

# DIVISION FINANCE



## Division Comparison of Bylaws



|       | Bylaws on file at OkACTE | Date              | Officer Duties | Term of Pres | Term of Treas                      | Expenditures of Funds  | Notes  |
|-------|--------------------------|-------------------|----------------|--------------|------------------------------------|--|--|
| ADM   | X                        | August 1, 2016    | X              | 1 yr         | 1 yr                               | Approve by Pres  | Adv hold ckg acct; Expend approved by Pres                                       |
| AG    | X                        |                   | X              | 1 yr         |                                    | Approve by Exec Comm   | Shall be <b>bonded</b> , submit records for annual audit                         |
| BMITE | X                        | August 1, 2017    | X              | 1 yr         | 2 yr                               | monthly fin rpt to Pres & Adv; 2 sign on cks                               | Audit Comm- annual review and report at SUMMIT                                   |
| CCD   | X                        | June 1, 2021      | X              | 1 yr         | 2 yr - no more than 2 consec terms | Expenditures paid when approved by Pres or Exec Comm                       | Written report at SUMMIT and semi-annual mtg if held                             |
| ESSP  | X                        |                   | X              | 2 yr         | 3 yr                               | Prepare stmts for all mtgs; expend pd only when approved by Pres & Advisor | Itemized rpt of receipts & expend. for annual audit                              |
| FCS   | X                        | 2020              | X              | 1 yr         | 3 yr                               | Approve by Exec Comm   | Has Treas Elect, submit records for audit prior to end of term                   |
| HEA   | X                        | September 1, 2019 | X              | 3 yr         | 2 yr                               | Oversee cks, inv, dep & taxes; Cks req 2 signatures                        | Submit annual budget & statements to Exec Comm; 3rd-party audit required         |
| NRS   | X                        | April 1, 2021     | X              | 1 yr         | 2 yr - no more than 2 consec terms | Expend req Pres signature; prepare annual budget; reimb process in Bylaws  | Prepare annual reports for audit; Audit Comm in Bylaws; <b>Bond</b> req          |
| PACE  | X                        | August 2, 2021    | X              | 1 yr         | 2 yr - no more than 2 consec terms | Duties not in Bylaws but in Policies; monthly bk recon; annual budget      | Audit every 2 years  |
| STEM  | X                        |                   | X              | 1 yr         | 2 yr or successor is named         | CKs co-signed by Pres  | Annual rpt to Exec Comm; must be <b>bonded</b>                                   |
| SUPP  | X                        | September 1, 2018 |                |              | 2 yr - no more than 2 consec terms |  | Submit annual Rpt & Audit to Advisor; submit 990 Form to IRS due to 501c3 status |
| T & I | X                        | January 1, 2018   | X              | 1 yr         |                                    | State Prog Admin prepares reports & budget                                 | State Prog Admin prepared annual report for SUMMIT; has Audit Comm               |

# Bylaws Requirements

| Duties  | ADM          | AG | BMITE          | CCD | ESSP | FCS | HEA | NRS | PACE               | SUPP | STEM | T&I |
|---|--------------|----|----------------|-----|------|-----|-----|-----|--------------------|------|------|-----|
| Must hold membership in good standing in OkACTE and division                          | X<br>(5 yrs) | X  | X              |     |      | X   | X   |     |                    | X    |      |     |
| Must prepare Financial Report to Executive Committee or membership at annual meeting. | X            |    | X<br>(monthly) | X   | X    |     |     | X   | X                  |      | X    |     |
| Must file form 990 (tax return) due to being 501c3.                                   |              |    |                | X   |      |     | X   | X   |                    | X    |      |     |
| Must have annual audit: (either to Exec Comm, Audit Comm or membership or outside)    |              | X  | X              |     | X    | X   | X   | X   | X<br>(every 2 yrs) | X    |      | X   |
| Treasurer must be bonded.   |              | X  |                |     |      |     |     | X   |                    |      | X    |     |
| Must prepare a Budget.  | X            |    |                |     | X    |     | X   | X   | X                  |      | X    |     |
| Fiscal Year is July 1 - June 30   |              | X  | X              |     | X    | X   | X   | 9/1 |                    | X    | X    | 8/1 |

