

Return of Organization Exempt From Income Tax

Department of the Treasury
Internal Revenue Service

Under section 501(c) of the Internal Revenue Code (except black lung benefit trust or private foundation) or section 4947(a)(1) nonexempt charitable trust

This Form is Open to Public Inspection

Note: The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 1998 calendar year, OR tax year period beginning 1998, and ending 1998

B Check if:

Change of address

Initial return

Final return

Amended return (required also for state reporting)

C Name of organization: **HALT, INC.**

D Employer identification number: **52-1130207**

E Telephone number: **(202) 887-8255**

F Check if exemption application is pending

Please use IRS label or print or type. See Specific Instructions.

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
1612 K STREET, N.W.

City or town, state or country, and ZIP+4
WASHINGTON, DC 20006

G Type of organization → Exempt under 501(c) (**3**) (Insert number) OR section 4947(a)(1) nonexempt charitable trust

Note: Section 501(c)(3) exempt organizations and 4947(a)(1) nonexempt charitable trusts MUST attach a completed Schedule A (Form 990).

H(a) Is this a group return filed for affiliates? Yes No

(b) If "Yes," enter the number of affiliates for which this return is filed: _____

(c) Is this a separate return filed by an organization covered by a group ruling? Yes No

I If either box in H is checked "Yes," enter four-digit group exemption number (GEN) _____

J Accounting method: Cash Accrual Other (specify) _____

K Check here if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if it received a Form 990 Package in the mail, it should file a return without financial data. Some states require a complete return.

Note: Form 990-EZ may be used by organizations with gross receipts less than \$100,000 and total assets less than \$250,000 at end of year.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances

Revenue	1	Contributions, gifts, grants, and similar amounts received:			
	a	Direct public support	1a	782,526.	
	b	Indirect public support	1b		
	c	Government contributions (grants)	1c		
	d	Total (add lines 1a through 1c) (attach schedule of contributors) (cash \$ 782,526. noncash \$ _____)	1d		782,526.
	2	Program service revenue including government fees and contracts (from Part VII, line 93)	2		
	3	Membership dues and assessments	3		
	4	Interest on savings and temporary cash investments	4		8,645.
	5	Dividends and interest from securities	5		
	6 a	Gross rents SEE STATEMENT 1	6a	4,740.	
	b	Less: rental expenses	6b		
	c	Net rental income or (loss) (subtract line 6b from line 6a)	6c		4,740.
7	Other investment income (describe _____)	7			
8 a	Gross amount from sale of assets other than inventory	(A) Securities		(B) Other	
	Less: cost or other basis and sales expenses	8a			
	Gain or (loss) (attach schedule)	8b			
	Net gain or (loss) (combine line 8a columns (A) and (B))	8c			
8 d	Net gain or (loss) (combine line 8a columns (A) and (B))	8d			
9	Special events and activities (attach schedule):				
	a Gross revenue (not including \$ _____ of contributions reported on line 1a)	9a			
	b Less: direct expenses other than fundraising expenses	9b			
c	Net income or (loss) from special events (subtract line 9b from line 9a)	9c			
10 a	Gross sales of inventory, less returns and allowances	10a	5,777.		
	b Less: cost of goods sold	10b	5,252.		
	c Gross profit or (loss) from sales of inventory (attach schedule) (subtract line 10b from line 10a)	10c		525.	
11	Other revenue (from Part VII, line 103)	11		11,346.	
12	Total revenue (add lines 1d, 2, 3, 4, 5, 6c, 7, 8d, 9c, 10c, and 11)	12		807,782.	
Expenses	13	Program services (from line 44, column (B))	13		543,204.
	14	Management and general (from line 44, column (C))	14		105,353.
	15	Fundraising (from line 44, column (D))	15		65,164.
	16	Payments to affiliates (attach schedule)	16		
	17	Total expenses (add lines 16 and 44, column (A))	17		713,721.
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 12)	18		94,061.
	19	Net assets or fund balances at beginning of year (from line 73, column (A))	19		156,996.
	20	Other changes in net assets or fund balances (attach explanation)	20		0.
	21	Net assets or fund balances at end of year (combine lines 18, 19, and 20)	21		251,057.

SCANNED JUN 30 1999 Revenue

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19

Part I Statement of Functional Expenses All organizations must complete column (A). Columns (B), (C), and (D) are required for section 501(c)(3) and (4) organizations and section 4947(a)(1) nonexempt charitable trusts but optional for others.

