

# Instructions for Completing Chapter Finance Report

T-A

***Please give the Chapter Finance Report and these Instructions to your Treasurer as early as possible in the fiscal year. This will allow correct record-keeping throughout the year and simplify end of year reporting. Please note that the report and definition of categories have changed.***

We recommend you create ledgers to tally Income and Expenses throughout the year. This may be done with software or on paper. On the Income Ledger, the columns should read: Member Donations, Grants Received, Gifts Received, and Interest. On the Expenses Ledger, the columns should read Grant Money, Dues, AGTS DV Meetings and Events, Chapter Meetings and Events, Operating Expenses, Educational Materials, Donations, and Bank Fees. Feel free to subdivide these categories if your chapter is interested in a more detailed accounting of finances. Since all financial activity starting June 1 must be accounted for, you may want to do this as soon as possible.

## **Explanation of Categories**

***Income:*** Income may come from chapter members, schools, or grant giving institutions. For our purposes, we are only interested in where funds come from, not how much your chapter assesses per person.

***Member Donations:*** This includes any money collected from your members, whether it be for dues, chapter meetings, or Delaware Valley events. When members pay Delaware Valley directly, such as events where individuals pay at the door, do not list that here or under Money Submitted.

***Grants Received:*** A grant is money donated to achieve a specific purpose. Grants require an application process that explains how funds are to be spent. As grant money is spent for its designated purpose, tally those costs in the Grant Money Spent category.

***Gifts Received:*** This does not include money from members nor grants. You may receive donations from schools and PTO's to help cover expenses.

***Other Income:*** Additional income could include interest income from a bank account.

***Expenses:*** You need to keep track of when Grants Received is spent and place those expenditures under Grant Money Spent. All other expenditures do not need to designate source of income.

***Grant Money Spent:*** This amount should equal Grants Received if money is spent within the fiscal year.

***Dues Submitted to AGTS Delaware Valley:*** If members (or school districts) pay directly to Delaware Valley and money doesn't change hands in the chapter, there is no need to list money here nor in Member Donations (Gifts Received) category. If this entry is zero, please write on Finance Report, "Dues are Paid Directly by Members (or School Districts)."

***Money Submitted to AGTS DV for Meetings and Events:*** When members choose to pay directly to Delaware Valley and money doesn't change hands in the chapter, there is no need to list money here nor in Member Donations category. Should chapter first collect money from

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members and then send to Delaware Valley, money should be listed as Member Donation income and then as Money Submitted to AGTS DV expense. Should an outside source provide funds, list as Gifts Received income and then under this category.

**Chapter Meeting and Event Costs:** This includes all costs (refreshments, room rental, admission fee, etc.) for running a local meeting or local event.

**Operating Expenses:** This includes office supplies, photocopying, postage, and art print maintenance supplies.

**Educational Materials:** This includes art prints, books, and magazines purchased for purpose of being retained by chapter for member use.

**Donations:** This includes direct financial gifts as well as educational materials not retained by chapter, but given to a school.

**Other Expenses:** This could include bank fees. We recommend use of checking accounts that do not assess fees.

**Opening Balance / Closing Balance:** You are permitted to carry over money from year to year. If your chapter carries over money, we recommend use of a free checking account. Remember to add cash on hand to your checking account balance for these entries.

## Trouble Shooting for Filling Out Chapter Finance Report

### **Problem: Net Worth (Line 5) is a negative number.**

Check these items:

- Did you remember to start with the correct opening balance? Did you add your cash assets to your opening checkbook balance?
- If an outside source provided dues, did you list Dues Submitted to AGTS DV, yet neglect to list Gifts Received?
- If you collected cash for an expense, did you remember to list it under Member Donations as well as under the appropriate Expense entry?
- Did you list the same expense under two categories? For example, if you purchase an art print and then donate it to a school, it would be incorrect to list the cost of the art print under both Educational Materials and Donations.

### **Problem: Net Worth (Line 5) doesn't equal Ending Balance (Line 6)?**

Check these items:

- Are all checkbook transactions accounted for on ledgers, including interest and bank fees?
- Did you add ledger entries correctly and did you use the correct figures on the Finance Report?
- Did you add leftover cash on hand to correct ending balance figures?

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***Thank you for taking the time and care to keep careful financial records. If you have any questions, do not hesitate to contact AGTS Delaware Valley's Treasurer for assistance.***