# Budget Examples



## SUPPORT Division - Proposed Budget

|  |  |                             |
|--|--|-----------------------------|
| <b>Beginning Balance: Sept 1, 2022</b> |  | <b>\$13,049.52</b>          |
| Income:                                | 2020 Projected                             |                             |
|  | Spring Leadership Registration             | \$4,500.00 75 people x \$60 |
|  | Summer Conference Registration             | \$2,500.00                  |
|  | SSS Dues                                   | \$2,500.00                  |
|  | <b>Total Income</b>                        | <b>\$9,500.00</b>           |
| Expenses:                              | 2020 Projected                             |                             |
|  | Spring Leadership Expenses                 |                             |
|  | Lunch & breaks                             | \$ 2,000.00                 |
|  | Speakers                                   | \$ 150.00                   |
|  | Decorations & door prizes                  | \$400.00                    |
|  | Total Projected Spring Leadership Expenses | \$ 2,550.00                 |
|  | Summer Conference Expenses                 |                             |
|  | Speakers                                   | \$1,000.00                  |
|  | Lunch                                      | \$2,000.00                  |
|  | Door prizes                                | \$250.00                    |
|  | Decorations                                | \$250.00                    |
|  | Total Projected Summer Conference Expenses | \$3,500.00                  |
|  | Miscellaneous Expenses (projected)         |                             |
|  | Board gifts                                | \$400.00                    |
|  | President's National Dues (ACTE)           | \$80.00                     |
|  | Member of the Year OkACTE Dues             | \$30.00                     |
|  | Promotional Items                          | \$800.00                    |
|  | ACTE Registration - Early Bird             | \$395.00                    |
|  |  | \$1,705.00                  |
|  | SSS Leadership Expenses                    |                             |
|  | Events and graduation luncheon             | \$1,400.00                  |
|  | <b>Total Expenses</b>                      | <b>\$ 9,155.00</b>          |
| <b>Ending Balance</b>                  |  | <b>\$13,394.52</b>          |

## OSTEMA BUDGET 2023-2024 SUMMARY

|                              | BUDGETED         | INCOME      | EXPENSE          | BALANCE          | BUDGETED         |
|------------------------------|------------------|-------------|------------------|------------------|------------------|
| CONFERENCES                  | 36,350.00        | 0.00        | 14,867.00        | 21,483.00        | 21,483.00        |
| A. NEW TEACHER CONFERENCE    | 2,750.00         | 0.00        | 0.00             | 2,750.00         |                  |
| B. AUGUST CONFERENCE         | 26,500.00        | 0.00        | 14,867.00        | 11,633.00        |                  |
| C. MIDWINTER CONFERENCE      | 7,100.00         | 0.00        | 0.00             | 7,100.00         |                  |
| I. AWARDS AND RECOGNITION    | 4,800.00         | 0.00        | 1,565.00         | 3,235.00         | 3,235.00         |
| II. PROFESSIONAL DEVELOPMENT | 20,200.00        | 0.00        | 236.24           | 19,963.76        | 19,963.76        |
| A. ACTE CONFERENCE           | 6,000.00         | 0.00        | 0.00             | 6,000.00         |                  |
| B. REGION IV                 | 1,150.00         | 0.00        | 0.00             | 1,150.00         |                  |
| C. SPECIAL / TRAINING        | 7,750.00         | 0.00        | 236.24           | 7,513.76         |                  |
| D. SCHOLARSHIPS              | 1,300.00         | 0.00        | 0.00             | 1,300.00         |                  |
| E. POLICY SEMINAR            | 4,000.00         | 0.00        | 0.00             | 4,000.00         |                  |
| V. OPERATING EXPENSES        | 2,050.00         | 9.28        | 0.00             | 2,059.28         | 2,050.00         |
| A. COMMUNICATIONS            | 150.00           | 0.00        | 0.00             | 150.00           |                  |
| B. PUBLICATIONS              | 400.00           | 0.00        | 0.00             | 400.00           |                  |
| C. BANK SERVICES             | 50.00            | 9.28        | 0.00             | 59.28            |                  |
| D. TAXES                     | 450.00           | 0.00        | 0.00             | 450.00           |                  |
| E. MISCELLANEOUS             | 1,000.00         | 0.00        | 0.00             | 1,000.00         |                  |
| <b>TOTAL BUDGET</b>          | <b>63,400.00</b> | <b>9.28</b> | <b>16,668.24</b> | <b>46,741.04</b> | <b>46,731.76</b> |

