



AAZK Chapter Resources: AAZK Recharter

Produced by the AAZK Resource Committee



This document was produced to help answer common questions regarding the annual Recharter, faced by AAZK Chapters. The goal of this resource is to act as a guideline that completely and systematically answers common chapter questions, in regards to the annual Recharter, with the understanding that all chapters are run differently. This information may serve as a companion, but not as an alternative, to the AAZK National Operations Manual.

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What is the Chapter Recharter agreement and Why is it necessary? ¹

- The Recharter agreement is an annual declaration of a chapter's intentions and is signed by all the current Chapter officers.
 - Each chapter is required to annually report its finances in order to legally operate as a subordinate of the National AAZK organization.
 - Chapters that fail to complete the required documents or fail to submit Recharter fees are considered “non-compliant” and their chapter charter is subject to revocation.
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More information about the chapter Recharter agreement? ¹

Mark the chapter calendar, Recharter agreement due date is always March 15th of every year

- Applications for Recharter will be sent to each AAZK Chapter by the AAZK Office by the first week of each calendar year

Recharter packet documents

- The Recharter packet contains five (5) files, with four (4) documents which must be completed and returned to the AAZK Office before 15 March of each calendar year, an Introduction, followed by four (4) files:
 - Recharter Agreement
 - Chapter Fee Schedule
 - Chapter Financial Income and Expense Report
 - Chapter Financial Report
 - All Chapter officers are required to be members of AAZK National. Officer membership shall be verified before the Recharter Packet is accepted and processed.
 - AAZK can assist with Officer membership verification by emailing Ed.Hansen@aazk.org
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Getting Started - Information Checklist (things you need to complete a Recharter)

- AAZK office contact information (for potential questions).
 - Email: Ed.Hansen@aazk.org
 - Phone: 1-520-298-9688
- Chapter Information
 - Name, Mailing address, Email, Phone, Facility affiliation, Chapter social media sites, and Chapter EIN.
- Officer Information
 - Name
 - Email address of each officer
 - Work or personal emails are preferred however, the general chapter will suffice as long as the chapter email is checked regularly by an officer.
- Number of active members.
 - National members separated into their AAZK membership levels. This number determines the first part of the recharter fee levied to AAZK chapters.
 - Professional level
 - Affiliate level
 - Student level
 - Non-AAZK members that are chapter members. These members are subject to a nominal fee. The combined total of AAZK members and Non-members of AAZK determines the Chapter total membership that is used only for statistical purposes.
- Financial Records
 - Income: Balance of all accounts with account numbers, Account Interest, Local membership dues, Conference Income, Fundraiser income, Donation income, and an electronic or photocopy of the most recent bank statement for all accounts.
 - Expenses: Membership dues paid to national, Advertising/printing costs, Bank fees, Chapter member funded travel grants, previous year's Recharter fee, previous year's chapter duty obligation and any other expenses that your chapter has occurred. (See Financial Report Income Expense Report Section)
- Fundraising events
 - List of each event including income, expenses, and profit



- Make sure you have the Tax EIN number or registered charity number of any organization your Chapter donated to. Every organization must be a 501 (c)(3) non-profit or registered US or International charity.¹
 - Donations
 - To your chapter: Donor name, date of donation and amount given
 - From your chapter: BFR/Trees for You and Me amounts, and any other donations given to US Non-profits, International or Registered Charities. Need date and amount given to each
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Chapter Recharter Agreement document

What is the Chapter Recharter agreement? ¹

- The Recharter Agreement is a declaration submitted by all current AAZK Chapter Officers. It states the intentions of the AAZK Chapter and its relationship to AAZK, its Statement of Purpose, and IRS law.
- Must be completed by the current AAZK Chapter Officers responsible for the upcoming fiscal year

