

CHAPTER ANNUAL FINANCIAL REPORT

CHAPTER _____

Fiscal Year: June 1, 20__ - May 31, 20__

GROSS REVENUES (Income) from sources indicated:

Amount

- | | | | |
|----|--|--------|--|
| 1. | Contributions, gifts and bequests | _____. | |
| | a. Fees & Grants from Government Agencies, Foundations & Trusts* | _____. | |
| | b. Dues and Assessments from Members | _____. | |
| | c. Amounts from other 99s Chapters | _____. | |
| | d. Allocations from fund raising organizations (non-99s)* | _____. | |
| | e. Other contributions and gifts* | _____. | |
| 2. | Program service revenue (donations)* | _____. | |
| 3. | Interest on bank and savings accounts | _____. | |
| 4. | Gross receipts from sales of goods** | _____. | |
| 5. | Gross receipts from other fund raising activities** | _____. | |
| 6. | Miscellaneous receipts** | _____. | |

A. TOTAL REVENUES _____.

EXPENDITURES (Expenses):

- | | | | |
|-----|---|--------|--|
| 1. | Newsletter expenses | _____. | |
| 2. | Other secretarial, telephone, supplies (administrative) | _____. | |
| 3. | Equipment rental & maintenance** | _____. | |
| 4. | Travel**++ | _____. | |
| 5. | Conferences, conventions and meetings** | _____. | |
| 6. | Scholarships given | _____. | |
| 7. | Donations to 99s Chapters/Sections/International | _____. | |
| 8. | Donations to other groups (non-99s) | _____. | |
| 9. | Airmarking expenses | _____. | |
| 10. | Cost of goods sold (items reported under "income" #4) | _____. | |
| 11. | Expenses of fund raising other than goods** | _____. | |
| 12. | Education expenditures** | _____. | |
| 13. | Other expenditures** | _____. | |

B. TOTAL EXPENDITURES _____.

(A minus B: if B is more than A, report as a Loss)

C. NET INCOME (or Loss) _____.

* List names and address of Donors.

** Itemize on a separate sheet and attach.

BANK BALANCES	[1] CHECKING	[2] SAVINGS	[3] TOTAL
D. Beginning of Year	_____.	_____.	_____.
E. End of Year	_____.	_____.	_____.
F. Net Income (Loss)	_____.	_____.	_____.

Note: If line "C." does not equal line F[3], please explain.

COMMENTS: Please add any comments you feel needed to explain unusual expenses, larger than usual fund raising project amounts, etc.

DATE: _____

The officers named below (two signatures required) of _____ Chapter of the Southeast Section of the Ninety-Nines, Inc. certify under penalty of perjury that the above report is true and accurate to the best of their ability to ascertain the same; that such Chapter has authorized Southeast Section to include the Chapter in all federal tax reports under its 501(c)(3) Group Exemption Ruling.

Chapter Employer Identification Number (EIN) _____.

Chairman

Treasurer

Southeast Section EIN 58-1502880

Mailto: Hanna-Mari Salo, 1301 Umstead Hollow Pl., Cary NC, 27513, or email to: hmsalo@hotmail.com

NOTE: This form must be filed each year to maintain the Chapter's 501 (c)(3) tax exemption under the Section Group exemption. This is required for Chapter members to continue to deduct donations and out of pocket expenses.

INCOME

1. Please divide your Contributions among the Sub-divisions listed.
2. Program service fees are monies you might get from another organization as a "thank you" for presenting a program for them, or income from a "program" type of project related to our exempt purposes, such as Flying Companion Seminars.
3. Count interest when it is paid, not earned.
4. These are monies received from your items for sale.
5. Amounts from fund-raising activities includes just about everything that doesn't fit under the previous categories, including receipts from races, banquets, conventions, etc. (unless any of those can be justified under program fees).
6. Miscellaneous: Save this one for smaller items that are truly undesignated. If this is the largest dollar amount in your report, both you and the Section may have problems with the IRS.

EXPENDITURES

1. Newsletter expenses include printing, postage, etc.
2. Secretarial expenses include other printing, postage, thank you notes, telephone, certificates of appreciation, etc., other than the newsletter. In short, it covers any expense that has to do with the administrative end of running your chapter.
3. Equipment rental and maintenance could include anything from slide and movie projectors and screens to aircraft if your chapter has an aircraft or gets involved, as a chapter, in renting one.
4. Travel expenses generally will be for Chapter contributions to your Chairman for Section and International meetings, but could include any other travel expenses incurred by the Chapter (not individuals).
5. Conferences, conventions and meetings will show the expenses of hosting such things as Section meetings, as well as others your chapter may sponsor, such as FAA seminars, etc.
6. Amount given in scholarships belong here.
7. Donations included here are only those to 99-related things, such as the AE Scholarship Fund, other chapters, Sections, International.
8. All donations to non-99s go here. Remember that the donation MUST be to another 501(c)(3) organization, UNLESS it is specifically designated for an exempt purpose, and all of this information must be included in your itemization.
9. Airmarking expenses include cost of paint, brushes, and other equipment.
10. Cost of goods sold is the cost of the items you sold and showed the receipts from under number 4 of "income".
11. Expenses of fundraising OTHER than items for sale will go here. That could include printing, advertising, purchase of give-away prizes, etc. (including trophies and other race-related items).
12. Education expenses might include air age education magazines subscribed to, the cost of air age education projects, printed material for distribution, donations to libraries, Scouts, CAP, etc.
13. As with number 6 under "income", only the smaller "left-over" items should be here.

REMEMBER TO ITEMIZE THOSE ITEMS WITH ASTERISKS - IT IS REQUIRED BY THE IRS.**