Maintain accurate records of monthly income and expenses.



- Receipts with signatures
- Minutes from meeting
- Expense claim form
- Email from Executive Committee or President

**OkACTE STEM Travel Financial Documentation**

| Section A   |        |                     |                  |                                   |                        |              |
|---|--------|---------------------|------------------|-----------------------------------|------------------------|--------------|
| Member  |        | Position            |                  |                                   |                        |              |
| This Request for Travel is to attend  |        | at (location)       |                  |                                   |                        |              |
| Date/Time Leaving   |        | City, County, State |                  |                                   |                        |              |
| Format mm/dd/yyyy<space>00:00<space>am (or pm)  |        |                     |                  |                                   |                        |              |
| Date/Time of Return   |        |                     |                  |                                   |                        |              |
| Section B   |        | Section C           |                  | Section D                         |                        |              |
| For   | Vendor | Estimated Costs     | Confirmation #   | Association Card/Check            | Reimbursed to Employee | Actual Costs |
| Airfare   |        |                     |                  |                                   |                        | \$0.00       |
| Mileage Reimbursement<br><small>(attach copy of Travel Summary if applicable)</small> | 0      |                     |                  |                                   |                        | \$0.00       |
| Lodging   |        |                     |                  |                                   |                        | \$0.00       |
| Registration Fee(s)   |        |                     |                  |                                   |                        | \$0.00       |
| Per Diem (for meals)  | 0      | \$0.00              |                  |                                   | \$0.00                 | \$0.00       |
| Number of Quarters  | 0      |                     |                  |                                   |                        | \$0.00       |
| Rate per Quarter  |        |                     |                  |                                   |                        | \$0.00       |
| # of Provided Meals   |        |                     |                  |                                   |                        | \$0.00       |
| Miscellaneous   |        |                     |                  |                                   |                        | \$0.00       |
|   |        | \$0.00              |                  | \$0.00                            | \$0.00                 | \$0.00       |
| <b>Total Paid by Association</b>  |        |                     |                  |                                   |                        | \$0.00       |
| <b>Total Due to Member</b>  |        |                     |                  |                                   |                        | \$0.00       |
| Section E   |        | Approved (X)        | Not Approved (X) | Section F (Print a copy and sign) |                        |              |

**Staples**  
 2844 NW 63rd St STE A  
 Oklahoma City, OK 73116  
 405-842-5933

Sale  
 Store: 879 Register: 1  
 Date: 7/26/23 Time: 10:03 AM  
 Transaction: 8304 Cashier: 1984310

| Qty             | Item                               | Price | Amount        |
|-----------------|------------------------------------|-------|---------------|
| 1               | ADHESIVE BADGE W/C<br>071701308573 | 26.99 | 26.99         |
| 1               | LABELS SHIP LABELW<br>097043302567 | 31.99 | 31.99         |
| 1               | LABELS SHIP LABELW<br>097043302567 | 31.99 | 31.99         |
| 1               | LABELS ADDRESS WHI<br>071701303202 | 29.99 | 29.99         |
| 1               | LABELS ADDRESS LAB<br>097043302529 | 34.99 | 34.99         |
| 1               | STNLS STEEL 8 INCH<br>718103295468 | 7.99  | 7.99          |
| Subtotal        |                                    |       | 163.94        |
| OKLAHOMA 8.625% |                                    |       | 14.14         |
| <b>Total</b>    |                                    |       | <b>178.08</b> |