How to fill out the Chapter Recharter agreement

- *Chapter Information:* fill out the following in the corresponding boxes. See chart below
 - Chapter Name
 - Facility mailing Address for the chapter. Chapter Email
 - Create a free chapter email from google, hotmail, yahoo etc. Many chapters have found it easier in the long-term for the chapter email to not be connected to a certain person or officer. One or multiple officers can access the chapter email account with a shared password. ²
 - Facility affiliation
 - This is the main facility your chapter is associated with.
 - Chapter Website, Facebook or Twitter
 - It is recommend at least having a Facebook page ³
 - If you have none, state “None”
 - Chapter EIN (Federal Tax Identification Number): must be your chapter’s own tax ID number (**not** the AAZK Tax EIN).
 - Your treasurer should have a record of this. If you have any questions pertaining to your EIN please email AAZK. ²



Chapter Name	
Chapter Address	
City	
State	
Zip/Postal Code	
Primary Email	
Primary Phone	
Facility Affiliation(s)	
Chap Website Address	
Chapter Facebook	
Chapter Twitter Account	

Chapter EIN <i>Note: Not the AAZK EIN</i>	
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- *Officer Information:* Fill out the following in the corresponding boxes. See chart below
 - Name
 - Email Address for each person (personal or work email is preferred).
 - Make sure the officers positions colored in red are National Members in good standing. You can email AAZK to verify member status.
 - The Communication Liaison and the Conservation Liaison are positions that may be filled with non-AAZK members.

Chapter **Officers** and Liaisons

**** REQUIRED** All Chapter **Officers (4)** shall be members of AAZK National ****REQUIRED******

Officers	Name	Email
President		
Vice President		
Secretary		
Treasurer		
Communication Liaison		
Conservation (BFR/TFYM/CP) Liaison		

Frequently Asked Questions for Charter Agreement

- Our zoo does not want us to use their address. Is it okay to use a personal address?
 - No. The Internal Revenue Service requires a physical business (facility) address for a corporation. If a facility address cannot be used, the Chapter will have to secure a PO Box.
- Why do we need to list a phone?
 - Chapter email is the primary contact, followed by Officer email. Third option is a phone. Work phone is preferred, a cell is acceptable.
- Your facility handles all of the Chapter finances, so do we list their tax identification number?



- No. You will list the Chapter Tax Identification number, as AAZK will file your federal taxes under the Chapter Tax ID.
 - What is the difference between an Officer and a Liaison?
 - An Executive Officer is stipulated by the AAZK Bylaws as either the President, VP, Secretary or Treasurer of the Chapter. An Executive Officer is also required by the AAZK Bylaws to be a member in good standing with AAZK National. A Liaison position is either appointed or elected depending upon the Chapter Bylaws or Constitution.
 - How many Officers does it take to run a Chapter?
 - There are four (4) Officer Positions required by AAZK Bylaws. Interpretation of the Bylaws allow two (2) individuals to hold up to two (2) Officer Positions. It is recommended that the President and VP of the Chapter be two (2) different individuals.
 - Who is an Executive Officer?
 - Executive Officers are President, Vice President, Treasurer and Secretary as determined by the bylaws.
 - Can an Affiliate Member hold an Officer position?
 - Yes, *provided* the Chapter Bylaws or Constitution allows an Affiliate AAZK Member to hold an elected office.
 - How can we determine if an Officer is a member in good standing with AAZK?
 - Email AAZK at Ed.Hansen@aazk.org for member verification
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Chapter Fee Schedule document

What is the Chapter Fee Schedule? ¹

- Unless your Chapter is new to the organization and therefore exempt, this required document defines the Chapter Membership fees and Duty Obligation owed to AAZK National.
- AAZK Chapters failing to comply with these fees and required reports by the annual Recharter date shall be considered in non-compliance and their chapter charter subject to revocation.

How to fill out the Chapter Fee Schedule

- Member fees ¹
 - This is based on the number of chapter members that are National AAZK members.
 - AAZK is very cognizant that some Chapter members simply wish to participate in Conservation or Social events, therefore AAZK provides some discretion on Chapter



membership. Chapter membership is often a combination of AAZK national members plus non-AAZK national members.