Do not include amounts reported on line 6b, 8b, 9b, 10b, or 16 of Part I.	(A) Total	(B) Program services	(C) Management and general	(D) Fundraising
22 Grants and allocations (attach schedule)				
cash \$ _____ noncash \$ _____	22			
23 Specific assistance to individuals (attach schedule)	23			
24 Benefits paid to or for members (attach schedule)	24			
25 Compensation of officers, directors, etc.	25	65,000.	46,304.	16,441.
26 Other salaries and wages	26	124,716.	79,667.	32,965.
27 Pension plan contributions	27			
28 Other employee benefits	28	19,058.	12,657.	4,961.
29 Payroll taxes	29	18,529.	12,301.	4,827.
30 Professional fundraising fees	30	112,386.	61,518.	41,384.
31 Accounting fees	31			
32 Legal fees	32			
33 Supplies	33	11,089.	2,260.	7,850.
34 Telephone	34			
35 Postage and shipping	35	84,910.	60,951.	15,400.
36 Occupancy	36	48,121.		48,121.
37 Equipment rental and maintenance	37	5,160.		5,160.
38 Printing and publications	38	18,405.	15,819.	2,341.
39 Travel	39	7,501.	4,431.	2,412.
40 Conferences, conventions, and meetings	40	1,136.	993.	143.
41 Interest	41			
42 Depreciation, depletion, etc. (attach schedule) ...	42	5,391.		5,391.
43 Other expenses (itemize):				
a _____	43a			
b _____	43b			
c _____	43c			
d _____	43d			
e SEE STATEMENT 3	43e	192,319.	246,303.	<82,043.>
44 Total functional expenses (add lines 22 through 43) Organizations completing columns (B)-(D), carry these totals to lines 13-15	44	713,721.	543,204.	105,353.

Reporting of Joint Costs. - Did you report in column (B) (Program services) any joint costs from a combined educational campaign and fundraising solicitation? Yes No

If "Yes," enter (i) the aggregate amount of these joint costs \$ 252,286.; (ii) the amount allocated to Program services \$ 222,317.; (iii) the amount allocated to Management and general \$ 6,624.; and (iv) the amount allocated to Fundraising \$ 23,345.

Part II Statement of Program Service Accomplishments

What is the organization's primary exempt purpose? SEE STATEMENT 4	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
a SEE STATEMENT 5	
(Grants and allocations \$ _____)	270,055.
b ADVOCACY: LEGISLATIVE AND NON-LEGISLATIVE ATTEMPTS TO CHANGE THE WAY THE LEGAL SYSTEM OPERATES TO ALLOW INDIVIDUALS TO SETTLE THEIR LEGAL AFFAIRS IN A SIMPLE INEXPENSIVE MANNER.	
(Grants and allocations \$ _____)	169,947.
c RESEARCH & PLANNING: CONDUCTING SURVEYS, STUDIES AND INVESTIGATIONS ON THE OPERATIONS OF THE LEGAL SYSTEM AND IDENTIFYING NEW ISSUES THAT RELATE TO HALT'S OBJECTIVES.	
(Grants and allocations \$ _____)	54,035.
d SEE STATEMENT 6	
(Grants and allocations \$ _____)	49,167.
e Other program services (attach schedule)	(Grants and allocations \$ _____)
f Total of Program Service Expenses (should equal line 44, column (B), Program services)	543,204.

Part IV Balance Sheets

Note: Where required, attached schedules and amounts within the description column should be for end-of-year amounts only.

