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**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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)

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# 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.