

# Arizona Quilters Guild - Chapter Financial Recap

<b>Chapter Name:</b>
<b>Responsible Officer:</b>
<b>Telephone Number:</b>
<b>Email:</b>

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

To comply with IRS regulations relating to our tax exempt status, the Arizona Quilters Guild must submit annual financial disclosure statements which include financial data from all chapters. **The following information MUST be completed by ALL chapters and submitted by the due dates indicated above. Information MUST be submitted on the form provided. Alternative financial reports or computer generated reports cannot be submitted.** Reports may be typed or neatly handwritten. Additional copies 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	<b>Bank Name</b>	<b>Account #</b>
1.C.	Savings/Investment Account Balance	<b>Bank Name</b>	<b>Account #</b>
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 <b>previous financial</b> period. <b>NOTE:</b> line 1.D <b>MUST</b> 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	\$
	<small>(Itemize Other Funds received over \$100 below)</small>	
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 <small>(Itemize Other Expenditures over \$100 below)</small>	\$
3.T.	TOTAL EXPENDITURES (add lines 3A - 3S)	\$

### Submit Report To:

<b>ARIZONA QUILTERS GUILD</b> <b>Attn: Treasurer</b> <b>2048 N. 44th Street, Suite 212</b> <b>Phoenix, AZ 85008</b>
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## 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 <b>NOTE:</b> Line 5.D. <b>MUST</b> match line 4.D. (Include Bank Statement(s) to verify balances.)	\$