		(A) Beginning of year		(B) End of year
Assets	45 Cash - non-interest-bearing		45	
	46 Savings and temporary cash investments	71,176.	46	27,253.
	47 a Accounts receivable	6,386.		
	b Less: allowance for doubtful accounts		47c	6,386.
	48 a Pledges receivable			
	b Less: allowance for doubtful accounts		48c	
	49 Grants receivable		49	
	50 Receivables from officers, directors, trustees, and key employees (attach schedule)		50	
	51 a Other notes and loans receivable			
	b Less: allowance for doubtful accounts		51c	
	52 Inventories for sale or use	38,922.	52	33,365.
	53 Prepaid expenses and deferred charges	21,064.	53	6,328.
	54 Investments - securities (attach schedule)		54	
	55 a Investments - land, buildings, and equipment: basis			
b Less: accumulated depreciation (attach schedule)		55c		
56 Investments - other SEE STATEMENT 7	43,565.	56	189,434.	
57 a Land, buildings, and equipment: basis	107,437.			
b Less: accumulated depreciation	104,322.	57c	3,115.	
58 Other assets (describe	4,565.	58	4,565.	
59 Total assets (add lines 45 through 58) (must equal line 74)	197,391.	59	270,446.	
Liabilities	60 Accounts payable and accrued expenses	22,819.	60	2,639.
	61 Grants payable		61	
	62 Deferred revenue		62	
	63 Loans from officers, directors, trustees, and key employees		63	
	64 a Tax-exempt bond liabilities		64a	
	b Mortgages and other notes payable		64b	
	65 Other liabilities (describe	17,576.	65	16,750.
66 Total liabilities (add lines 60 through 65)	40,395.	66	19,389.	
Net Assets or Fund Balances	Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 67 through 69 and lines 73 and 74			
	67 Unrestricted	133,894.	67	214,882.
	68 Temporarily restricted	23,102.	68	36,175.
	69 Permanently restricted		69	
	Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 70 through 74			
	70 Capital stock, trust principal, or current funds		70	
	71 Paid-in or capital surplus, or land, building, and equipment fund		71	
	72 Retained earnings, endowment, accumulated income, or other funds		72	
	73 Total net assets or fund balances (add lines 67 through 69 OR lines 70 through 72; column (A) must equal line 19 and column (B) must equal line 21)	156,996.	73	251,057.
	74 Total liabilities and net assets / fund balances (add lines 66 and 73)	197,391.	74	270,446.

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

Part VI Other Information		Yes	No
76	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	76	X
77	Were any changes made in the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes.	77	X
78 a	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by this return?	78a	X
b	If "Yes," has it filed a tax return on Form 990-T for this year? N/A	78b	
79	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," attach a statement;	79	X
80 a	Is the organization related (other than by association with a statewide or nationwide organization) through common membership, governing bodies, trustees, officers, etc., to any other exempt or nonexempt organization?	80a	X
b	If "Yes," enter the name of the organization and check whether it is <input type="checkbox"/> exempt OR <input type="checkbox"/> nonexempt.		
81 a	Enter the amount of political expenditures, direct or indirect, as described in the instructions for line 81	81a	0.
b	Did the organization file Form 1120-POL for this year?	81b	X
82 a	Did the organization receive donated services or the use of materials, equipment, or facilities at no charge or at substantially less than fair rental value?	82a	X
b	If "Yes," you may indicate the value of these items here. Do not include this amount as revenue in Part I or as an expense in Part II. (See instructions for reporting in Part III)	82b	N/A
83 a	Did the organization comply with the public inspection requirements for returns and exemption applications?	83a	X
b	Did the organization comply with the disclosure requirements relating to quid pro quo contributions?	83b	N/A
84 a	Did the organization solicit any contributions or gifts that were not tax deductible?	84a	X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	84b	N/A
85	501(c)(4), (5), or (6) organizations. - a Were substantially all dues nondeductible by members?	85a	N/A
b	Did the organization make only in-house lobbying expenditures of \$2,000 or less? If "Yes" was answered to either 85a or 85b, do not complete 85c through 85h below unless the organization received a waiver for proxy tax owed for the prior year.	85b	N/A
c	Dues, assessments, and similar amounts from members	85c	N/A
d	Section 162(e) lobbying and political expenditures	85d	N/A
e	Aggregate nondeductible amount of section 6033(e)(1)(A) dues notices	85e	N/A
f	Taxable amount of lobbying and political expenditures (line 85d less 85e)	85f	N/A
g	Does the organization elect to pay the section 6033(e) tax on the amount in 85f?	85g	N/A
h	If section 6033(e)(1)(A) dues notice were sent, does the organization agree to add the amount in 85f to its reasonable estimate of dues allocable to nondeductible lobbying and political expenditures for the following tax year?	85h	N/A
86	501(c)(7) organizations. - Enter:		
a	Initiation fees and capital contributions included on line 12	86a	N/A
b	Gross receipts, included on line 12, for public use of club facilities	86b	N/A
87	501(c)(12) organizations. - Enter: a Gross income from members or shareholders	87a	N/A
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	87b	N/A
88	At any time during the year, did the organization own a 50% or greater interest in a taxable corporation or partnership? If "Yes," complete Part IX	88	X
89 a	501(c)(3) organizations. - Enter: Amount of tax imposed during the year under: section 4911 <u>0.</u> ; section 4912 <u>0.</u> ; section 4955 <u>0.</u>		
b	501(c)(3) and 501(c)(4) organizations. - Did the organization engage in any section 4958 excess benefit transaction during the year? If "Yes," attach a statement explaining each transaction	89b	X
c	Enter: Amount of tax imposed on the organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		0.
d	Enter: Amount of tax in 89c, above, reimbursed by the organization		0.
90 a	List the states with which a copy of this return is filed <u>SEE STATEMENT 11</u>		
b	Number of employees employed in the pay period that includes March 12, 1998	90b	5
91	The books are in care of <u>THE CORPORATION</u> Telephone no. <u>(202) 887-8255</u> Located at <u>1612 K ST., N.W., WASHINGTON, DC</u> ZIP +4 <u>20006</u>		
92	Section 4947(a)(1) nonexempt charitable trusts filing Form 990 in lieu of Form 1041. - Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year	92	N/A

