

GENERAL INFORMATION:

Annual Financial Report Form (901308 - Rev. 5/17): All departments and chapters are required to use the revised Annual Financial Report form (901308 - Rev 5/17) provided by National Headquarters. Each line listed on this form provides a description of what is to be reported on that specific line. **Alterations (scratch outs) of these lines are not acceptable.** This means that the category listed for a specific line (e.g. Line 3. Bingo Income) cannot be scratched out and replaced with a different category (e.g. Raffle Income).

Accounting Year: **July 1 – June 30** for all departments and chapters as provided in the National Bylaws.

Due Date: No later than **September 30**. Any department or chapter that has not filed an annual financial report by September 30 will be considered in a delinquent status which may subject the department or chapter to suspension or revocation of its charter.

Income Filing Requirements:

Departments	All departments are required to file with National Headquarters regardless of the amount of gross income.
Chapters	Gross income of \$10,000 or more , excluding per capita dues received from national headquarters: File with <i>both</i> national headquarters and your state department. Gross income below \$10,000 , excluding per capita dues received from National Headquarters: File with your state department only.
Departments and Chapters	Gross income exceeding \$300,000 , excluding per capita dues received from National Headquarters: Requires a review by a certified public accountant (CPA). The complete CPA review report to include the basic supporting backup documentation: Statement of Revenues, Expenditures, Assets and Statement of Cash Flows; the actual <i>review</i> must be accompanied by a properly completed Annual Financial Report form and all required supporting documentation.

Additional Filing Requirements & Information:

Do not include depreciation, Cost of Goods Sold, net values, negative figures or transfers of funds (including cashing in and/or buying a CD) on the financial report.

Fixed assets such as real estate, furniture/equipment, vehicles and inventory/miscellaneous must be reported separately on the provided Other Assets Schedule form (901332 - Rev. 5/17).

Report Completion/Mailing:

The Annual Financial Report is a three (3) part carbonless form. Although typing of the report and schedules is preferred, please be sure all copies are legible if they are handwritten. Mail the completed financial report along with all supporting schedules and any other required documentation to National Headquarters and/or to the state department accordingly. **Refer to the bottom of each form for mailing instructions.** Be sure to retain the appropriate copy of all financial report forms, along with a copy of all schedules and other supporting documentation, for your records!

Online Submission:

Online financial reports are submitted to National Headquarters only. Chapters having gross income, excluding per capita dues, **below \$10,000** are not required to file an annual financial report with National Headquarters and, therefore, **are NOT permitted to submit the financial report online.** Any chapter with gross income of **\$10,000 or more**, excluding per capita dues received from National Headquarters, and all departments are permitted to file an annual financial report online. The department/chapter commander, adjutant or treasurer may access the online financial report by logging onto the DAV Membership System at www.davmembers.org. From the "Maintain Information" menu, select Department/Chapter Financial Report and then click on the Financial Report Instructions button for complete online submission instructions.

CASH (LIQUID ASSETS) REPORT:

This form is to be used to report **only cash/liquid assets** of a department/chapter. For DAV's financial reporting purposes, cash/liquid assets are assets that are in **cash form** or are **readily convertible to cash**. This includes checking and savings accounts, cash on hand, certificates of deposit, market value of investments at end of the accounting period, and any other assets readily convertible to cash (i.e. stocks, bonds, mutual funds and any other securities). The following information and guidelines correspond to the lines of the *Cash (Liquid/Assets) Report*. Some lines may not be applicable and, therefore, should be left blank. Please make entries on the correct lines only. **Alterations (scratch outs) of these lines are not acceptable.** This means that you cannot scratch out the category listed for a specific line and replace it with a different category. In addition, a properly formatted schedule that clearly identifies the source of income or the reasons for the disbursements with the ***total*** amount stated for each category is required for any line on the financial report indicating "Attach Required Schedule" on which you have entered an amount. **Refer to pages 6 and 7 for schedule examples and proper format.**

BEGINNING BALANCE FOR THIS YEAR'S REPORT:

Beginning Balance: Must be the **total liquid assets** reported on line 27 of last year's financial report. Do not include fixed assets such as real estate, furniture/equipment, vehicles or inventory/miscellaneous in the Beginning Balance figure. Keep in mind that this figure must not be adjusted for any reason. If there was a reporting error on last year's report which changes the amount of the total liquid assets reported on line 27 of that report, the adjustment must be reported in the income or expenses section of this year's financial report accordingly. An explanation for the adjustment must be provided as well.

