

Arizona Quilters Guild - Chapter Financial Recap

Chapter Name:
Responsible Officer:
Telephone Number:
Email:

Reporting Year: Check one box below and insert applicable year		
<input type="checkbox"/>	January 1 through June 30, _____	Due by 8/15
<input type="checkbox"/>	July 1 through December 31, _____	Due by 2/15

To comply with IRS regulations relating to our tax exempt status, the Arizona Quilters Guild must submit annual financial disclosure statement from all chapters. **The following information MUST be completed by ALL chapters and submitted by the due dates indicated above. Inform on the form provided. Alternative financial reports or computer generated reports can be submitted typed or neatly handwritten. Addition of this form may be made.**

SECTION 1 BEGINNING BALANCES - CASH, BANK ACCOUNTS AND INVESTMENTS

1.A.	Cash or Petty Cash on Hand		\$
1.B.	Checking Account Balance	Bank Name	Account #
1.C.	Savings/Investment Account Balance	Bank Name	Account #
1.D.	TOTAL CASH OR BANK ACCOUNT BALANCES AT BEGINNING OF PERIOD (line 1.A plus 1.B plus 1.C)		\$
1.E.	Total Cash or Account Balances at Close of previous financial period. NOTE: line 1.D MUST match line 1.E		\$

SECTION 2 FUNDS RECEIVED

2.A.	Chapter membership dues	\$
2.B.	AQG membership dues	\$
2.C.	Receipts from fundraisers/opportunity quilts	\$
2.D.	Receipts from sale of merchandise	\$
2.E.	Fees for retreats/getaways	\$
2.F.	Class fees	\$
2.G.	Chapter quilt show receipts	\$
2.H.	Fees for group trips to quilting events	\$
2.I.	Fees for parties and luncheons	\$
2.J.	Interest received	\$
2.K.	Fees for chapter meetings	\$
2.L.	Other funds received	\$
	(Itemize Other Funds received over \$100 below)	
2.M.	TOTAL FUNDS RECEIVED (add lines 2A - 2L)	\$

SECTION 3 EXPENDITURES

3.A.	AQG membership fees remitted to AQG	\$
3.B.	Rent/Fees paid for meeting space	\$
3.C.	Fundraising expenses <small>(related to income reported on 2.C and 2.D.)</small>	\$
3.D.	Newsletter printing	\$
3.E.	Newsletter postage	\$
3.F.	Payments to teachers	\$
3.G.	Other education expenses	\$
3.H.	Chapter quilt show expenses	\$
3.I.	Office supplies	\$
3.J.	Bank charges	\$
3.K.	Telephone	\$
3.L.	Insurance	\$
3.M.	Retreats/Getaways	\$
3.N.	Group trips to quilting events	\$
3.O.	Party/luncheon expenses	\$
3.P.	Donations/Contributions	\$
3.Q.	Advertising	\$
3.R.	Fabric purchased for donations/gifts	\$
3.S.	Other expenditures	\$
	(Itemize Other Expenditures over \$100 below)	
3.T.	TOTAL EXPENDITURES (add lines 3A - 3S)	\$

Submit Report To:

<p>ARIZONA QUILTERS GUILD Attn: Treasurer 2048 N. 44th Street, Suite 212 Phoenix, AZ 85008</p>

SECTION 4 ENDING BALANCES - CASH, BANK ACCOUNTS AND INVESTMENTS

4.A.	Cash or Petty Cash on Hand	\$
4.B.	Checking Account Balance (non-interest bearing accounts)	\$
4.C.	Savings or Investment Account Balances (interest bearing accounts)	\$
4.D.	TOTAL CASH OR BANK ACCOUNT BALANCES AT CLOSE OF PERIOD (line 4.A plus 4.B plus 4.C)	\$

SECTION 5 RECONCILIATION

5.A.	TOTAL CASH OR BANK ACCOUNT BALANCES AT BEGINNING OF PERIOD - Line 1.D.	\$
5.B.	PLUS TOTAL FUNDS RECEIVED - Line 2.M.	+
5.C.	MINUS TOTAL EXPENDITURES - Line 3.T.	-
5.D.	NET BALANCE NOTE: Line 5.D. MUST match line 4.D. (Include Bank Statement(s) to verify balances.)	\$