25, if you did not check the 7A exemption in Part 3a

For EPTL and DUAL filers, calculate the EPTL fee:

- ☐ \$0, if you checked the EPTL exemption in Part 3b
- ☐ \$25, if the NET WORTH is less than \$50,000
- ☐ \$50, if the NET WORTH is \$50,000 or more but less than \$250,000
- ☐ \$100, if the NET WORTH is \$250,000 or more but less than \$1,000,000
- ☐ \$250, if the NET WORTH is \$1,000,000 or more but less than \$10,000,000
- ☐ \$750, if the NET WORTH is \$10,000,000 or more but less than \$50,000,000
- ☐ \$1500, if the NET WORTH is \$50,000,000 or more

### Send Your Filing

Send your CHAR500, all schedules and attachments, and total fee to:

NYS Office of the Attorney General  
Charities Bureau Registration Section  
28 Liberty Street  
New York, NY 10005

### Need Assistance?

Visit: [www.CharitiesNYS.com](http://www.CharitiesNYS.com)  
Call: (212) 416-8401  
Email: [Charities.Bureau@ag.ny.gov](mailto:Charities.Bureau@ag.ny.gov)

### By Registration Category 7A, EPTL, DUAL or EXEMPT?

Organizations are assigned a Registration Category upon registration with the NY Charities Bureau:

**7A** filers are registered to solicit contributions in New York under Article 7-A of the Executive Law ("7A")

**EPTL** filers are registered under the Estates, Powers & Trusts Law ("EPTL") because they hold assets and/or conduct activities for charitable purposes in NY.

**DUAL** filers are registered under both 7A and EPTL.

**EXEMPT** filers have registered with the NY Charities Bureau and meet conditions in **Schedule E - Registration Exemption for Charitable Organizations**. These organizations are not required to file annual financial reports but may do so voluntarily.

Confirm your Registration Category and learn more about NY law at [www.CharitiesNYS.com](http://www.CharitiesNYS.com).

### Where do I find my organization's NET WORTH?

NET WORTH for fee purposes is calculated on:

- IRS Form 990 Part I, line 22
- IRS Form 990 EZ Part I, line 21
- IRS Form 990 PF, calculate the difference between Total Assets at Fair Market Value (Part II, line 16(c)) and Total Liabilities (Part II, line 23(b)).