THIS YEAR'S INCOME OR RECEIPTS (Net values are not permitted):

Line 1. Dues: Report all per capita dues received from National Headquarters during the accounting period. Departments and chapters normally receive two per capita dues distributions that are directly deposited each year. The first deposit of the accounting period is received in the month of July and the second is received the following January. This income should **NOT** be reported on line 7 or line 9 of the financial report. Any dues received that are not from National Headquarters should be reported on line 9.

Line 2. Forget-Me-Not Drive Receipts: Report **total gross receipts** from Forget-Me-Not drive during the accounting period.

Line 3. Bingo Gross Receipts: Report **total gross receipts** from bingo operation during the accounting period. Total gross receipts from voluntary bingo sessions held for disabled veterans at a VAMC and/or nursing home for veterans should be reported on line 9.

Line 4. Thrift Store Gross Receipts: Report **total gross receipts** from thrift store operation during the accounting period.

Line 5. Bar/Lounge Gross Receipts: Report **total gross receipts** from bar/lounge operation to include all gross receipts received from all gaming activities (e.g. video gaming machines, pull tabs, lottery tickets) conducted in the bar/lounge during the accounting period.

Line 6. Interest & Dividend Income: Report interest and dividends received from checking accounts, savings accounts, and certificates of deposit during the accounting period. Interest and dividend income received from investments listed on line 26 should be reported on line 9 as investment income.

Line 7. All Funding From the National Organization (Department use only): Report distributions received by the department from the National Organization for the Department Fundraising Program and any other funding with the exception of per capita dues. The Department Fundraising Program direct deposits from the National Organization are normally received in the months of November, December and June. Direct Deposit Distributions provided for dues per capita should be reported on line 1 of the financial report.

Line 8. Increase in Market Value of Investments on Line 26: Report any **increase** in the market value of investments reported on line 26 **as of the end of the accounting period (June 30).**

Line 9. Other Income: Report all income and monies received that do not fall into any of the above categories. **Attach required schedule** indicating all sources of any such income and the specific amount received from each source. **NOTE:** Transfers of funds (including cashing in and/or buying a CD) must not be listed on the financial report. A transfer of funds is just moving money the department/chapter already had from one bank account to another bank account. The actual transfer is not income earned as the department/chapter already had the money as an asset, nor is it an expense as the money was not spent/dispensed. Only income actually **earned/received** and money actually **spent/dispensed** during the accounting period should be reported.

Line 10. Total Income: The sum of lines 1 thru 9. Do **NOT** include the Beginning Balance amount.

THIS YEAR'S EXPENSES OR DISBURSEMENTS (Net values are not permitted):

Line 11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only: Report total amount of all salaries, payroll taxes and employee benefits for administrative personnel only. **Attach required schedule** providing the full names of all administrative personnel, their job title and the amount of each individual's compensation. Do **not** include any salaries, taxes or benefits for service personnel (i.e. department/chapter service officers, hospital service coordinators), bingo employees, or bar/lounge employees as these should be listed on separate schedules for lines 14, 16 and 18 respectively.

Line 12. Conventions/Conferences/Seminars: Report total amount of expenses for national and department conventions, conferences, schools of instruction, seminars and district meetings. **Attach required schedule** listing the specific event and the total amount expensed/disbursed for each event. All travel and lodging expenses, convention ads, hospitality rooms, and all other expenses directly related to the event should be included in the total amount reported.

Line 13. Postage and Office Supplies: Report total amount of expenses for administrative and non-service related postage, plus the cost of all office supplies (pens, paper, ink cartridges). The purchase of furniture or equipment (e.g. computers, printers, desks) should not be listed on line 13. **Service related postage should be reported on line 14.**

Line 14. Service/Charitable: Report total amount of expenses for service programs and activities that provide a **direct** and **substantial** benefit to disabled veterans and their families. **Complete and attach the Service/Charitable Expenses Schedule form (901331-Rev. 5/17)**, which is included with the Annual Financial Report Kit, whenever any expenses are reported on line 14. Each line listed on this form provides a description of what is to be reported on that specific line. Alterations and/or grouping of these lines are not acceptable. **Please make entries on the correct lines only.** Also, be sure to provide all additional required schedules as indicated on this form. It is imperative that salaries and benefits related to department/chapter service officer and hospital service coordinators be listed by name and amount on the corresponding schedules. You should be prepared to substantiate the reported expenses with receipts, canceled checks, or other supporting documentation.

