



# DeMolay International

## 20 \_\_\_\_ Annual Financial Report

Include all financial activity from January 1 through December 31. Send completed report to your Executive Officer. Keep a copy for your files. All DeMolay Chapters, Pories, Parents Mothers' Clubs, Preceptories, and Courts must complete this report. The Rules & Regulations of DeMolay International require that DeMolay International collect this information. **Please send this completed report to your Executive Officer.**

Chapter (or Priory, Club, Court, etc.) Name: \_\_\_\_\_

Location: \_\_\_\_\_

Federal Tax ID# : \_\_\_\_\_ California ID #: \_\_\_\_\_

Chapter ID# \_\_\_\_\_

**NOTE:** A copy of your year-end checking and saving account statements on **ALL** accounts (or appropriate Certificate of Funds on Deposit as provided by bank) **MUST** be attached to this Annual Financial Report **WHICH IS SENT TO YOUR EXECUTIVE OFFICER.**

**The individuals listed below are signatures on bank accounts: Two signatures are required on all checks and/or withdrawals.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Cash in Banks - January 1, 20	_____
Cash in Operating Account "A" Jan. 1, 20	_____
<b>RECEIPTS FOR SUBJECT YEAR:</b>	
Per Capita Dues and Candidate fees -	_____
Contributions (list those over \$250)	_____
Interest & Dividends	_____
Activities	_____
Publications, Supplies, Apparel	_____
Fund Raising Projects	_____
Transfer from Parents Club	_____
Miscellaneous	_____
<b>Sub-Total Income (Revenue):</b>	_____
<b>Transfer to Trust or Savings</b>	_____
<b>Trans. from Trust or Savings (do not include any Interest or Dividends shown above)</b>	_____
<b>Sub-Total of "A" after Revenue and Transfers</b>	_____
<b>DISBURSEMENTS:</b>	
Membership Registration Fees	_____
Welfare (Almoner's Fund)	_____
Fund Raising Costs	_____
Chapter Events (Instaltn., Obligatory Days)	_____
Activities (Conclave, trips, sports, etc.)	_____
Insurance	_____
Office Expense (Utilities, phone line, etc.)	_____
Office Supplies, Printing, Stationery, Apparel	_____
Postage & Express	_____
Rent	_____
Taxes	_____
Salaries	_____
Miscellaneous	_____
<b>Total Disbursements:</b>	_____
<b>Total in Operating Acct. "A"</b>	_____
<b>Total Cash in Bank, December 31, 20____</b>	_____
<i>(Sum of all Accounts)</i>	_____

Signature of Presiding Officer: \_\_\_\_\_

Date: \_\_\_\_\_



# DeMolay International

Trust Account "B"		Savings Account "C"	
Balance Jan. 1, 20	_____	Balance Jan. 1, 20	_____
Transfers In	_____	Transfers In	_____
Transfers out	_____	Transfers out	_____
Interest	_____	Interest	_____
Balance Dec. 31, 20	_____	Balance Dec. 31, 20	_____
Parents/Mothers Club Checking		Parents/Mothers Club Savings	
Balance Jan. 1, 20	_____	Balance Jan. 1, 20	_____
Transfers In	_____	Transfers In	_____
Transfers out	_____	Transfers out	_____
Interest	_____	Interest	_____
Fund Raising Income	_____	Balance Dec. 31, 20	_____
Donations	_____		
Fund Raising Disbursements	_____		
Office Expenses	_____		
Balance Dec. 31, 20	_____		