



Annual Financial Report

If your organization filed the 990N, known as the e-postcard, OR if your organization is new and has gross annual receipts of \$50,000 or less, please complete this form and submit by mail to the address above or to Affsec@ncte.org.

If your organization filed a 990EZ or a 990, send a copy of the unit's tax return instead.

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 those that apply for the most recently completed fiscal year.

_____ The financial statement above indicates that our unit has income of less than \$50,000 and filed Form 990N, known as the e-postcard, with the IRS. See <http://www.irs.gov/charities/article/0,,id=152728,00.html>

_____ 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. See <http://www.ncte.org/library/NCTEFiles/Groups/Affiliates/UnrelatedBusinessIncomeTax.pdf>