Line 15. Forget-Me-Not Drive Expenses: Report total amount of Forget-Me-Not drive expenses (flowers, cans, materials purchased from National Headquarters). Costs associated with volunteer related expenses (i.e. meals) are **NOT** considered Forget-Me-Not expenses and should not be reported on line 15.

Line 16. Bingo Expenses: Report total amount of expenses for any non-service related bingo operation. **Attach required schedule** to include the payout to players, all bingo salaries (list the full name, job title and amount of salary or other compensation for each bingo employee), payroll taxes, related supplies and any other expenses that are directly related to the operation of bingo. Please bear in mind there are some states which prohibit the payment of any compensation to bingo workers by a charity/nonprofit. Expenses for voluntary bingo sessions held for disabled veterans at any VAMC and/or nursing home for veterans should be reported on line 14. **NOTE:** The Cost of Goods Sold should **NOT** be included on the financial report as it is the beginning inventory plus purchases made minus the ending the inventory, which is not an actual cash disbursement. Only the actual inventory purchases made during the accounting period should be reported.

Line 17. Thrift Store Expenses: Report total amount of expenses for any thrift store operation. **Attach required schedule** to include rent, utilities, all thrift store salaries (list the full name, job title and amount of salary or other compensation for each thrift store employee, payroll taxes, management fees, and any other expenses that are directly related to the operation of the thrift store. **NOTE:** The Cost of Goods Sold should **NOT** be included on the financial report as it is the beginning inventory plus purchases made minus the ending the inventory, which is not an actual cash disbursement. Only the actual inventory purchases made during the accounting period should be reported.

Line 18. Bar/Lounge Expenses: Report total amount of expenses for any bar/lounge operation. **Attach required schedule** to include all bar/lounge salaries (list the full name, job title and amount of salary or other compensation for each bar/lounge employee), payroll taxes, beverage purchases, food purchases, related supplies, equipment and any other expenses that are directly related to the operation of the bar/lounge. **NOTE:** The Cost of Goods Sold should **NOT** be included on the financial report as it is the beginning inventory plus purchases made minus the ending the inventory, which is not an actual cash disbursement. Only the actual inventory purchases made during the accounting period should be reported.

Line 19. Chapter Home/Department Headquarters Expenses: Report total amount of expenses for the chapter meeting place and chapter meetings or department headquarters facility. **Attach required schedule** to include rent, mortgage payments, utilities, insurance, repairs and maintenance, office furniture, computers, meeting supplies and any other expenses directly related to the chapter monthly membership meetings and meeting place or department headquarters facility.

Line 20. Decrease in Market Value of Investments on Line 26: Report any **decrease** in the market value of investments reported on line 26 **as of the end of the accounting period (June 30)**.

Line 21. Other Expenses: Report total amount of all other expenses which do not fit into any of the above categories. Examples include: awards, gifts and pins to officers, members and quests; dinners and picnics for the members; installation, supplies (non-Forget-Me-Not) purchased from National Headquarters, and any other miscellaneous expenses. **Attach required schedule** which clearly identifies the reason for the disbursement with the total amount stated for each category. **NOTE: Depreciation** of fixed assets (real estate, equipment, etc.) must **not** be listed as an expense or disbursement on the financial report. **Transfers of funds** (including cashing in and/or buying a CD) must **not** be listed on the financial report. A transfer of funds is just moving money the department/chapter already had from one bank account to another bank account. The actual transfer is not income earned as the department/chapter already had the money as an asset, nor is it an expense as the money was not spent/disbursed. Only income actually **earned/received** and money actually **spent/disbursed** during the accounting period should be reported.

Line 22. Total Expenses: The sum of lines 11 thru 21.

ENDING BALANCE FOR THIS YEAR'S REPORT:

Ending Balance: This figure will be the **Beginning Balance** plus the **Total Income (line 10)** and minus the **Total Expenses (line 22)**, which must agree with the **Total Liquid Assets** listed on line 27 of this current report.