Part VII Analysis of Income-Producing Activities

Enter gross amounts unless otherwise indicated.

	Unrelated business income		Excluded by section 512, 513, or 514		(E) Related or exempt function income
	(A) Business code	(B) Amount	(C) Exclu- sion code	(D) Amount	
93 Program service revenue:					
(a) _____					
(b) _____					
(c) _____					
(d) _____					
(e) _____					
(f) Medicare/Medicaid payments					
(g) Fees and contracts from government agencies					
94 Membership dues and assessments					
95 Interest on savings and temporary cash investments			14	8,645.	
96 Dividends and interest from securities					
97 Net rental income or (loss) from real estate:					
(a) debt-financed property			16	4,740.	
(b) not debt-financed property					
98 Net rental income or (loss) from personal property					
99 Other investment income					
100 Gain or (loss) from sales of assets other than inventory					
101 Net income or (loss) from special events					
102 Gross profit or (loss) from sales of inventory					525.
103 Other revenue:					
a LIST RENTAL			13	8,943.	
b FUND RAISING ITEMS					188.
c MISC ACTIVITIES					2,215.
d _____					
e _____					
104 Subtotal (add columns (B), (D), and (E))		0.		22,328.	2,928.
105 TOTAL (add line 104, columns (B), (D), and (E))					25,256.

Note: (Line 105 plus line 1d, Part I, should equal the amount on line 12, Part I.)

Part VIII Relationship of Activities to the Accomplishment of Exempt Purposes

Line No.	Explain how each activity for which income is reported in column (E) of Part VII contributed importantly to the accomplishment of the organization's exempt purposes (other than by providing funds for such purposes).
103A	MISCELLANEOUS RECEIPTS ARE USED IN SUPPORTING THE ORGANIZATION IN ITS EDUCATIONAL EFFORTS.
103B	SAME
103C	SAME

Part IX Information Regarding Taxable Subsidiaries (Complete this Part if the "Yes" box on 88 is checked.)

Name, address, and employer identification number of corporation or partnership	Percentage of ownership interest	Nature of business activities	Total income	End-of-year assets
N/A	%			
	%			
	%			
	%			

Including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, and I am not aware of any information of which preparer has any knowledge.

5/13/99 EXECUTIVE DIRECTOR
Date Type or print name and title

FORM 990

RENTAL INCOME

STATEMENT 1

KIND AND LOCATION OF PROPERTY	ACTIVITY NUMBER	GROSS RENTAL INCOME
SUBLEASED SPACE	1	4,740.
TOTAL TO FORM 990, PART I, LINE 6A		4,740.

M7-12

FORM 990

INCOME AND COST OF GOODS SOLD
INCLUDED ON PART I, LINE 10

STATEMENT 2

INCOME

1. GROSS RECEIPTS	5,904	
2. RETURNS AND ALLOWANCES	127	
3. LINE 1 LESS LINE 2		5,777
4. COST OF GOODS SOLD (LINE 13)	5,252	
5. GROSS PROFIT (LINE 3 LESS LINE 4)		525

COST OF GOODS SOLD

6. INVENTORY AT BEGINNING OF YEAR	38,922	
7. MERCHANDISE PURCHASED		
8. COST OF LABOR		
9. MATERIALS AND SUPPLIES		
10. OTHER COSTS	<305>	
11. ADD LINES 6 THROUGH 10		38,617
12. INVENTORY AT END OF YEAR	33,365	
13. COST OF GOODS SOLD (LINE 11 LESS LINE 12).		5,252

