

330 North Wabash, Suite 2000 ▪ Chicago, IL 60611 ▪ T 877.402.2562 ▪ F 312.673.6655

Email info@aalnc.org ▪ Website [www.aalnc.org](http://www.aalnc.org)

**CHAPTER FINANCIAL REPORT FORM**

**JANUARY 1, 2020 through DECEMBER 31, 2020 (or current date)**

CHAPTER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE:\_\_\_\_\_\_ZIP:\_\_\_\_\_\_\_\_

CHAPTER NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER BANK NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER BANK BRANCH/ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHAPTER TREASURER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1

 **TOTAL REVENUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (D) See following pages**

 **TOTAL EXPENSES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E) See following pages**

 **BALANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (J) See following pages**

Treasurer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMERICAN ASSOCIATION OF LEGAL NURSE CONSULTANTS

**CHAPTER REVENUES**

Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year: **JANUARY 1, 2020 through DECEMBER 31, 2020**

Income from Membership Dues:

 Number Dues Amount Total Income

Active - New \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Active - Renewal \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Associate - New \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Associate - Renewal \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Sustaining - New \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Sustaining - Renewal \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

TOTALS \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ (A)

Other Income:

Educational Program Registrations \_\_\_\_\_\_\_\_\_\_

Sponsors/Donations \_\_\_\_\_\_\_\_\_\_

Miscellaneous \_\_\_\_\_\_\_\_\_\_

OTHER INCOME TOTAL \_\_\_\_\_\_\_\_\_\_ (B)

Interest Income: \_\_\_\_\_\_\_\_\_\_(C)

**TOTAL REVENUE** \_\_\_\_\_\_\_\_\_\_(D)

 (D)=(A)+(B)+(C)

AMERICAN ASSOCIATION OF LEGAL NURSE CONSULTANTS

# EXPENSES

Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Year: **JANUARY 1, 2020 through DECEMBER 31, 2020**

 **SUMMARY TOTALS**

Accounting Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advertising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Charges \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter Charter Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Calls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duplicating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities (Meeting Space) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food and Beverage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honoraria \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Miscellaneous \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretarial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Events \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unclassified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL EXPENSES** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (E)

Revenue over/under Expense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (F)

 (F) = (D) - (E)

Cash at Beginning of Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (G)

Other:

 Assets Purchased \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (H)

 Other Adjustments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (I)

Cash at End of Year\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (J)

 (J)=(F)+(G)-(H)+/-(I)

\*This balance should have a bank reconciliation or bank statement to support the ending cash position.