STATEMENT OF LIQUID ASSETS:

Lines 23 thru 27 on this form are to be used to report only liquid/cash assets which, for DAV's financial reporting purposes, are assets that are in cash form or are readily convertible to cash (i.e. stocks, bonds, mutual funds and any other securities). Please remember that this does not include fixed assets such as real estate, furniture/equipment, vehicles and inventory/miscellaneous which must be reported on the Other Assets Schedule form (901332 - Rev. 5/17) provided with the Annual Financial Report Kit.

Line 23. Checking Accounts/Cash on Hand: Report **total** of amounts in **all** checking accounts on last day of accounting period (June 30). Also report all cash on hand at that time. **Attach a copy of the bank statement** closest to the ending date of the accounting period for each checking account. **NOTE:** If the total amount reported on this line differs from the closing balance shown on the bank statement(s) plus all cash on hand, provide a copy of the reconciliation page for each checking account.

Line 24. Savings Accounts: Report **total** of amounts in **all** savings accounts on last day of accounting period (June 30). **Attach a copy of the bank statement** closest to the ending date of the accounting period for each savings account. **NOTE:** If the total amount reported on this line differs from the closing balance shown on the bank statement(s), provide a copy of the reconciliation page for each savings account.

Line 25. Certificate(s) of Deposit: Report **total value** (not original purchase value) of **all** certificates of deposit (CD) on last day of accounting period (June 30). **Attach a copy of the bank statement** closest to the ending date of the accounting period or a letter from the financial institution(s) holding any CDs verifying the value as of the end of the accounting period for each CD. **NOTE:** Be sure to properly report all CD interest earned during the accounting period on line 6 and the actual total value of all CDs on the last day of the accounting period on line 25.

Line 26. Market Value of Investments As of End of Accounting Period: Report **total market value** of investments on the last day of accounting period (June 30). **Attach a copy of the investment statement** closest to the ending date of the accounting period for all investments (i.e. stocks, bonds, mutual funds and any other securities).

Line 27. Total Liquid Assets: The sum of lines 23 thru 26. **In all cases**, this figure must **equal** the amount reported on the **Ending Balance** line. **Reports that are not in balance will not be accepted!**

NAME OF BANK(S) AND BRANCH LOCATION(S):

Provide the full name and branch location (city & state) of **all** financial institutions (banks, savings & loans, etc.) holding **any** funds of department/chapter.

NAMES OF AUTHORIZED SIGNERS ON BANK ACCOUNT(S):

Provide the first and last names of each authorized signer on all bank accounts. These should be only those individuals specifically authorized as signatories on these accounts by your constitution/bylaws.

REQUIRED SIGNATURES:

Signed by Audit Committee: The financial report must be **signed** and dated by **three** members of the department/chapter audit committee as indicated in the lower left hand corner of the report. As provided in the National Bylaws, **excluded** from the audit committee are the commander, senior vice-commander, treasurer, adjutant and finance committee chairperson.

Signed and Submitted by Authorized Department/Chapter Officer: The financial report must be **signed**, dated, and submitted by an authorized department/chapter officer (*preferably the commander, adjutant, or treasurer*) as indicated in the right hand corner of the report.

OTHER ASSETS SCHEDULE FORM (901332 - REV. 5/17):

This form is to be used to report all **fixed assets**. Do not include any cash/liquid assets on this form. Please be prepared to substantiate the reported assets with supporting documentation.

Real Estate: Provide the complete address, date of acquisition/purchase and the **current market value** (not purchase price) for **each** property titled in the department/chapter name and affiliated entity(ies) name (e.g. thrift store). If more than two properties are owned, attach a list showing the required information for **each**. **Rented or leased property that is not titled in the department/chapter name or affiliated entity(ies) name should not be listed.**

Loan Information: Provide the loan balance as of the end of the accounting period (June 30) for any loan in the department/chapter name or affiliated entity(ies) name and the full name and address of the lending institution.

Furniture/Equipment: Provide a brief description of all furniture/equipment and their total **current estimated market value**, not their purchase price.

Vehicles: Provide year, make and model of all vehicles owned by the department/chapter and affiliated entity(ies) and their total **current estimated market value**, not their purchase price.

Inventory/Miscellaneous: Provide a brief description of all inventory/miscellaneous and their total **current estimated market value**, not their purchase price.

ENSURE REPORT IS MATHEMATICALLY CORRECT AND IN BALANCE:

Be sure to complete **all** computations on the financial report and required schedules.

Ensure that the amounts listed on the financial report agree with the corresponding schedule amounts.

