

Chapter Financial Information Form 2011-2012

The submission of the reporting forms is the responsibility of the *current administration*. This form is due within **sixty (60) days** after the close of the fiscal year.

Please use the TAB key to move between fields. Pressing the ENTER key will result in submitting this form. Thank you for your cooperation.

(ALL FIELDS REQUIRED) These financial reports were prepared by:

Name:	Janet Read	Date:	08/29/2012
Title:	Treasurer		
Email:	jread004@odu.edu		

The financial reports were reviewed by (a minimum of two)

Member:	Janet Read	Reviewed:	08/29/2012
Member:	Susan L. Perry	Reviewed:	08/29/2012
Member:		Reviewed:	MM/DD/YYYY

These financial reports were approved by and distributed to the chapter membership by:

Name:	Janet Read	Date:	08/29/2012
Title:	Treasurer		

Balance Sheet Fiscal Year Ending:

Please indicate the accounting method used: Cash basis Accrual method

ASSETS	Amount
Cash	\$6,364.27
Investments	\$6,304.80
Accounts Receivable	\$00,000.00
Prepaid Expenses	\$00,000.00
<input type="text" value="Other Assets (describe)"/>	\$00,000.00
<input type="text" value="Other Assets (describe)"/>	\$00,000.00
Total Assets	\$00,000.00
WORTH	Amount
Accounts Payable*	\$00,000.00
<input type="text" value="Other Liabilities (describe)"/>	\$00,000.00
<input type="text" value="Other Liabilities (describe)"/>	\$00,000.00
Fund Balance	\$12,669.07

Total Liabilities and Fund Balance	\$12,669.07
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If the chapter is on a cash accounting basis, list all anticipated liabilities over \$500.00 to any one individual or other entity. If the aggregate amount of anticipated liabilities totals at least \$5,000, then list all anticipated liabilities over \$100.00.

REVENUES	Amount
Rebates	\$750.00
Meetings	\$3,119.84
Workshops	\$00,000.00
Interest	\$224.60
Grants	\$00,000.00
Other Revenue (describe)	\$00,000.00
Total Revenue	\$4,094.44
EXPENSES	Amount
Temporary Personnel	\$00,000.00
Printing and Duplicating	\$00,000.00
Postage	\$00,000.00
Mailing Labels	\$00,000.00
Travel	\$00,000.00
chapter Meetings	\$2,816.28
Workshops	\$00,000.00
Regional Meetings	\$00,000.00
National Conference	\$00,000.00
Grants	\$00,000.00
Awards	\$659.60
Speakers	\$00,000.00
Miscellaneous Expenses (describe)	\$120.00
Total Expenses	\$3,595.88
Revenue in excess of expenses	\$498.56
Fund Balance, beginning of year	\$12,170.51
Fund Balance, end of year	\$12,669.07

This chapter maintains checking, savings, and/or investment accounts at (email/fax additional information if necessary):

Banking Institution Name:	Wells Fargo Bank
Banking Institution Address:	N.A. (377) PO BOX 6995

Portland, OR 97228-6995

Account Name and Number:

ASPAHR - xxxxxx4037(checking)/xxxxxx0675 (savings)

Tax ID # Used

T52-1204138

Individuals authorized to access this account:

Your Full Name:

Janet P. Read

Signature:

Janet P. Read

Your Full Name:

Susan L. Perry

Signature:

Susan L. Perry

We, the undersigned chapter chair and treasurer, certify that we understand:

- the responsibilities outlined in the document entitled, "Financial Reporting for Chapters and chapters of ASPA", and will execute such responsibilities during our terms of office.
- any and all real or anticipated liabilities incurred by the chapter are the sole responsibility of the chapter.
- payment of membership dues will be withheld from the chapter in the event of noncompliance with reporting requirements or nonacceptance of said reports by the Executive Director, non-member officers, or membership programs in violation of ASPA's constitution or Council-adopted policy.
- any amounts due to the national organization for a period exceeding ninety days will be deducted from the next regularly scheduled rebate of any chapter with such outstanding debt.

We further certify that we will:

- discuss with the ASPA Executive Director any intention to enter into a contract or incur a liability or anticipated liability in an amount exceeding \$5,000.

Chapter Chair Signature:

Susan Perry

Today's Date:

August 29, 2012

Chapter Treasurer Signature:

Janet P. Read

Today's Date:

August 29, 2012

Submit

Clear Form