VISA CREDIT  
 Card No. : XXXXXXXXXXXX0029 [C]  
 Chip Read  
 Auth No. : 026480  
 Mode. : Issuer  
 ATD. : A0000000031010  
 TVR. : 8000008000  
 IAD. : 06011203602000  
 TSI. : 6800  
 ARC. : 3030

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Give us feedback @ survey.walmart.com  
 Thank you! ID #:75JXY653JRO

**Walmart**  
 WM Supercenter  
 918-259-9126 Mgr. DAVID  
 2301 W KENOSHA ST  
 BROKEN ARROW OK 74012  
 ST# 00472 OP# 009030 TE# 30 TR# 03089

# ITEMS SOLD 7  
 TC# 8431 2746 2002 0490 6891

|               |                |         |
|---------------|----------------|---------|
| SK/SB MX FS   | 040000347870 F | 10.84 X |
| PLTRS SLT MP  | 029000018470 F | 3.22 T  |
| PLTRS HR MP   | 029000018480 F | 3.22 T  |
| CI MIX 20CT   | 024100119140 F | 9.86 T  |
| 28CT CLASSIC  | 028400694330 F | 14.98 T |
| COKE          | 049000028910 F | 7.26 X  |
| GV 24PK DR    | 078742114330 F | 3.48 X  |
| SUBTOTAL      |                | 52.86   |
| TAX1 8.4170 % |                | 4.45    |
| TOTAL         |                | 57.31   |
| VISA TEND     |                | 57.31   |
| CHANGE DUE    |                | 0.00    |

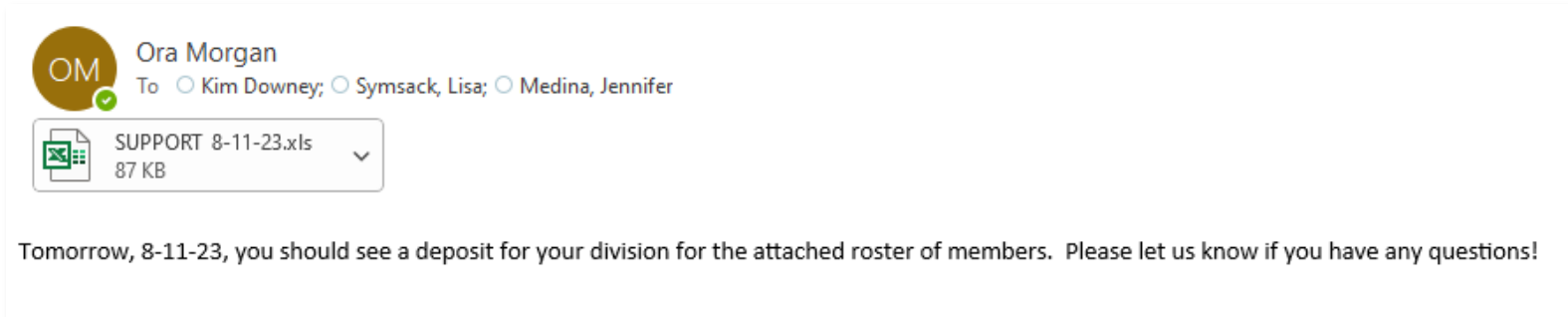
VISA CREDIT- 0029 I 5 APPR#030148  
 57.31 TOTAL PURCHASE  
 REF # 321200877270  
 TRANS ID - 583212034268407  
 VALIDATION - H96S  
 PAYMENT SERVICE - E  
 AID A0000000031010  
 TC SEECB65F35CAC390  
 TERMINAL # 27122431  
 \*No Signature Required  
 07/30/23 19:57:05

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**Walmart**  
 Become a member today  
 Scan for 90-day free trial.

