

**PREFACE:**

**Chapter Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

- The Finance Committee has been working on simplifying, reorganizing, and consolidating Wild Ones' financial statements. Revenues and Expenses are now grouped by major activity/function to provide a clear, accurate answer to, "What is it costing us to do this activity/function"?
- This form mirrors the National financial statements, but at a much more summarized level. Thus, it will be easier to consolidate the results of the entire organization.
- As you go through this statement, if you have questions or suggestions please do not hesitate to contact me. Simply, email [Treasurer@WildOnes.org](mailto:Treasurer@WildOnes.org). Thank you in advance for your cooperation and effort with this new form.

**INSTRUCTIONS:**

1. Please save this file to your computer, open it with Adobe Reader, edit and save as often as necessary.
2. Use the Cash Basis method of Accounting, (i.e., money you have in hand - money you actually paid out)  
**NOTE:** In Cash Accounting, there are NO Receivables, Payables, or Prepaid Expenses.
3. Keep your supporting financial records for seven years (IRS Requirement).
4. Email this file to [Treasurer@WildOnes.org](mailto:Treasurer@WildOnes.org) by January 31

**INCOME AND EXPENSE STATEMENT**

**MEMBER-RELATED**

	<b>INCOME</b>	<b>EXPENSE</b>	<b>Jan 1 - Dec 31</b>
Dues Reimbursements received from National	_____		
Dues paid directly to and kept by the Chapter	_____		
Subtotal	_____		
Credit Card fees for Memberships		_____	
Member Renewal Costs (printing, postage, mailings, etc. )		_____	
Member Recognition and Member-Related Expenses		_____	
Subtotal		_____	
<b>TOTAL MEMBER-RELATED</b>			

**DONATIONS RECEIVED BY CHAPTER**

Donations received by National and Passed on to the Chapter	_____		
Donations Made to and kept at the Local Chapter	_____		
Memorials Received	_____		
In-Kind Donations (goods only/no services - <b>no cost</b> to Chapter)	_____		
Subtotal	_____		
Credit Card fees for Donations		_____	
Donation-Raising Expenses (campaigns, mailings, give-aways, etc.)		_____	
Subtotal		_____	
<b>TOTAL DONATIONS</b>			

**INCOME AND EXPENSE STATEMENT**

**GRANTS RECEIVED FROM OTHER ORGANIZATIONS**

Grant 1 Name: \_\_\_\_\_  
 Grant 2 Name: \_\_\_\_\_  
 Grant 3 Name: \_\_\_\_\_

Subtotals

Grant Development Expenses (e.g., grant writer, mailings)

**INCOME**

**EXPENSE**

**Jan 1 - Dec 31**

**TOTAL GRANTS RECEIVED**

**INT./DIV./ MISC. INCOME**

Bank/Broker Name/Acct#: \_\_\_\_\_  
 Bank/Broker Name/Acct#: \_\_\_\_\_  
 Bank/Broker Name/Acct#: \_\_\_\_\_  
 Bank/Broker Name/Acct#: \_\_\_\_\_  
 Miscellaneous: \_\_\_\_\_

**TOTAL Int./Div./Misc.**

**PROGRAM SERVICE REVENUE (Mission-Related)**

Educational Chapter Meetings  
 Educational Conferences, Seminars, Events and Workshops  
 Educational Newsletters, Journals, Brochures, and Publications  
 Educational Website Develop. & Maint.  
 Educational Social Media Advertising, Develop., and Maint.  
 Other Mission-related: \_\_\_\_\_

Subtotal

**TOTAL PSR**



<b>CHAPTER G &amp; A (continued)</b>	<b>INCOME AND EXPENSE STATEMENT</b>		
	<b>INCOME</b>	<b>EXPENSE</b>	<b>Jan 1 - Dec 31</b>
Office General and Administrative Costs			
Other Facility or Equipment Rentals			
Other Advertising and Promotion			
Other Printing			
Other Postage			
Other Shipping			
Other Supplies			
Other Insurance			
Telephone and Internet Connection			
Software and Other Technology			
Misc. Equipment Purchases ( <b>under \$500</b> , or list as an Asset)			
Depreciation (on Chapter Assets) - Automatically calculated from Balance Sheet data			
Bank Service Fees			
Fees to Local or State Agencies, Annual Filing Fees			
Professional Services (i.e., Management, Legal or Accounting)			
Interest Expense			
Miscellaneous			
	Subtotal		
		<b>TOTAL OFFICE G &amp; A</b>	<input type="text"/>
		<b>NET GAIN/LOSS ON CHAPTER ACTIVITIES</b>	<input type="text"/>

Comments, Explanations, Questions, and Suggestions:

<b>ASSETS</b>		<b>BALANCE SHEET</b>			
		<b>LAST YEAR</b>	<b>THIS YEAR</b>		
<b>CASH (Petty cash, checking, savings, money markets, financial investments)</b>					
Account Name & #:	_____	_____	_____	_____	
Account Name & #:	_____	_____	_____	_____	
Account Name & #:	_____	_____	_____	_____	
Account Name & #:	_____	_____	_____	_____	
Account Name & #:	_____	_____	_____	_____	
<b>TOTAL CASH</b>		_____	_____		
Net Increase/Decrease from Year to Year			_____		
 <b>INVENTORY (or other Merchandise On-Hand)</b>			_____		
Net Increase/Decrease from Year to Year			_____		
 <b>FIXED ASSETS (Land, Buildings, Equipment)</b>		<u>Est. Life</u>	<u>Original Value</u>	<u>Depreciation to Date</u>	<u>Depreciation this Year</u>
Description:	_____	_____	_____	_____	_____
Description:	_____	_____	_____	_____	_____
Description:	_____	_____	_____	_____	_____
Description:	_____	_____	_____	_____	_____
Description:	_____	_____	_____	_____	_____
Description:	_____	_____	_____	_____	_____
Description:	_____	_____	_____	_____	_____
<b>TOTAL FIXED ASSETS</b>			_____	_____	_____

	<b>Title</b>	<b>Date</b>
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**NOTE:** Effective December 31, 2012, Policy states: (1) Chapters that fail to submit accurate and complete State of the Chapter and Financial annual reports by the required due date shall have their quarterly dues reimbursements withheld until said reports are received at the national office, and (2) that a service charge equal to 10% of the accumulated reimbursement or \$25, whichever is greater, shall be assessed against the Chapters that fail to comply with State of the Chapter and Financial reporting policies.