## Instructions for filling out the Chapter Annual Financial Report (blue form)

First - you can fill the form out online (and it will calculate a lot of it for you), or you can print it out and fill it in by hand. It will have smaller 'spaces' if you print it out. The blue areas indicate where data needs to be entered. Everyone needs to fill out the information in the top half. But all the spaces in the 3 columns will not apply to every Chapter. **However** – every chapter must use this form and provide as much of the information as possible, even if your State does not fill out an IRS Form 990EZ.

Start with the first column on the left. All line numbers refer to what you see on the computer on the far-left side of the Excel spreadsheet on the screen.

The *first* column is **income**. Line 27 -Enter the amount of National and State dues received during the calendar year here. ***Remember that Life Members do not pay dues.*** If a Life Member writes a check for dues, DO NOT record it here, but on Line 46 as a donation. Chapter dues are entered separately on Line 28. Line 28- Not every Chapter collects Chapter dues. If yours does, enter the amount of Chapter dues received during the year here. Line 29 – Enter the amount received for DBE membership badges here. Can be either from new members or from a member replacing a lost badge. Line 30 -is only filled out if your State collects a registration fee, late fee or rejoining fee. If your State does, then those amounts would be recorded here. New members can be charged a registration fee. A late fee can be charged if a current member pays after Jan 31st. A rejoining fee can be charged if the member did not pay dues for previous years (one or more). Line 31- is the subtotal for this section. If you fill the form out on the computer it will calculate the total for you. **NOTE** -When a new member joins, they will write one check that gets separated out onto Line 27 (State & National dues), Line 28 (Chapter dues, if any), Line 29 (DBE badge) and Line 30 (Fees, if collected). Please be sure to separate it - each one has to be reported separately to the IRS.

The next section in the first column is for **gross** income (what you take in before expenses are taken out). Lines 37 - 41- Each fundraiser should be entered on a separate line (include the date if possible), and use only one line per fundraiser. For example, if you have a tea and bazaar on the same day - the money from both would be recorded on one line. **The only exception to this is if you have a raffle.** The IRS requires raffle income from sales to the general public to be reported separately. This only applies to large raffles not the little raffles for a dollar a chance that you have at your meeting that collects $21. Generally speaking, if you sell to the public, you have to separate out the raffle income. Raffle money gets entered on Line 52. Line 42 is the subtotal for this section. Lines 45-48 are for donations. Each donation has to be entered separately. Please identify the source especially businesses (for small donations from members you can combine all members into one number.) If anyone gives over $250, list them separately. If there is not enough room, use the back. If you have a Life Member in your chapter who likes to pay her dues, her dues would be considered a donation to the chapter and would be entered on one of these lines. Line 49 is the subtotal for this section. Line 52 is where you enter the **gross** income from large raffles that are sold to the public. Lines 55- 57 are for other income that is not accounted for above. (For example, voided checks, refunds for over-payments, payments for lost 'Years of Service' pins). Line 58 is the subtotal for this section. Line 61 is your total income for the year (Lines 31+42+49+52+58). This number should also be entered in Column 3 Line 27. If you are doing this form on the computer, it will enter it for you.

Now we move to the *second* column - **expenses**. You must record every check you wrote even if it hasn't cleared the bank by Dec 31st. Line 27 is to record the National + State dues that you sent on to the State Treasurer during the year. **Do not pay dues on Life Members**. (**Please note** that Line 27 in Column 2 may not match the amount on Line 27 in the first column (income) if dues were collected in Nov & Dec of the previous year. And that is okay). Line 28 is to record payments for the National yearbooks. Not every chapter buys one. The price was $18 in 2025. Line 29 is for amounts paid to order DBE membership badges and is usually the same as is in the income column. Line 30 is for fees (registration, late or rejoin) sent to the State Treasurer and is usually the same as is in the income column. Line 31 is for bank charges - either monthly service charges (which you should not be paying) or for new check orders or anything else the bank charges you for. Please circle which type of charge it is. Line 32 is for any amounts you paid to send Delegates to the State ACM. Not all chapters pay for their delegates. If you do, be sure you have receipts to back up the expenses. Line 33 is the subtotal for this section. Lines 37-41 are used to record the expenses for the fundraisers listed in the income column. MAKE SURE that the expenses are recorded on the same line number as the income (so you can read across and they are related). Remember that all expenses for one event should be lumped together as a single number. Please write the name of the event in the space provided. Line 42 is the subtotal for this section.

The next sections are for recording your charitable donations. It doesn't matter if you sent the check to the State Treasurer for distribution or directly to the charity, it all gets recorded here. Please write the name of the charity in the blank on the left. If you make multiple donations to the same charity during the year, combine them on one line. Lines 45-47 are for the **51%** donations to 501(c)(3) charities that primarily serve the elderly. Line 48 is the subtotal for this section. Line 51-54 are for the **49%** donations to the 501(c)(3) charities that don't have to serve the elderly. Line 55 is the subtotal for this section. Lines 57-59 are for any other expenses you might have, such as postage or supplies. Be sure to describe what they are. Line 60 is the subtotal for this section. Line 61 is your total expenses for the year (Lines 33+42+48+55+60). This number also gets entered in Column 3 Line 31. If you are doing this form on the computer, it will enter it for you.

Next is the *third column*. **The summary**. Line 26 is your ending balance from your previous year's report. ***Please make sure it matches!*** Line 27 is your total income for the year, which comes from Column 1 Line 61. Line 29 is a subtotal adding lines 26 & 27 together. Line 31 is your total expenses for the year, which comes from Column 2 Line 61. Line 32 is your end of year balance. (Line 29 minus Line 31). (**Please note** that your end of year balance does not have to match your December bank statement. There may be checks you have written that haven't cleared the bank yet). Line 33 is for the ***date you closed your books***. Usually 12/31/20xx. Please don't forget to enter it. Lines 36-41 are for you to explain why you are carrying over more than $1,000 (if you are). It could be $100 to send a delegate to the March ACM, or $50 to use for the hall rental for your spring fundraiser. Doesn't need to be detailed. Phrases like above are sufficient. Lines 45-47 (charities that primarily serve the elderly) AND Lines 51-54 (charities that might not serve the elderly) are used to record the EIN numbers for the respective charities. **This information is required by the IRS.** Make sure the EINs match the corresponding line in Column 2 (i.e. you can read across). Lines 58-61 are to account for where tangible items are kept. Give the *name and address* of the person who has them. Flags used in processions, scrapbooks, china used for teas, that kind of thing. You don't need to say the obvious things like the financial records are with the treasurer etc. Some of you may have nothing to record in this box.

Lastly, sign the form, date it and provide your phone number. The original goes to the State Treasurer, a copy is kept in your files along with your supporting documents, bank statements etc.