

Mail to: ALENA HERRANEN
4365 SAMOSET AVENUE
SAN DIEGO, CA 92117

CHAPTER FINANCIAL REPORT FORM

Rev. 5/11
2010-2011
Return by 6/30

Fiscal Year 6/1 /10 to 5/31/11

Indicate below gross revenue (income) from the sources indicated:

1. Contributions, gifts and bequests: a. N/A
b. Membership dues (See Instructions)
c. Monies from related organizations **
d. Government grants (contributions)
e. All other contributions**
f. TOTAL OF 1a-d
2. Program service revenue (donations)**
3. Interest on bank and savings accounts
4. Interest and dividends on securities & other investments
5. Special events and activities:
 - a. Gross revenue _____ (Not including \$_____ of contributions reported on line #1f)
 - b. Direct expenses _
 - c. Net income (or loss) (Subtract 5b from 5a)
6. Sales of goods** (less returns & allowances)
 - a. Gross receipts (less returns & allowances)
 - b. Cost of goods sold & other expenses
 - c. Gross profit (or loss) from sales of goods (subtract 6b from 6a)
7. Miscellaneous receipts**
 - A. TOTAL RECEIPTS (Add lines 1f, 2, 3, 4, 5c, 6c, & 7)

Indicate below your expenditures for the fiscal year:

1. Donations to 99s chapters/sections/international**
2. Donations to other groups (non-99s)**
3. Professional accounting fees
4. Professional legal fees
5. Office expenses
6. Advertising & promotion
7. Information technology (websites, etc.)
8. Rent of premises
9. Rental and maintenance of equipment
10. Printing and publications
11. Travel**
12. Conferences, conventions & meetings**
13. Scholarships given
14. Airmarking expenses
15. Insurance
16. Other expenditures** (Can't be more than 5% of B below)

**Itemize on a separate sheet and attach

B. TOTAL EXPENDITURES

C. NET INCOME (or loss) [A. Minus B., or reverse if a loss]

| Bank balances: | (1) | (2) | (3) |
|-------------------------|-----------------|----------------|--------------|
| | <u>Checking</u> | <u>Savings</u> | <u>Total</u> |
| D. Beginning of Year | _____ | _____ | _____ |
| E. End of year | _____ | _____ | _____ |
| F. Net Income (or loss) | _____ | _____ | _____ |

NOTE:
If line "C" does not equal Line
"F(3)" please explain on separate paper.

Please add any comments you feel are needed to further explain unusual expenses, larger-than-usual fund raising projects, etc., and don't forget to ITEMIZE the numbers starred. The below named officers of the _____ CHAPTER OF THE NINETY-NINES, INC., certify under penalty of perjury that the above report is true and accurate to the best of their ability to ascertain the same.

Date: _____ (Two signatures are required) _____

REMEMBER TO ITEMIZE THOSE ITEMS STARRED**

AIDS IN FILING OUT THE CHAPTER FINANCIAL REPORT FORM

1ST: PLEASE BALANCE YOUR BOOKS!

INCOME:

- #1. b. Dues paid by your members.
- c. Contributions from other chapters or sections.
- d. Grants from government entities
- e. Includes income from all fund-raising except: sales of goods, which goes under #6, money from other 99s (#1b) and money from government entities (#1d). Only contributions over \$5000 that represent more than 2% of total contributions received by you need be itemized. NOTE: If you received donations of services, materials, equipment or facilities at no charge or for less than fair rental value, itemize those separately with a value of each, but do not include values under #1.
- #2. Program service fees are monies you might get from another organization as a "thank-you" for presenting a program for them, or income from a "program" type of project related to our exempt purposes, such as Flying Companion Seminars, rides given to the public, & other educational & charitable activities for which you receive money. If you received money from a combined educational campaign & fundraising solicitation, itemize separately and allocate costs to each one.
- #3 & 4. Count interest when it is paid, not when it is earned.
- #5. This is income from things such as dinners, dances, carnivals, raffles, bingo games, etc. If the ticket sells for \$20 but the value received is \$8, then report \$12 on line #1e as a contribution and also in the second blank for #5a, and put \$8 in the first blank of line #5a.
- #6. This relates to your items for sale - - the income less the cost and expenses = the gross profit.
- #7. Miscellaneous: Save this one for smaller items that are truly undesignated. If this is the largest dollar amount in your report, both you and the Section may have problems with the IRS.

EXPENDITURES:

- #1. Donations included here are only those to 99-related things, such as AE Scholarship Fund, NIFA, other chapters, Sections and International.
- #2. All donations to non-99s go here. Remember that the donation MUST be to another 501(c)(3) organization, UNLESS it is specifically designated for an exempt purpose, and all of this information must be included in your itemization.
- #3. This is money paid to an accountant or a law firm, respectively.
- #5. Includes all office expenses, including supplies, postage, telephone, etc.
- #6. Communication bills, brochures, ads, etc., IF done for advertising purposes. Otherwise it goes under #10.
- #7. Technical things, like websites, etc.
- #8. Includes any rent you may pay for a meeting place.
- #9. Equipment rental and maintenance could include anything from slide and movie projectors and screens to aircraft if your chapter has an aircraft or gets involved, as a chapter, in renting one.
- #10. Includes the printing cost of your newsletter and anything else you print, as well as any publication to which you subscribe, including air age education magazines subscribed to, the cost of air age education projects, printed material for distribution when related to chapter projects, donations of printed materials to libraries, scouts, CAP, etc.
- #11. Travel expenses generally will be for chapter contributions to your chairman for Section and International meetings, but could include any other travel expenses incurred by the chapter (not individuals, except in an official capacity).
- #12. Conferences, conventions and meetings will show the expenses of hosting such things as Section meetings, as well as others your chapter may sponsor, such as FAA seminars, etc. Be sure and show amounts received, all expenses, and a net profit or loss.
- #13. Amounts given in scholarships belong here.
- #14. Airmarking expenses include cost of paint, brushes, and other equipment.
- #15. Insurance for things like airplane rides, to cover premises where you meet or hold a seminar, etc.
- #16. As with #7 under "income," only the smaller "left-over" items should be here. NOTE the 5% maximum.

REMEMBER TO ITEMIZE THOSE ITEMS STARRED** - - IT IS REQUIRED BY THE IRS.

Thanks for your help - it makes a big job easier! (Rev. 2009)