**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 $25,000 and filed Form 990N, known as the e-postcard, with the IRS. See [http://www.irs.gov/charities/article/0,,id=152728,00.html](http://www.irs.gov/charities/article/0%2C%2Cid%3D152728%2C00.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>