## Receiving Dues from OkACTE

- You will receive an email with a roster.



Dues Paid By Oklahoma ACTE OkACTE Check No: 20230811 Data Date and Time: 8/10/2023 12:50:43PM

|           |            |      |           |           |          |         |         |                        |         |          |
|-----------|------------|------|-----------|-----------|----------|---------|---------|------------------------|---------|----------|
| Hannaford | Tracy      | 7588 | thannaf   | hannaf    | thannaf  | Canada  | Support | S 2023-07 PM 2023-3    | \$65.00 | 20230811 |
| Long      | Michelle   | 0973 | ellelong  | mrl6893   | longmr   | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Miranda   | Christiana | 3390 | cmiranda  |           | cmirand  | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Nieto     | Joseph     | 3635 | jnieto    | jnieto@   | jnieto@  | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Putman    | Judi       | 6146 | Jputmar   | judith.p  | judith.p | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Taylor    | Alysia     | 7996 | ataylor   | aataylor  | aataylor | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Womack    | Christa    | 1018 | Christa   | cwomac    | cwomac   | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Ritz      | Kelsey     | 0159 | kelsey.r  | kelsey.r  | kelsey.r | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Bickell   | Bethany    | 8937 | bbickell  | artistic. | bethany  | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Jones     | Carmen     | 2690 | Jones26   | carj40@   | cjones@  | OkACTE  | Support | S 2023-07 check #16073 | \$65.00 | 20230811 |
| Burggraf  | Kelley     | 5622 | kby115    | kburggr   | kburggr  | Northwe | Support | S 2023-07 PM 2023-20   | \$15.00 | 20230811 |
| Kriegh    | Jessica    | 4439 | Kriegh4   | jkriegh@  | jkriegh@ | Northwe | Support | S 2023-07 PM 2023-20   | \$15.00 | 20230811 |
| Waggoner  | Brenda     | 2538 | BWaggo    | bjparkin  | bwaggo   | Northwe | Support | S 2023-07 PM 2023-20   | \$15.00 | 20230811 |
| Cochran   | Cassie     | 2368 | cassiec   |           | cassiec  | Gordon  | Support | S 2023-07 PM 2023-8    | \$15.00 | 20230811 |
| Hightower | Beverly    | 8031 | beverlyh  | beverly-  | beverlyh | Gordon  | Support | S 2023-07 PM 2023-8    | \$15.00 | 20230811 |
| Roberts   | Joseph     | 9150 | jrob193   | roberts3  | keithr@  | Gordon  | Support | S 2023-07 PM 2023-8    | \$15.00 | 20230811 |
| Williams  | Julie      | 4114 | William   | julielynr | juliew@  | Gordon  | Support | S 2023-07 PM 2023-8    | \$15.00 | 20230811 |
| Nail      | Karen      | 6082 | knail     | knail@s   | knail@s  | Souther | Support | S 2023-07 PM 2023-27   | \$15.00 | 20230811 |
| Clark     | Jillian    | 9752 | jclark    | jclark@   | jclark@  | Souther | Support | S 2023-07 PM 2023-27   | \$65.00 | 20230811 |
| Green     | Christie   | 6532 | christie. | cgreen@   | cgreen@  | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Jantz     | Susanne    | 4189 | SJANTZ    | sjantz@   | sjantz@  | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |
| Maib      | Laurie     | 0051 | lmaiberr  | laurie.m  | laurie.m | Canada  | Support | S 2023-07 PM 2023-3    | \$15.00 | 20230811 |

# Bank Reconciliation

- Reconcile the account monthly.
- Print a copy of the Bank Statement for monthly documentation.
- Attach monthly activity – receipts with check stubs, invoices, etc.
- Reconcile the account marking all cleared items in the register.