- The base fee for Chapter Recharter is determined by AAZK National Membership **only**.
- Need to know each National member’s membership level.
- Non-AAZK Members that are in your chapter.

How to fill out the Member fee/Non-member portion of the page:

See chart below.

- Fill in the chart (at the top of the second page) with the current number of chapter members that are National AAZK members. Mark how many professional, affiliate, and student members you have in the chapter and add them all up to get the total number of National AAZK members.
- Use that total number of National AAZK members to mark the corresponding box under Fee schedule. The fee associated with your total will be the “Fee According to AAZK members” which is the answer to question 1.
- If you are filling this out past March 15th then enter the late fee amount for question 2.
- Now you must count the number of non-AAZK members and multiply that number by \$10 dollars. This is the “Non-AAZK Member” fee which is the answer to question 3.
- Now add the answers to boxes 1, 2 & 3 and this is your total “Recharter fee” which is the answer to question 4.

Fee Schedule-U.S. Funds

- [] \$120.00 Chapters with 1-5 **AAZK** Members
- [] \$245.00 Chapters with 6-15 **AAZK** Members
- [] \$300.00 Chapters with 16 – 25 **AAZK** Members
- [] \$375.00 Chapters with over 26 **AAZK** Members

Member Fees

1. Enter Fee According to AAZK Members	\$
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Non-AAZK Member Compensation Fee

There is a \$10.00 fee for each non-voting member of a local AAZK Chapter that is *neither a Chapter Officer or a member* of the National Association. For those Chapters that value local members’ contribution and participation on the Chapter level, AAZK respectfully asks the Chapter for a small measure of compensation to make up for our lost revenue at the National level. Please encourage every Chapter member to join the National Association, by visiting www.aazk.org.

2. Enter Number of Non-AAZK National Members		X \$10.00 =	\$
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\$275.00 Late Fee – Filing Deadline 15 March 2020

3. Enter Late Fee (If Any)	\$
4. Add Lines 1 through 3 and enter Total Recharter Fee due AAZK	\$

How to fill out the Duty Obligations portion of this page:

See Chart below

- Your chapter needs to choose at least one of the following categories based upon the financial health of the Chapter and/or the benevolence of the Chapter :
 - 10% of your cash assets.
 - You can calculate the 10% of assets by taking Line G from the Income/Expense report and multiple it by 10% or 0.1. This would be a 10% Tithe.
 - AAZK Committee/ Program Underwriting (\$250 to help fund a National Committee or Program. See highlighted section for eligible committees/programs).
 - AKF support (giving \$500 to help fund the magazine).
 - Annual Contribution (a minimum contribution is \$1000).

Duty Obligation

Chapters **shall choose one or more** of the following Duty Obligations to help offset the daily expenses of operating their Association, keeping individual member fees affordable:

Committee and Program Underwriting includes: Awards, AWC, Communications, Conservation, Grants, IOC, NZKW, Safety and TFYM.

Select Duty Obligation(s)		Amount
10% Cash Asset Chapter Tithe - Cash Assets for 2020 are listed on the Income and Expense Report – Line G	10% Tithe	
AAZK Committee Underwriting – Name Committee:	250.00	
Animal Keepers’ Forum Sponsorship	500.00	
Annual Contribution (Minimum)	1000.00	

5. Total Line 4 + Duty Obligation	\$
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Frequently Asked questions for Fee Schedule

- How do I determine total Chapter membership?
 - Total Chapter membership is up to the discretion of the chapter bylaws or constitution. Total membership is often combined of AAZK national members in good standing plus non-AAZK national members. However, Recharter fees for National members and Non-National members are calculated separately.
- Once we determine how many members are in the Chapter, is this the figure used to determine the base member fee?