FORM 990 OTHER EXPENSES STATEMENT 3

DESCRIPTION	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT AND GENERAL	(D) FUNDRAISING
INVENTORY STORAGE	6,080.	5,181.	620.	279.
MAIL SERVICE	126,647.	110,965.	2,386.	13,296.
COMMUNICATIONS	9,505.	714.	8,791.	
BOOKS, SUBSCRIP, DUES	2,042.	811.	1,231.	
BANK FEES	9,249.		9,249.	
INSURANCE	2,863.		2,863.	
OTHER COSTS	5,358.	122.	3,286.	1,950.
COST OF GOODS SOLD	30,575.	29,330.	0.	1,245.
OVERHEAD ALLOCATION	0.	99,180.	<110,469.>	11,289.
TOTAL TO FM 990, LN 43	192,319.	246,303.	<82,043.>	28,059.

FORM 990 STATEMENT OF ORGANIZATION'S PRIMARY EXEMPT PURPOSE STATEMENT 4
PART III

EXPLANATION

ADVOCACY: LEGISLATIVE AND NON LEGISLATIVE ATTEMPTS TO CHANGE THE WAY LEGAL SYSTEM OPERATES TO ALLOW INDIVIDUAL S TO SETTLE THEIR AFFAIRS INEXPENSIVELY.

FORM 990 STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS STATEMENT 5

DESCRIPTION OF PROGRAM SERVICE ONE

PUBLIC EDUCATION: INCLUDES INFORMING THE PUBLIC ON HOW TO EFFECTIVELY MANAGE INDIVIDUAL LEGAL AFFAIRS. ALSO, INCLUDES THE DEVELOPMENT OF ARTICLES, INFORMATION DOCUMENTS. TO INFORM THE GENERAL PUBLIC THROUGH MEDIA OF LEGAL REFORM.

	<u>GRANTS</u>	<u>EXPENSES</u>
TO FORM 990, PART III, LINE A	_____	_____
	_____	<u>270,055.</u>

FORM 990 STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS STATEMENT 6

DESCRIPTION OF PROGRAM SERVICE FOUR

MEMBERSHIP PROGRAMS: TO PROVIDE FORUMS FOR MEMBERS TO PARTICIPATE IN LEGAL REFORM WORK AND CONTRIBUTE TO PUBLIC PARTICIPATION IN LEGAL REFORM. CONSUMERS ARE INFORMED ON LEGAL MATTERS TO UNDERSTAND THE LEGAL SYSTEM.

	<u>GRANTS</u>	<u>EXPENSES</u>
TO FORM 990, PART III, LINE D	_____	_____
	_____	<u>49,167.</u>

FORM 990 OTHER INVESTMENTS STATEMENT 7

<u>DESCRIPTION</u>	<u>VALUATION METHOD</u>	<u>AMOUNT</u>
	COST	_____
		<u>189,434.</u>
TOTAL TO FORM 990, PART IV, LINE 56, COLUMN B		<u>189,434.</u>

FORM 990	OTHER LIABILITIES	STATEMENT	8
DESCRIPTION		AMOUNT	
ACCRUED LIABILITIES		5,682.	
OBLIGATION UNDER CAPITAL LEASE- CURRENT		2,685.	
DEFERRED COMPENSATION		7,162.	
OBLIGATION UNDER CAPT LEASE		1,221.	
TOTAL TO FORM 990, PART IV, LINE 65, COLUMN B		16,750.	

FORM 990	OTHER REVENUE NOT INCLUDED ON FORM 990	STATEMENT	9
DESCRIPTION		AMOUNT	
INVENTORY SALES - NET		5,777.	
TOTAL TO FORM 990, PART IV-A		5,777.	

FORM 990	OTHER REVENUE INCLUDED ON FORM 990	STATEMENT	10
DESCRIPTION		AMOUNT	
INVENTORY NET PROFIT		525.	
TOTAL TO FORM 990, PART IV-A		525.	

FORM 990	LIST OF STATES RECEIVING COPY OF RETURN PART VI, LINE 90	STATEMENT	11
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STATES

CALIFORNIA, FLORIDA, ILLINOIS, MICHIGAN, MINNESOTA, NEW JERSEY, NEW YORK, NORTH CAROLINA, PENNSYLVANIA, SOUTH CAROLINA, TENNESSEE, VIRGINIA, W. VA. WASHINGTON STATE.