

Annual Financial Report

Please complete and submit this form OR send a copy of the unit's tax return.

Financial Report for (Name of Unit):

For the fiscal year _____ (July 1, _____ - June 30, _____)	
July 1, _____ - Balance on Hand	\$
Membership Services	
Income	
Membership Dues	
Other Membership Services Income	
Total Membership Services Income	
Expenses	
Printing & Copying	
Postage	
Telephone	
Supplies	
Other Membership Services Expenses	
Total Membership Services Expense	
Conferences, Conventions, Seminars	
Income	
Registration Income	
Exhibit Income	
Other Income	
Total Conferences, Conventions, Seminars Income	
Expenses	
Printing & Copying	
Postage	
Telephone	
Supplies	
Honoraria	
Travel Expenses	
Other Expenses	
Total Conferences, Conventions, Seminars Expense	
Publications, Subscriptions, etc.	
Income	

Sales	
Advertising Income (if over \$1,000 may need to file form 990-T)	
Other Publications, Subscriptions Income	
Total Publications, Subscriptions Income	
Expenses	
Printing & Copying	
Postage	
Telephone	
Supplies	
Books & Subscriptions	
Other Expenses	
Total Publications, Subscriptions Expenses	
Contributions	
not dues or refunds/Fundraising Activities	
Income	
Expense	
Other Income (please list)	
Total Other Income	
Other Expense (please list)	
Total Other Expense	
Total Income	
Total Expense	
June 30, _____ - Balance on Hand	

Please check the one that applies.

_____ The financial statement above indicates that our unit has income of less than \$25,000 and therefore the filing of Form 990 with the IRS is not required.

_____ Our organization received a Form 990 or Form 990-EZ with a preaddressed label. We have enclosed a copy of the Form 990 or 990-EZ indicating that we did not have gross receipts of \$25,000 or more and we have affixed the preaddressed label to the form and filed it with the IRS.

_____ Our organization had a gross income (gross receipts minus the cost of goods sold) of \$1000 or more in unrelated business expenses (e.g. advertising in our publication). We are enclosing a copy of the form 990-T which we filed with the IRS.