- No. The base member fees are set by National AAZK members in good standing. A separate fee is charged for non-members that is added to the base fee.
 - Why are we exempt from Fees?
 - AAZK policy is that an AAZK Chapter shall be functioning for one (1) complete calendar year before Chapter fees, other than non-member fees, are required.
 - How do we determine which AAZK Committee or Program to support?
 - AAZK maintains a list of Committees and Programs on the AAZK website. The only Committee or Program exempted from Chapter support are Bowling for Rhinos, Bylaws and Ethics.
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Income and Expenses Report Worksheet

What is the Financial Income and Expense Report Worksheet? ¹

- This report provides the documented worksheet of where income was derived and where expenses occurred.
- This report is mandatory for all AAZK Chapters and is required by IRS regulation.
- It shall be signed by AAZK Chapter officer(s) completing the data.

How to fill out the Income/Expense Report Worksheet

- Fill out your Chapter Name at the top of the section.

How to fill out the Fundraiser Income/Expense Documentation section

See chart below

- List each fundraising event you had in the previous year including Income, Expenses and Profit or Loss. Loss is normally expressed within parenthesis and in red(-).
 - This includes all conservation fundraisers (including Bowling for Rhinos and Trees for You and Me) as well as fundraisers used to support chapter operations fees such as a travel grant fund or speaker-fee budget.
 - If a fundraiser spans a longer period you can simply state the date range.
 - For example if you have an online t-shirt fundraiser that runs for several months' state date range, as well as total income, expense, and profit. ³
- **NOTE: It is strongly recommended to use a spreadsheet or ledger to track all donations for a specific fundraiser (cash or Services/Goods), in a way that aligns with the IRS for fundraising documentation.** This information does not need to be reported to AAZK, but should be kept on file by your chapter for a period of three (3) years in case of IRS audit.
 - If the donation is a Good or Service, record the "value" as assigned by the donor.
 - If the item is auctioned off, record a "sale" price
 - If it is a door prize or raffle item without a "true" sale price, make a note of that in the chart.



- Donations for fundraisers are not entered here. The total income and expenses for a Fundraiser are documented in the Fundraising Income and Expenses Section.
- The officers are responsible for the annual chapter Recharter, financial reporting, and maintaining communication with National AAZK.
- Add up all of the donation income and put it in the 3A box. This number will be entered on Line 6 of the financial report.

DONATION INCOME BACKGROUND – PREVIOUS YEAR (Required)

Please list donations to your AAZK Chapter by donor and amount. These donations should not reflect donations to a specific fundraiser, such as BFR or TFYM, but should reflect general monetary support to the chapter to be spent at the vote of the chapter membership.

Donor	Date	Amount

3A. Total Donation Income – Enter this on Income Section – Line 6	\$
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How to fill out the Gross Receipts section

See chart below

- Follow the instructions in the box. Add line income from line 2A to income from Line 3A.

Gross Receipts – PREVIOUS YEAR (Required)

Add the Income (not profit) from Line 2A to the Total Donation Income Line 3A . This is the Chapter Gross Receipts for the Tax Year. If this line is over \$50,000, U.S. Chapters <u>may be required</u> to file IRS Form 990.	\$
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How to fill out the Donation Outflow Background section

See chart below

- Any donations to AAZK National from your chapter. So all BFR and Trees for You and Me donations.
- Any donations to any non-profits or registered charities, including local or international charities or your host facility(ies).
- Add up all of the donations that your chapter has given and put in the 5A box. This number will be entered on line 5A on the financial report.



- **Line A:** Account Balance is the total of all your chapter's accounts on the first of the filing year. (Checking, Saving, Petty cash, etc.)
- **Line 1:** Chapter membership dues
 - If you have your members pay an annual due to your chapter you need to fill this out. This section is only if your chapter has local membership dues, if not leave this box blank)
- **Line 2:** National Membership dues
 - If you accept payment of National dues via payroll deduction or a similar situation. The chapter then later uses this money to pay for the National membership fee for their members from this income. Do not fill this line out if your chapter members pay their National Membership Dues directly to the Association.
- **Line 3:** Conference Income (If your chapter hosted a conference).
- **Line 4:** Chapter Account interest (any interest from any of your accounts goes in this section).
- **Line 5:** Fundraiser income (Section 2A from the income/expense worksheet)
- **Line 6:** Donation income (Section 3A from income/expense worksheet)
- **Line B:** Add Lines 1 through 6 and put total on the Bottom Box B. This will be your Total Chapter Income for the year.

