**AAZK ANNUAL CHAPTER FINANCIAL REPORT – Section 5**



**Income and Expense Form – Tax Year 2021**

**Chapter Name:**

AAZK can provide additional resources to help you complete this section or previous sections. Please contact AAZK at Ed.Hansen@aazk.org or visit the AAZK Center for Online Resources C.O.R.E (<https://aazk.org/committee/aazk-online/>) for step-by-step instructions.

|  |  |  |
| --- | --- | --- |
| **Column A** | **Column B** | **Column C** |
| **A.** Account(s) total Balance on **1 January 2021** (operating, petty cash) |  | **$** |

**INCOME SECTION - 2021**

|  |  |  |
| --- | --- | --- |
| 1. Chapter Membership Dues (if charged to Chapter members) | **$** |  |
| 2. National Membership Dues (if charged to Chapter Members) | **$** |  |
| 3. Conference Income (for Conference Hosts) | **$** |  |
| 4. Chapter Account Interest (if any) | **$** |  |
| 5. Chapter Fundraiser INCOME* Combined INCOME from all Chapter fundraising.

Chapter Fundraising is detailed on **Section 2A** of the Chapter Income/Expenses Worksheet and Chapter Report. | **$** |  |
| 6. Donation INCOME * Donation income (excluding services or equipment) is detailed in **Section 3A** of the Chapter Income/Expenses Worksheet and Chapter

Report | **$** |  |

|  |  |  |
| --- | --- | --- |
| **B.** Add lines 1 through 6 to get Total Chapter Income for the year **2021**.  |  | **$** |

**Chapter Name:**

|  |  |  |
| --- | --- | --- |
| **C.** Total Income for **2021** – From **Line B,** **Column C** above. |  | **$** |

**EXPENSES SECTION -2021**

|  |  |  |
| --- | --- | --- |
| **A** | **B** | **C** |
| 7. National Membership dues for Chapter Members – (if Paid to AAZK) | **$** |  |
| 8. Advertising/Printing | **$** |  |
| 9. Bank Charges/Fees | **$** |  |
| 10. Contributions/Donations * Donations and contributions are listed in **Section 5A** of the Chapter Income and Expenses Worksheet and Chapter Report
 | **$** |  |
| 11. Conservation Fundraising Expenses – Total from **Section 2B** | **$** |  |
| 12. Food and Beverages (Chapter meetings, Social events or other) | **$** |  |
| 13. Postage/Phone/Office Supplies | **$** |  |
| 14. Equipment Purchase/Rental | **$** |  |
| 15. Chapter Member Funded Grants (Conferences, Continuing Ed) | **$** |  |
| 16. AAZK Re-Charter Fee – **2021** | **$** |  |
| 17. AAZK Chapter Duty Obligation **2021** | **$**  |  |
| 18. AAZK Foreign Keeper Sponsorship | **$** |  |
| 19. AAZK Chapter Administrated Grants (Non-members, other) | **$** |  |
| 20. Chapter Legal Fees | **$** |  |
| 21. AAZK National Conference Expenses | **$** |  |
| 22. Other (Please Define) | **$** |  |

|  |  |  |
| --- | --- | --- |
| **D.** Add lines 7 through 22 to determine the total Chapter Expenses for the year **2021**. Enter in Column C |  | **$** |

|  |  |  |
| --- | --- | --- |
| **E.** Subtract Line D from Line C to determine Chapter Profit **or** (Loss) during fiscal year **2021**. Enter in the appropriate box in Column C, **Profit** or **(-Loss)**  | **Profit** | **$** |
| **(Loss)** | **$( )** |

|  |  |  |
| --- | --- | --- |
| 1. Add a **Profit** (Line E, Column C - Profit) *to* Line A; **or**

Subtracta **(-Loss)** ( Line E, Column C- Loss)*from* Line A **and enter total below**   |  | **$** |

|  |  |  |
| --- | --- | --- |
| 1. **Chapter Balance January 1, 2022.**

**This amount is utilized to calculate the 10% Chapter Tithe** |  | **$** |

**2021** Treasurer Name: Date:

**2022** Treasurer Name: Date:

**Chapter Name:**

**NET WORTH STATEMENT - 2021**

**ASSETS**

|  |  |  |
| --- | --- | --- |
| 23. Total All Accounts on Deposit (Operating, Investment, Money Market, Savings | **$** |  |
| 24. Petty Cash | **$** |  |
| 25. Accounts Receivable (any funds owed to Chapter during **2021,** but not received) | **$**  |  |

|  |  |  |
| --- | --- | --- |
| 26. **Add** Lines 23 through 24 then Subtract Line 25 to determine total Chapter **Cash** Assets for **2021** |  | **$** |

**FIXED ASSET VALUE**

|  |  |  |
| --- | --- | --- |
| 27. Office Equipment (FMV assigned by the Chapter) | **$** |  |
| 28. Office Supplies (FMV assigned by the Chapter) | **$** |  |

|  |  |  |
| --- | --- | --- |
| 29. Add Lines **27** and **28** to determine total Fixed Asset Value as assigned by the Chapter using FMV for **2021** |  | **$** |

|  |  |  |
| --- | --- | --- |
| 30. Add Lines **26** and **29** to Determine Total Chapter Assets for **2021** |  | **$** |

**LIABILITIES**

Outstanding accounts or loans payable are unusual for Chapter not involved in hosting an AAZK Conference or Regional Event

|  |  |  |
| --- | --- | --- |
| 31. Accounts Payable (Outstanding) | **$** |  |
| 32. Notes/Loans Payable (Outstanding) | **$** |  |

|  |  |  |
| --- | --- | --- |
| 33. Add Lines **31** and **32** to determine Total Chapter Liabilities for **2020** |  | **$** |

|  |  |  |
| --- | --- | --- |
| **H.** Subtract Line **33** from Line **30** to determine **Total Chapter Net Worth for 2022** |  | **$** |

**Chapter Name:**

**I.** Please list any fixed (material) assets that your Chapter may have acquired or disposed of in **2021**:

|  |  |
| --- | --- |
| **Item** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**J.** Please list any bank accounts held in the name of your Chapter or Chapter officers **during 2021** by bank name and account number.

|  |  |  |
| --- | --- | --- |
| **Account** | **Name of Bank or Card Type** | **Account #** |
| Checking |  |  |
| Debit Card |  | Last 4 Digits: |
| Credit Card |  | Last 4 Digits: |
| Savings Account |  |  |
| Money Market |  |  |
| CD |  |  |
| PayPal |  |  |
| Square |  |  |
| Other |  |  |

TWO (2) AUTHORIZED PARTIES REQUIRED ON ALL ACCOUNTS AS REQUIRED BY AAZK BY-LAWS

1. Name on Accounts: Office:

2. Name on Accounts: Office:

For Chapters that utilize a Debit or Charge Card, an internal Chapter policy for Purchase Approval must be in place to ensure that the Chapter or Chapter officers are cognizant of the use of the Debit or Credit Card and approve of the purchase.

**K. Scan a copy (electronic) or attach a photocopy (mail)** of the most recent bank statement for each of the accounts listed above.