Ensure that the report is in balance. Start with the beginning balance listed at the top of the current financial report, add the total income listed on line 10 and subtract the total expenses listed on line 22 to arrive at the ending balance. The ending balance **must** agree with the total liquid assets listed on line 27 of the current financial report. **Reports that are not in balance will not be accepted!**

Ensure that all schedules are in the proper format. Refer to page 6 of these instructions for the proper format.

ATTACHED SCHEDULES:

Departments and chapters are required to provide simple schedules in the proper format which clearly identify the source of income and/or the reasons for the disbursements. Combine all like income or all like disbursements and state the total amount for each category; for example: Member Donations and the **total** amount received from all member donations would be listed on the schedule for line 9; Department Convention and the total amount disbursed for said Convention would be reported on the schedule for line 12; Monthly Membership Meeting Refreshments and the total amount paid for all refreshments for said meetings would be reported on the schedule for line 19; Chapter Christmas Party and the **total** amount disbursed for said party would be reported on the schedule for line 21. Monthly breakdowns/general ledger reports; listings of each deposit made, each check written and each withdrawal; and proper names are not acceptable.

Refer to pages 6 and 7 of these instructions for the proper format.

SCHEDULE EXAMPLES:**Schedule for line 9**

Donations		\$ 10,310.00
–Business Donations	\$5,000.00	
–Bequest	\$4,000.00	
–Jar Donations	\$1,000.00	
–Member Donations	\$310.00	
Fundraising		\$ 1,690.00
–Quilt Raffle	\$1,000.00	
–Car Show	\$690.00	
DAV Membership Dues		\$ 400.00
Refunds		\$ 525.00
Resale Items Proceeds		\$ 100.00
		<u>\$ 13,025.00</u>

Schedule for Line 11

Tom Jones-Adjutant		\$ 1,000.00
Employee Benefits		\$ 500.00
		<u>\$ 1,500.00</u>

Schedule for Line 12

Fall Conference		\$ 500.00
National Convention		\$ 200.00
State Convention		\$ 600.00
		<u>\$ 1,300.00</u>

Schedule for Line 16

Bingo Payouts/Prizes		\$ 10,603.49
Bingo Supplies		\$ 500.00
–Bingo Cards	\$250.00	
–Daubers	\$50.00	
–Pull Tabs	\$200.00	
Bingo License		\$ 100.00
Total Bingo Payroll		\$ 2,000.00
–James Smith, Manager	\$1,500.00	
–Mark Green, Cashier	\$500.00	
<i>30% of operating expenses (Allocation Example)</i>		
Mortgage Payments/Rent		\$ 2,400.00
Insurance		\$ 615.96
Repairs & Maintenance:		\$ 2,065.53
–Roof Repairs	\$1,785.00	
–Plumbing Repairs	\$280.53	
Utilities		\$ 1,346.40
Janitorial		\$ 600.00
		<u>\$ 20,231.38</u>

Schedule for line 17:

Utilities		\$ 1,265.00
Trash Removal		\$ 800.00
Vehicle Expense		\$ 2,135.00
Mortgage Payments/Rent		\$ 500.00
Total Payroll		\$ 2,800.00
–Jim Smith, Cashier	\$400.00	
–Tom Miller, Cashier	\$400.00	
Management Fees		\$ 3,500.00
		<u>\$ 11,200.00</u>

Schedule for Line 18

Beverages		\$ 5,000.00
Food and Supplies		\$ 3,000.00
Total Bar/Lounge Payroll		\$ 8,000.00
–John Doe-Manager	\$5,000.00	
–Jane Smith-Bartender	\$2,000.00	
–James Green-Custodian	\$1,000.00	
Cooler Repairs		\$ 200.00
Purchase of Bar Stools		\$ 1,200.00
<i>60% of operating expenses (Allocation Example)</i>		
Mortgage Payments/Rent		\$ 4,800.00
Insurance		\$ 1,231.92
Repairs & Maintenance:		\$ 4,131.06
–Roof Repairs	\$3,570.00	
–Plumbing Repairs	\$561.06	
Utilities		\$ 2,692.80
Janitorial		\$ 1,200.00
		<u>\$ 31,455.78</u>