**VALLIANCE BANK**  
1601 Northwest Expressway, Suite 100  
Oklahoma City, OK 73118

RETURN SERVICE REQUESTED

OKLAHOMA ASSOCIATION OF TECHNOLOGY CENTERS INC  
2801 N LINCOLN BLVD STE 130  
OKLAHOMA CITY OK 73105-4203

**Statement Ending 02/28/2022**  
OKLAHOMA ASSOCIATION OF  
Customer Number: XXXXX9928 Page 1 of 4

**Managing Your Accounts**

- i Office Name Valliance Bank
- t Phone Number (405)286.5700
- m Mailing Address 1601 NW Expressway  
Oklahoma City, OK 73118
- globe Online Access www.vbank.com

**Summary of Accounts**

| Account Type        | Account Number | Ending Balance |
|---------------------|----------------|----------------|
| NON PROFIT CHECKING | XXXXX9928      | \$27,694.95    |

**NON PROFIT CHECKING-XXXXX9928**

| Account Summary |                         |             | Interest Summary               |             |
|-----------------|-------------------------|-------------|--------------------------------|-------------|
| Date            | Description             | Amount      | Description                    | Amount      |
| 02/01/2022      | Beginning Balance       | \$26,507.25 | Annual Percentage Yield Earned | 0.13%       |
|                 | 2 Credit(s) This Period | \$1,502.70  | Interest Days                  | 28          |
|                 | 2 Debit(s) This Period  | \$315.00    | Interest Earned                | \$2.70      |
| 02/28/2022      | Ending Balance          | \$27,694.95 | Interest Paid This Period      | \$2.70      |
|                 |                         |             | Interest Paid Year-to-Date     | \$5.67      |
|                 |                         |             | Average Available Balance      | \$27,075.10 |

| Deposits   |                | Amount     |
|------------|----------------|------------|
| Date       | Description    |            |
| 02/15/2022 | REMOTE DEPOSIT | \$1,500.00 |

| Other Credits |             | Amount |
|---------------|-------------|--------|
| Date          | Description |        |
| 02/28/2022    | INTEREST    | \$2.70 |

| Other Debits |                 | Amount  |
|--------------|-----------------|---------|
| Date         | Description     |         |
| 02/28/2022   | ACH ORIGINATION | \$15.00 |

| Checks Cleared |            |          |
|----------------|------------|----------|
| Check Nbr      | Date       | Amount   |
| 10248          | 02/17/2022 | \$300.00 |

\* Indicates skipped check number

## Financial Reports

- Prepare a monthly/quarterly Financial Report/Statement of Condition.
- This will be a year-to-date report that you add to each time based on your fiscal year.
- Submit Financial Report to membership annually or more often if you have a business meeting within the year.



### Support Staff Division Statement of Condition/Financial Report 10-July-2023

|   |                     |
|---|---------------------|
| <b>Beginning Balance: 1 March 2023</b>                  | <b>\$ 33,380.11</b> |
| <b>Revenue:</b>   |                     |
| Membership dues/ Summit Registration (since 30 Sept 22) | <b>\$ 1,040.00</b>  |
| Spring Leadership registration - checks                 | <b>\$ 5,855.00</b>  |
|   | <b>\$ 6,895.00</b>  |
| <b>Expenses:</b>  |                     |
| Spring Leadership Speakers                              | <b>\$ 140.00</b>    |
| Connie Lewis - Spring Leadership gift cards             | <b>\$ 700.00</b>    |
| Lisa Symsack - President Policy Seminar                 | <b>\$ 1,500.00</b>  |
| Enid Axe  | <b>\$ 750.00</b>    |
| Autry Tech - Spring Leadership                          | <b>\$ 2,510.87</b>  |
| Jennifer Medina - Admin Day Gift Card                   | <b>\$ 50.00</b>     |
| Photo booth Spring Leadership                           | <b>\$ 75.00</b>     |
| Advisor Summit Registration                             | <b>\$ 140.00</b>    |
| Executive Meeting Lunch                                 | <b>\$ 253.53</b>    |
| Total Expenditures                                      | <b>\$ 6,119.40</b>  |
| <b>Cash Balance as of 10 July 2023</b>                  | <b>\$ 34,155.71</b> |



# Filing Tax Return



Form 990 must be filed by the 15<sup>th</sup> of the month, 5 months after end of the fiscal year.