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 the AAZK Resource Committee at ARC@aazk.org

Column A	Column B	Column C
A. Account(s) total Balance on 1 January PREVIOUS YEAR (operating, petty cash)		\$

INCOME SECTION – PREVIOUS YEAR

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 <ul style="list-style-type: none"> ● 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	\$	



<ul style="list-style-type: none"> • Donation income (excluding services or equipment) is detailed in Section 3A of the Chapter Income/Expenses Worksheet and Chapter Report 		
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B. Add lines 1 through 6 to get Total Chapter Income for the PREVIOUS year.		\$
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How to fill out the Expenses Section of the Financial Report

Fill out the following in the corresponding boxes. See chart below.

- Write your chapter name at the top of the page.
- Line C: Write the number from Line B on the page before on Line C of this page.
- Line 7: Write the National membership dues that the chapter paid to AAZK
 - Chapters sometimes accept funds from chapter members via payroll deduction or similar situation. The chapter then uses this money to pay for the National membership fee for their members. Do not fill this line out if your chapter members pay their National Membership Dues directly to the Association.
- Line 8: Advertising/Printing costs (Website fees included)
- Line 9: Bank Fees/Charges that happened within the year.
- Line 10: Contributions/Donations (from income/expense worksheet Line 5A).
- Line 11: Conservation Fundraising Expenses (Total from income/expense worksheet Line 2B).
- Line 12: Food and beverages
 - Did your chapter buy pizza or snacks for a meeting? Include that here.
- Line 13: Postage/phone/office supplies
- Line 14: Equipment purchase or rental
- Line 15: Chapter member funded travel grants
 - Did your chapter pay for a chapter member to go to a conference, workshop, conservation trip, etc.
- Line 16: Recharter fee from previous year.
 - This is because you are reporting your expenses for the previous tax year.
 - For Example, if the Recharter is being submitted for upcoming upcoming year, you would write the Recharter fee your chapter paid in the previous year
- Line 17: Chapter duty obligation from previous year.
 - This is because you are reporting your expenses for the previous tax year.



- For Example, if the Recharter is being submitted for upcoming upcoming year, you would write the duty obligations your chapter paid in previous year
- **Line 18:** AAZK Foreign Keeper Sponsorship
- **Line 19:** AAZK Chapter Administrated Grants (Other, non-travel).
 - **Note:** AAZK Chapters are not permitted to donate funds to support an individual. A Chapter shall show support for an individual by awarding a grant tied to continuing education or similar, nominated and ratified by the Chapter membership and documented on Line 15.
- **Line 20:** Chapter Legal Fees
- **Line 21:** AAZK National Conference Expenses
 - Expenses form hosting a conference
- **Line 22:** Other Expenses that are not covered by any of the above categories
- **Line E:** Follow the instructions listed in this box
 - This number should tell you how much total money your chapter made or lost. ³
- **Line G:** This amount should equal what is in your Chapter’s bank account (January 1st for that year).
 - If you do the math according to the worksheet instructions, and it does NOT equal what is in your chapter’s bank account, then there was an error somewhere. ³
 - Common errors:³
 - Taking expenses out twice.
 - For Example, expenses for a fundraiser are also counted as chapter expenses.
 - Inverted numbers.
 - For Example, \$312 gets recorded at \$321
 - Something is missing from the report.
 - Check your bank statements for the year and make sure all income and expenses are accounted for in the financial report.