Schedule for Line 19

Meeting Refreshments		\$ 250.00
Purchase of Computer		\$ 400.00
<i>10% of operating expenses (Allocation Example)</i>		
Mortgage Payments/Rent		\$ 800.00
Insurance		\$ 205.32
Repairs & Maintenance:		\$ 688.51
–Roof Repairs	\$595.00	
–Plumbing Repairs	\$93.51	
Utilities		\$ 448.80
Janitorial		\$ 200.00
		<u>\$ 2,992.63</u>

Schedule for Line 21

Fundraising		\$ 500.00
–Quilt Raffle Expenses	\$400.00	
–Car Show Expenses	\$100.00	
DAV Membership Dues		\$ 250.00
Vehicle Maintenance		\$ 600.00
Christmas Dinner for Members		\$ 125.00
Donations to Boy Scouts		\$ 100.00
Purchase of Resale Items		\$ 75.00
Orders from National HQ		\$ 25.00
		<u>\$ 1,675.00</u>

LINE 14 SCHEDULE EXAMPLES:**VA Medical Center Donations:**

-Name of VAMC	\$ 50.00
-Name of VAMC	\$ 100.00
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	\$ 150.00

VAVS Programs:

-Name of Facility & Program	\$ 75.00
-Name of Facility & Program	\$ 100.00
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	\$ 175.00

Service Programs:

-Name of Service Program	\$ 100.00
-Name of Service Program	\$ 200.00
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	\$ 300.00

Service Officer Salaries and Benefits:

-John Smith, DSO (Salary)	\$ 10,000.00
-John Smith, DSO (Benefits/Taxes, etc)	\$ 2,000.00
-Mary Jones, CSO (Salary)	\$ 9,000.00
-Mary Jones, CSO (Benefits/Taxes, etc)	\$ 1,200.00
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	\$ 22,200.00

Hospital Service Coordinator:

-John Smith, HSC (Salary)	\$ 7,000.00
-John Smith, HSC (Benefits/Taxes, etc)	\$ 1,000.00
-Mary Jones, HSC (Salary)	\$ 8,000.00
-Mary Jones, HSC (Benefits/Taxes, etc)	\$ 700.00
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	\$ 16,700.00

LVAP Programs:

-Name of Program	\$ 500.00
-Name of Program	\$ 250.00
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	\$ 750.00

Donations to State Veterans Homes:

-Name of Facility	\$ 100.00
-Name of Facility	\$ 400.00
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	\$ 500.00

Housing Programs:

-Name of Facility & Program	\$ 150.00
-Name of Facility & Program	\$ 200.00
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	\$ 350.00

Meal Programs:

-Name of Facility & Program	\$ 200.00
-Name of Facility & Program	\$ 100.00
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	\$ 300.00

Grants to Homeless or Needy:

-Tom Smith	\$ 150.00
-Jack Jones	\$ 45.00
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	\$ 195.00

Other Service/Charitable expenses line:

-Flags for Graves	\$ 100.00
-Flowers for Funerals	\$ 125.00
-Bibles for Widows	\$ 100.00
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	\$ 325.00

ANNUAL FINANCIAL REPORT CHECKLIST:

(provided for your convenience)

- Is the Annual Financial Report form current (901308 - Rev. 5/17)? Outdated forms will not be accepted.
- Are you using the required accounting period of **July 1 to June 30**?
- If your gross annual income, excluding per capita dues and all applicable funding from National, exceeds \$300,000, has a review by a certified public accountant (CPA) been performed? Be sure to enclose the complete CPA review report.
- Is the beginning balance figure the Total Liquid Assets (line 27) from last year's report?
- Are all the computations on the Annual Financial Report completed?
- Does the Beginning Balance plus Total Income (line 10) minus Total Expenses (line 22) agree with Liquid Assets listed on line 27 of the current report?
- Are all the names and branch locations of the department/chapter financial institutions included?
- Are all names of the authorized signers on all department/chapter bank accounts included?
- Did three members of the audit committee sign and date the Annual Financial Report? (Excluded from the audit committee are the commander, treasurer, adjutant and the finance committee chairperson.)
- Is the Annual Financial Report signed, dated and submitted by an authorized officer? (Preferably the commander, adjutant or treasurer)

Are the following applicable schedules and attachments: equal to the amount listed on the corresponding lines of the Annual Financial Report; in the proper format (refer to pages 6 and 7 of the revised Annual Financial Report); and enclosed:

- Line 9. Other Income
- Line 11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only
- Line 12. Conventions/Conferences/Seminars
- Line 14. Service/Charitable Expenses Schedule—Is the provided form (901331 - Rev. 5/17) properly completed showing the total amount expended for such programs and activities that provide a direct and substantial benefit to ill and injured veterans and their families?
- Additional applicable detailed schedules provided for the following lines of the Service/Charitable Expenses Schedule form:
 - VA Medical Center Donations
 - VAVS Programs
 - Service Programs
 - Service Officer Salaries and Benefits
 - Hospital Service Coordinators
 - LVAP
 - Donations to State Veterans Homes
 - Housing Programs
 - Meals Programs
 - Grants to Homeless or Needy Veterans
 - Other/Service Charitable expenses
- Line 16. Bingo
- Line 17. Thrift Store
- Line 18. Bar/Lounge
- Line 19. Chapter Home/Department Headquarters Expenses
- Line 21. Other
- Line 23. Checking Account/Cash on Hand
- Line 24. Savings Account
- Line 25. Certificate(s) of Deposit
- Line 26. Market Value of Investments as of End of Accounting Period
- OTHER ASSETS SCHEDULE—Is the provided form (901332-Rev. 5/17) properly completed to include the full address, date of acquisition/purchase and the current market value of each property owned; any loan balance and full name and address of lending institution(s); and furniture/equipment, vehicles and inventory listed at their **current market value** as of June 30?
- Mail the report along with copies of all supporting schedules and attachments as indicated at the bottom of each copy of the Annual Financial Report form (901308 - Rev. 5/17).
- Be sure to retain the appropriate copy of all financial forms, along with a copy of all schedules and other supporting documentation, for your records!



FULFILLING OUR PROMISES
TO THE MEN AND WOMEN WHO SERVED

Annual Financial Report

Chapter _____ Department of _____
Name & Number Name of State
 Located at _____ Accounting Period from July 1, _____ to June 30, _____
City State

Cash (Liquid Assets) Report

Beginning Balance \$ _____
(Total Liquid Assets from line 27 of last year's report)

This Year's Gross Income/Receipts (net values are not permitted):

- 1. Dues Per Capita from National Headquarters \$ _____
- 2. Forget-Me-Not Drive Receipts _____
- 3. Bingo Gross Receipts _____
- 4. Thrift Store Gross Receipts _____
- 5. Bar/Lounge Gross Receipts _____
- 6. Interest & Dividend Income from Checking, Savings & C.D.s _____
- 7. All Funding From the National Organization *(Department use only)* _____
- 8. Increase in Market Value of Investments on Line 26 during Accounting Period _____
- 9. Other Income *(Attach required schedule)* _____
- 10. Total Income (Sum of Lines 1 thru 9) (Do not include Beginning Balance amount)** \$ _____

*** Chapters: The report must be reviewed by a certified public accountant if the total of Lines 2 thru 9 exceeds \$300,000. ***
 *** Departments: The report must be reviewed by a certified public accountant if the amount shown on line 10 minus the amounts shown on lines 1 and 7 exceeds \$300,000. ***

This Year's Expenses/Disbursements (net values are not permitted):

- 11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only *(Attach required schedule)* \$ _____
- 12. Conventions/Conferences/Seminars *(Attach required schedule listing specific events and amounts)* _____
- 13. Postage & Office Supplies *(Administrative and non-service related postage & office supplies)* _____
- 14. Service/Charitable *(Complete and attach required Service/Charitable Expenses Schedule form)* _____
- 15. Forget-Me-Not Expenses *(Cost of drive only)* _____
- 16. Bingo Expenses, including bingo salaries & payroll taxes *(Attach required schedule)* _____
- 17. Thrift Store Expenses, including thrift store salaries & payroll taxes *(Attach required schedule)* _____
- 18. Bar/Lounge Expenses, including bar/lounge salaries & payroll taxes *(Attach required schedule)* _____
- 19. Chapter Home/Department HQ Expenses *(Attach required schedule)* _____
- 20. Decrease in Market Value of Investments on Line 26 during Accounting Period _____
- 21. Other Expenses *(Attach required schedule)* _____
- 22. Total Expenses (Sum of Lines 11 thru 21)** \$ _____

Ending Balance \$ _____
(Beginning Balance plus Line 10 minus Line 22)

Statement of Liquid Assets:

Liquid assets are those assets which are readily convertible to cash, and do not include real or physical property such as real estate or furniture and fixtures. If applicable, complete and attach Other Assets Schedule form (901332 - Rev. 5/17) to this report.