(June 30 – Nov 15<sup>th</sup>)

If gross receipts are under \$200,000, then use form 990-EZ.

Items for Form 990 to be given to preparer:

Bank Statements

Membership list

Officer List

Copy of check register

Receipts and deposits

Meeting minutes

CD account statements

**Form 990** **Return of Organization Exempt From Income Tax** OMB No. 1545-0047

**2022**

**Open to Public Inspection**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
 Do not enter social security numbers on this form as it may be made public.  
 Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Department of the Treasury  
Internal Revenue Service

**A** For the 2022 calendar year, or tax year beginning , 2022, and ending , 20

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
 Doing business as  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite  
 City or town, state or province, country, and ZIP or foreign postal code

**D** Employer identification number  
**E** Telephone number  
**G** Gross receipts \$

**F** Name and address of principal officer:  
**H(a)** Is this a group return for subordinates?  Yes  No  
**H(b)** Are all subordinates included?  Yes  No  
 If "No," attach a list. See instructions.  
**H(c)** Group exemption number

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**J** Website:  
**K** Form of organization:  Corporation  Trust  Association  Other **L** Year of formation: **M** State of legal domicile:

**Part I Summary**

**1** Briefly describe the organization's mission or most significant activities:

**Activities & Governance**

**2** Check this box  if the organization discontinued its operations or disposed of more than 25% of its net assets.

|  |           |
|--|-----------|
| <b>3</b> Number of voting members of the governing body (Part VI, line 1a)             | <b>3</b>  |
| <b>4</b> Number of independent voting members of the governing body (Part VI, line 1b) | <b>4</b>  |
| <b>5</b> Total number of individuals employed in calendar year 2022 (Part V, line 2a)  | <b>5</b>  |
| <b>6</b> Total number of volunteers (estimate if necessary)                            | <b>6</b>  |
| <b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12         | <b>7a</b> |
| <b>7b</b> Net unrelated business taxable income from Form 990-T, Part I, line 11       | <b>7b</b> |

|   | Prior Year                | Current Year |
|---|---------------------------|--------------|
| <b>8</b> Contributions and grants (Part VIII, line 1h)                                      |                           |              |
| <b>9</b> Program service revenue (Part VIII, line 2g)                                       |                           |              |
| <b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)                     |                           |              |
| <b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)          |                           |              |
| <b>12</b> Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)  |                           |              |
| <b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1–3)                  |                           |              |
| <b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)                     |                           |              |
| <b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) |                           |              |
| <b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)                    |                           |              |
| <b>16b</b> Total fundraising expenses (Part IX, column (D), line 25)                        |                           |              |
| <b>17</b> Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)                      |                           |              |
| <b>18</b> Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)         |                           |              |
| <b>19</b> Revenue less expenses. Subtract line 18 from line 12                              |                           |              |
| <b>20</b> Total assets (Part X, line 16)  | Beginning of Current Year | End of Year  |
| <b>21</b> Total liabilities (Part X, line 26)   |                           |              |
| <b>22</b> Net assets or fund balances. Subtract line 21 from line 20                        |                           |              |

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is

## Annual Financial Review Checklist

- ✓ Monthly Bank Statements
- ✓ Copy of Check Register
- ✓ Invoices (including credit card statements with receipts, and expense claims)
- ✓ Deposits
- ✓ Copies of Financial Reports
- ✓ Meeting minutes
- ✓ Bylaws