

As regulated by the IRS, each Chapter and District Treasurer **MUST** send a copy of the fiscal year **12-month Income Statement** to the **State Treasurer**--AND keep a copy in the chapter files. Please do not send a photocopy of your daily bookkeeping activities or checkbook records. Follow the general format shown below.

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**SAMPLE FORMAT**

Annual Financial Report  
CHAPTER NAME

For the Fiscal Year\_\_\_\_\_, 20XX to \_\_\_\_\_, 20XX

Checking Account Balance Start of Year– \_\_\_\_\_, 20XX \$000.00

Receipts:

Member Dues	\$000.00
Membership Applications	0.00
Investment Income	0.00
Other Receipts – itemized	<u>0.00</u>

Total Receipts \$000.00

Disbursements:

National Dues	\$000.00
State Dues	0.00
District Dues	0.00
National Funds	0.00
State Funds	0.00
Other District Expenses	0.00
Application Fees	0.00
Other Expenses – itemized	
Postage (ie)	0.00
DAR Good Citizen	0.00
Yearbooks (etc, etc)	<u>0.00</u>

Total Disbursements \$000.00

Checking Account Balance End of Year – \_\_\_\_\_, 20XX \$000.00

Real Estate	\$000.00
CD's	0.00
Other Investments	<u>0.00</u>
Total Investments	\$000.00

Submitted by: \_\_\_\_\_  
Chapter Treasurer