Chapter Name:

C. Total Income for PREVIOUS YEAR – From Line B, Column C above.		\$
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EXPENSES SECTION –PREVIOUS YEAR

A	B	C
7. National Membership dues for Chapter Members – (if Paid to AAZK)	\$	
8. Advertising/Printing	\$	
9. Bank Charges/Fees	\$	
10. Contributions/Donations <ul style="list-style-type: none"> ● 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 Recharter Fee – PREVIOUS YEAR	\$	
17. AAZK Chapter Duty Obligation PREVIOUS YEAR	\$	
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 PREVIOUS YEAR. Enter in Column C		\$
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E. Subtract Line D from Line C to determine Chapter Profit or (Loss) during fiscal year PREVIOUS YEAR. Enter in the appropriate box in Column C, Profit or (-Loss)	Profit	\$
	(Loss)	\$ ()

F. Add a Profit (Line E, Column C - Profit) to Line A; or Subtract a (-Loss) (Line E, Column C- Loss) from Line A and enter total below		\$
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G. Chapter Balance January 1, CURRENT YEAR. This amount is utilized to calculate the 10% Chapter Tithe		\$
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PREVIOUS YEAR Treasurer Name:

Date:

UPCOMING YEAR Treasurer Name:

Date:

How to fill out the Net Worth Statement portion of the Financial Report

Fill out the following in the corresponding boxes. See chart below.

- Write your chapter name at the top of the page.
- Line 23: Total all chapter accounts
- Line 24: Total petty cash (money in cash boxes).
- Line 25: Total any funds owed to chapter in previous year, but have not been received
- Line 26: Follow the instructions listed in this box.
- Line 27: Total the value of all chapter office equipment (iPad, computers, etc)



- The chapter will assign fair market value (FMV) for each item; this is the price the property would sell for in the open market.
- Line 28: Total the value of all office supplies
 - The chapter will assign fair market value (FMV) for each item; this is the price the property would sell for in the open market.
- Line 29 & 30: Follow the instructions listed in each box.
- Line 31: Total the amount owed by the chapter to any vendors or supplies for goods or services.
 - It is unusual for a chapter to have accounts payable unless they hosted a conference or regional event
- Line 32: Total any loan debt the chapter has taken out and has not repaid.
 - It is unusual for a chapter to have accounts payable unless they hosted a conference or regional event
- Line 33 & H: Follow the instructions listed in this box.

NET WORTH STATEMENT – PREVIOUS YEAR

ASSETS

23. Total All Accounts on Deposit (Operating, Investment, Money Market, Savings)	\$	
24. Petty Cash	\$	
25. Accounts Receivable (any funds owed to Chapter during PREVIOUS YEAR , but not received)	\$	
26. Add Lines 23 through 24 then Subtract Line 25 to determine total Chapter Cash Assets for PREVIOUS YEAR		\$

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 PREVIOUS YEAR		\$
30. Add Lines 26 and 29 to Determine Total Chapter Assets for PREVIOUS YEAR		\$



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 PREVIOUS YEAR		\$
H. Subtract Line 33 from Line 30 to determine Total Chapter Net Worth for CURRENT YEAR		\$

How to submit a completed Recharter Packet to AAZK National?

Check your work

- Check that each of the four mandatory documents are completed. Save a copy of each file for your chapter's records.
 - Label each file with your chapter name and the year. ³
- Many Chapters have multiple bank accounts (checking, savings, money market, investment, etc). Save a copy of your chapter's bank statement(s) from the end of the calendar year.
 - It should state what the end of year balance is on your Chapter account(s).

Submitting the Recharter Agreement

- There are 2 different ways you can submit your Recharter, digitally or via hard copies.

Submitting digitally

(Preferred – AAZK is a conservation organization)

- If possible, scan all documents into one (1) pdf file.
- Email a copy of all of your files, including a copy(ies) of your chapter's bank statement(s) to the AAZK office via ed.hansen@azk.org by 15 March
- Call or email the AAZK office to arrange for payment via chapter bankcard or note that you are forwarding a check payment.

Submitting a hard copy

- Print all of your files on single sheets. DO NOT PRINT ON BOTH SIDES (Front to Back). Include a copy(ies) of your chapter's bank statement(s).
- Mail them to the AAZK office and include a check with total payment that is due by 15 March



