

## ASPA Chapter Information Form

Submission of reporting forms is the responsibility of the current administration. This form is due within sixty (60) days after the close of ASPA Nationals fiscal year. Note: All fields are required

<b>For fiscal year ending:</b>	
<b>Chapter Name:</b>	
<b>Preparer's Name:</b>	<b>Date:</b>
<b>Title:</b>	<b>Email:</b>

Please provide a minimum of 2 reviewers. Note: Reviewers must be members of ASPA

<b>Reviewer 1:</b>	<b>Date Reviewed:</b>
<b>Reviewer 2:</b>	<b>Date Reviewed:</b>

*\*This report must be approved by the Chapter leadership and distributed to the Chapter membership.*

**Membership Distribution Date:** \_\_\_/ \_\_\_/ \_\_\_\_

### FINANCIAL INFORMATION

**EIN Number:** \_\_\_\_\_

**Please indicate the accounting method used:**            **Cash**            **Accrual**

#### Assets

Item	Actuals	Notes/Comments
Cash		
Investments		
Accounts Receivable		
Prepaid Expenses		
<b>Total Assets</b>		

#### Revenue

Item	Proposed Revenue	Actuals	Notes/Comments
Rebates			
Meetings			
Workshops			
Interest			
Grants			
Fundraising			
<b>Total Revenue</b>			

#### Expenses

Item	Proposed Expenses	Actuals	Notes/Comments

Printing			
Postage			
Supplies			
Chapter Meetings			
National Conference or Regional Meetings			
Awards			
Speakers			
Scholarships			
Web maintenance			
New logo design			
Misc.			
<b>Total Expenses</b>			

**Fund Balance** **\$**

**By Submitting this form we, the Chapter officers, certify and understand:**

- \* 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 ASPA's Executive Director any intention to enter into a contract or incur a liability or anticipate liability in an amount exceeding \$5,000.
- \* file annual return with the IRS and mail a copy to ASPA.

**CHAPTER OFFICER INFO**

The Chapter's fiscal year beginning and end dates: \_\_\_/\_\_\_/\_\_\_ thru \_\_\_/\_\_\_/\_\_\_  
 Leaders are elected: \_\_\_ 1-year term or \_\_\_ 2-year term  
 Elections are held: \_\_\_ Annually or \_\_\_ Biannually  
 Leaders assume their position in what month: \_\_\_\_\_

If the Chapter elects a Vice President, does the individual automatically ascend to Presidency upon completion of the current President's term of office?  
 \_\_\_ Yes or \_\_\_ No

<b>President</b>	Member ID:
Name:	Email:

Mailing Address:		
City:	State:	Zip:

<b>Vice President/President Elect</b>	Member ID:
Name:	Email:
Mailing Address:	
City:	State: Zip:

<b>Secretary</b>	Member ID:
Name:	Email:
Mailing Address:	
City:	State: Zip:

<b>Treasurer</b>	Member ID:
Name:	Email:
Mailing Address:	
City:	State: Zip:

Other:	Member ID:
Name:	Email:
Mailing Address:	
City:	State: Zip:

Other:	Member ID:
Name:	Email:
Mailing Address:	
City:	State: Zip:

**Notice of Understanding**

All Chapter officers, as well as individuals with check-signing authority, must be current members of the American Society for Public Administration. By accepting his or her position as an ASPA Chapter officer, each person agrees:

\* to maintain ASPA membership during the term of office.

\* that noncompliance with reporting requirements will lead to the withholding of Chapter member rebates.