

Chapter SHELBY COUNTY CHAPTER 70 Department of TENNESSEE  
Name & Number Name of State  
 Located at MEMPHIS TENNESSEE Accounting Period from July 1, 2018 to June 30, 2019  
City State

**Cash (Liquid Assets) Report**

**Beginning Balance** \$ 34,614.98  
(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	\$ 4,165.00
2. Forget-Me-Not Drive Receipts	\$ 1,074.04
3. Bingo Gross Receipts	\$ -
4. Thrift Store Gross Receipts	\$ -
5. Bar/Lounge Gross Receipts	\$ -
6. Interest & Dividend Income from Checking, Savings & C.D.s	\$ 51.15
7. National Fundraising Program <i>(Department use only)</i>	\$ -
8. Increase in Market Value of Investments on Line 26 during Accounting Period	\$ -
9. Other Income <i>(Attach required schedule)</i>	\$ 1,108.74
10. Total Income <i>(Sum of Lines 1 thru 9) (Do not include Beginning Balance amount)</i>	\$ 6,398.93

\*\*\* The report must be reviewed by a certified public accountant if the total of Lines 2 thru 9 exceeds \$300,000. \*\*\*

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

11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only <i>(Attach required schedule)</i>	\$ -
12. Conventions/Conferences/Seminars <i>(Attach required schedule listing specific events and amounts)</i>	\$ 2,317.30
13. Postage & Office Supplies <i>(Administrative and non-service related postage &amp; office supplies)</i>	\$ 320.61
14. Service/Charitable <i>(Complete and attach required Service/Charitable Expenses Schedule form)</i>	\$ 1,231.34
15. Forget-Me-Not Expenses <i>(Cost of drive only)</i>	\$ 334.50
16. Bingo Expenses, including bingo salaries & payroll taxes <i>(Attach required schedule)</i>	\$ -
17. Thrift Store Expenses, including thrift store salaries & payroll taxes <i>(Attach required schedule)</i>	\$ -
18. Bar/Lounge Expenses, including bar/lounge salaries & payroll taxes <i>(Attach required schedule)</i>	\$ -
19. Chapter Home/Department HQ Expenses <i>(Attach required schedule)</i>	\$ 1,463.44
20. Decrease in Market Value of Investments on Line 26 during Accounting Period	\$ -
21. Other Expenses <i>(Attach required schedule)</i>	\$ -
22. Total Expenses <i>(Sum of Lines 11 thru 21)</i>	\$ 5,667.19

**Ending Balance** \$ 35,346.72  
(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. 10/13) to this report.

23. Checking Accounts <i>(Attach copy of bank statement)</i>	\$ 4,059.32	+	Cash on Hand	\$ -	=	\$ 4,059.32
24. Savings Accounts <i>(Attach copy of bank statement)</i>	\$ 31,287.40					
25. Certificates of Deposit <i>(Attach copy of bank statement or letter from financial institution verifying value)</i>	\$ -					
26. Market Value of Investments as of End of Accounting Period <i>(Attach copy of investment statement)</i>	\$ -					
27. Total Liquid Assets <i>(Sum of Lines 23 thru 26) (Must equal amount on Ending Balance Line)</i>	\$ 35,346.72					

**Name of Bank(s) and Branch Location(s)** FIRST TENNESSEE BANK, MEMPHIS, TENNESSEE

**Names of Authorized Signers on Bank Account(s)** TREAS NORMA BRADFORD, CDR JOHN BURKHART, AND SR VICE CDR LEE FISHER

**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

\_\_\_\_\_  
Audit Committee Member Signature

\_\_\_\_\_  
Audit Committee Member Signature Date

Tuesday, August 13, 2019  
Date

\_\_\_\_\_  
Authorized Officer Signature

Commander  
Authorized Officer Title

Tuesday, August 13, 2019  
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.

## Schedules of Annual Financial Report

SHELBY COUNTY CHAPTER 70, MEMPHIS, TENNESSEE

Accounting Period from July 1, 2018 to June 30, 2019

**Transfer from Savings to Checkings** \$ -

**Line 9 - Other Income**

Truist Funds	\$ 820.25
Member Dues Cash Received	\$ 230.00
Donations	\$ 28.48
Refund Bank Paper Statement	\$ 30.00
Other (Saving Deposit)	\$ 0.01
<b>Total Line 9</b>	<b>\$ <u>1,108.74</u></b>

**Line 12 - Conventions/Conferences/Seminars**

National Convention	\$ 25.00
National Midwinter Convention	\$ -
State Midwinter Convention	\$ 389.90
State Convention	\$ 1,902.40
<b>Total Line 12</b>	<b>\$ <u>2,317.30</u></b>

**Line 14 - Service/Charitable Expenses**

VA Medical Center Donations:

-MVAMC VSO	\$ 781.34
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Other Service/Charitable expenses line:

-MCVA Youth Prog/DSO/Natl Disaster	\$ 450.00
	\$ 450.00
<b>Total Line 14</b>	<b>\$ <u>1,231.34</u></b>

**Line 19 - Chapter Home/Department Expenses**

Storage Rental	
PO Box Rental	\$ 234.00
Member Dues Check forwarded to higher Hqs	\$ 230.00
Bank Charges (Paper statement fee)	\$ 20.00
Chapter Monthly Meeting Supplies & Equip	\$ 736.54
Mortgage Payments/Rent	\$ -
Purchase of Copy Machine	\$ -
Business Annual Renewal Administrative Fee	\$ 40.94
Chapter Christmas Party	\$ 201.96
<b>Total Line 19</b>	<b>\$ <u>1,463.44</u></b>

**Line 21 - Other Expenses**

Withdrawal from Savings	
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**Total Line 21** \$ -