- 23. Checking Accounts *(Attach copy of bank statement)* \$ _____ + Cash on Hand \$ _____ = \$ _____
- 24. Savings Accounts *(Attach copy of bank statement)* _____
- 25. Certificates of Deposit *(Attach copy of bank statement or letter from financial institution verifying value)* _____
- 26. Market Value of Investments as of End of Accounting Period *(Attach copy of investment statement)* _____
- 27. Total Liquid Assets (Sum of Lines 23 thru 26) (Must equal amount on Ending Balance Line)** \$ _____

Name of Bank(s) and Branch Location(s) _____

Names of Authorized Signers on Bank Account(s) _____

SIGNED by audit committee (three members)
(Must not include commander, sr. vice commander, treasurer, adjutant or finance chairperson)

SIGNED & SUBMITTED by authorized department/chapter officer
(preferably the commander, adjutant or treasurer)

Audit Committee Member Signature & Membership Number

Authorized Officer Signature & Membership Number

Audit Committee Member Signature & Membership Number

Authorized Officer Title

Audit Committee Member Signature & Membership Number

Date

Date

This form is required to be filed annually by the National Constitution and Bylaws Article 8, Section 8.4, Article 9, Section 9.3 and Article 10, Section 10.2. If gross receipts of chapter, excluding dues per capita, are less than \$10,000, submit report to state department only.

Important Notice to all Departments and Chapters:

This form must be completed as an itemized schedule for **Line 14** under the “Expenses/Disbursements” section of the financial report and **attached as an addendum to the report.** Alterations and/or grouping of these lines are not acceptable. Please be prepared to substantiate all reported amounts with receipts, canceled checks, or other supporting documents.

Amount

VA Medical Center Donations (attach schedule listing name of VAMC, amount donated and a copy of recognition letter from VAMC): \$ _____

VAVS Programs (attach schedule of each program by facility and total program expense for each): _____

National Transportation Van Grant Program: _____

Service Programs (attach schedule listing name of each program and total program expense for each): _____

Service Officer Expenses: _____

Service Officer Salaries and Benefits (attach schedule listing name(s) and total salary(ies) and benefits): _____

Cost to Attend Service Schools: _____

Hospital Service Coordinators (attach schedule listing name(s) and total salary(ies) and benefits): _____

Donations to the Columbia Trust: _____

National Service Foundation Donations: _____

LVAP Programs (attach schedule of each program and total program expense for each): _____

Donations to State Veterans Homes (attach schedule listing name of facility, amount donated and copy of recognition letter from facility): _____

Housing Programs (attach schedule listing name of facility, amount donated and copy of recognition letter from facility): _____

Meal Programs (attach schedule listing name of facility, amount donated and copy of recognition letter from facility): _____

Publication of Newsletters/Periodicals (devoted to providing service/VA benefits/membership information): _____

Grants to Homeless or Needy Veterans (attach schedule by name and amount granted): _____

Other Service/Charitable Expenses (attach schedule listing the reasons for the disbursements with the total amount stated for each category): _____

Total Amount of Line 14 Expenses (this figure must equal the amount reported on Line 14 of Annual Financial Report): \$ _____

Important Notice to all Departments and Chapters:

This form is to be used to report all **fixed assets**. Do **not** include any cash/liquid assets on this form. Please be prepared to substantiate the reported assets with supporting documentation.

Real Estate: If more than two properties are owned, attach list showing the required information for **each** additional property. **Rented or leased property that is not titled in the department/chapter name or affiliated entity (e.g. thrift store) should not be listed.**

Address/location of property:

Address/location of property:

Date of acquisition/purchase of property:

Date of acquisition/purchase of property:

Current market value as of June 30, including land, buildings and market improvements:

\$ _____

Current market value as of June 30, including land, buildings and market improvements:

\$ _____

Loan Information: Current balance of **any** loan in the department/chapter name or affiliated entity name as of June 30, including name and address of lending institution:

\$ _____
(Loan Balance)

(Lender's Name and Address)

Furniture/Equipment:

(Provide brief description) \$ _____
Estimated Market Value as of June 30

Vehicles (Automobiles, Trucks, Vans):

(Provide year, make and model) \$ _____
Estimated Market Value as of June 30

Inventory/Miscellaneous:

(Provide brief description) \$ _____
Estimated Market Value as of June 30