

Submit report to your S/P/N Treasurer



CASH FLOW / ANNUAL CHAPTER REPORTING FORM AND AUDIT (formerly C-1)

Fiscal Year to (12 month period)

Date of Audit Report

State
Chapter
EIN#

Beginning Cash Account Balance as of: ⁽¹⁾

Receipts (Revenues):

International Dues and Fees	-	
State Dues and Fees	-	
District Dues/Assessments	-	
Membership Badge Costs	-	
Subtotal of Non-Chapter Receipts	-	(2)
Chapter Dues	-	
Fund-Raising (Gross Amount)		
For Chapter Operations (Ways & Means)		
\$ from Members	-	
\$ from Non-Members	-	
For Altruism		
\$ from Members	-	
\$ from Non-Members	-	
Altruistic Contributions	-	
Meals/Luncheons	-	
Convention/Conferences/Meetings	-	
Interest	-	
Other	-	
Transfer from Savings	-	
Subtotal Chapter Receipts	-	(3)
Total Receipts (Add lines 1, 2 and 3)	-	(4)

Disbursements (Expenses)

International Dues and Fees	-	
State Dues & Fees	-	
District Dues & Fees	-	
Membership Badge Costs	-	
Altruistic Donations to Charity	-	
Fundraising Costs for Chapter Operations	-	
Fundraising Costs for Altruistic Projects	-	
Scholarships	-	
Courtesy	-	
Communications (Postage, Phone, Printing)	-	
Officer Expenses	-	
Meals / Luncheons	-	
Convention / Conference / Meetings	-	
Membership	-	
Archives Book	-	
Yearbook	-	
Other	-	
Transfer From Savings	-	
Total Disbursements	-	(5)
TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS: Line 4 minus Line 5)	-	(6)

Ending Cash Account Balance as of:

Treasurer's Ledger Balance as of:

Signature of Treasurer: _____ Phone: _____
 Signature of President: _____ Phone: _____
 Signature of Audit Committee Chairman: _____

NOTE: If Line 3 is \$50,000 or more, are required to file the more extensive Form 990 or 990-EZ. As IRS reporting can be complicated, it is recommended to consult with a tax advisor if filing form 990, 990-EZ or 990-T.
NOTE: Line 7 must also not be greater than 35% in order to maintain 501(c)(7) status.

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BALANCE SHEET (formerly C-2)

Chapter Year End (Should be May 31)

Date of Audit Report

Chapter

Assets:

Cash and Investments:

Checking Account

Savings Account

Certificate of Deposit

Total Assets \$ -

Liabilities and Net Assets:

Liabilities

Net Assets

Total Liabilities and Net Assets \$ -

Notes:

- 1 Net assets for a not-for-profit organization are the equivalent of "equity" for a for-profit organization. However, most software packages use the term "equity". As most states are on the cash basis, they will not record any liabilities.
- 2 Note that "Total Assets" must equal "Total Liabilities and Net Assets" to balance.
- 3 The reviewing officer (chapter president is recommended) can compare the bank balances presented on the report to the bank reconciliations prepared by the treasurer and sign off approval of that procedure.

For Chapter Use Only - not required to send to S/P/N

ANNUAL BUDGET (formerly C-4)

Year Ending:

RECEIPTS (REVENUE)

INTERNATIONAL DUES & FEES	-
STATE DUES & FEES	-
DISTRICT DUES & FEES	-
MEMBERSHIP BADGE COSTS	-
SUB-TOTAL FOR NON-CHAPTER RECEIPTS	-
CHAPTER DUES	-
SALES FOR CHAPTER OPERATIONS (member)	-
SALES FOR CHAPTER OPERATIONS (non-member)	-
ALTRUISTIC SALES (member)	-
ALTRUISTIC SALES (non-member)	-
ALTRUISTIC CONTRIBUTIONS	-
MEALS / LUNCHEONS	-
CONVENTION / CONFERENCE / MEETINGS	-
INTEREST	-
OTHER	-
TRANSFER FROM SAVINGS	-
SUB-TOTAL FOR CHAPTER RECEIPTS	-
TOTAL RECEIPTS	-
<i>check (verifies all totals are pulling from revenue tab)</i>	-

DISBURSEMENTS (EXPENSES)

INTERNATIONAL DUES & FEES	-
STATE DUES & FEES	-
DISTRICT DUES & FEES	-
MEMBERSHIP BADGE COSTS	-
ALTRUISTIC DONATIONS TO CHARITY	-
FUNDRAISING COSTS FOR CHAPTER OPERATIONS	-
FUNDRAISING COSTS FOR ALTRUISTIC PROJECTS	-
SCHOLARSHIPS	-
COURTESY	-
COMMUNICATIONS (POSTAGE, PHONE, PRINTING)	-
OFFICERS' EXPENSES	-
MEALS / LUNCHEONS	-
CONVENTION / CONFERENCE / MEETINGS	-
MEMBERSHIP	-
ARCHIVES BOOK	-
YEARBOOK	-
OTHER	-
TRANSFER FROM SAVINGS	-
TOTAL	-
<i>check (verifies all totals are pulling from the expenses tab)</i>	-
TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS	-
<i>check (verifies all totals are pulling from the expenses tab)</i>	-

CHAPTER FINANCIAL SPREADSHEET TO ALIGN WITH INTERNATIONAL C-1 FORM														
RECEIPTS (REVENUE)	BUDGET	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL RECEIPTS
INTERNATIONAL DUES & FEES														
STATE DUES & FEES														
DISTRICT DUES & FEES														
MEMBERSHIP BADGE COSTS														
<i>SUB-TOTAL FOR NON-CHAPTER RECEIPTS</i>														
CHAPTER DUES														
SALES FOR CHAPTER OPERATIONS (member)														
SALES FOR CHAPTER OPERATIONS (non-member)														
ALTRUISTIC SALES (member)														
ALTRUISTIC SALES (non-member)														
ALTRUISTIC CONTRIBUTIONS														
MEALS / LUNCHEONS														
CONVENTION / CONFERENCE / MEETINGS														
INTEREST														
OTHER														
TRANSFER FROM SAVINGS														
<i>SUB-TOTAL FOR CHAPTER RECEIPTS</i>														
TOTAL RECEIPTS														

Chapter use only - not required to send to S/P/N
Use totals to add to the Cashflow report - page 1

CHAPTER FINANCIAL SPREADSHEET TO ALIGN WITH INTERNATIONAL C-1 FORM

DISBURSEMENTS (EXPENSES)														
	BUDGET	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL DISBURSEMENTS
INTERNATIONAL DUES & FEES														
STATE DUES & FEES														
DISTRICT DUES & FEES														
MEMBERSHIP BADGE COSTS														
ALTRUISTIC DONATIONS TO CHARITY														
FUNDRAISING COSTS FOR CHAPTER OPERATIONS														
FUNDRAISING COSTS FOR ALTRUISTIC PROJECTS														
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CONVENTION / CONFERENCE / MEETINGS														
MEMBERSHIP														
ARCHIVES BOOK														
YEARBOOK														
OTHER														
TRANSFER FROM SAVINGS														
TOTAL														
									TOTAL DISBURSEMENTS FOR THE YEAR					
									TOTAL RECEIPTS LESS TOTAL DISBURSEMENTS					