

**American Association of Zoo Keepers**  
**AAZK CHAPTER INCOME/EXPENSES WORKSHEET – Section 4**  
**Tax Year 2023**

1. **Chapter Name:**
2. **FUNDRAISER INCOME/EXPENSE DOCUMENTATION – 2023 (Required)**

This information will transfer to the Income and Expenses Form

Please describe your Chapter Fundraisers by title, date, income, expenses and profit or (-loss).

(Right Click, Select - Insert Rows Below, will expand any of the boxes)

Event	Date	Income	Expenses	Profit

2A. Total INCOME – <b>Income Section Line 5</b> ( and Section 4)			
2B. Total EXPENSES – <b>Expense Section Line 11</b>			
Total PROFIT (For AAZK Statistics)			

3. **DONATION INCOME BACKGROUND – 2023 (Required)**

Please list donations to your AAZK Chapter by donor and amount. These donations *should not* reflect donations to specific chapter fundraising such as TFYM or BFR (reported separately) but should reflect undefined monetary support donated to the chapter to be spent at the vote of the chapter membership.

Donor	Date	Amount

3A. Total Donation Income – Enter this on <b>Income Section – Line 6</b>	\$
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#### 4. Gross Receipts – 2023 (Required)

Add the <b>Income</b> (not profit) from <b>Line 2A</b> to the Total Donation Income <b>Line 3A</b> . This is the Chapter Gross Receipts for the Tax Year. If this line is over \$50,000, U.S. Chapters <u>are normally required</u> to file IRS Form 990.	\$
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#### 5. DONATION OUTFLOW BACKGROUND – 2023 (Required)

Please provide a list of donations *from* your Chapter to AAZK National, including AAZK's Bowling for Rhinos or AAZK's Trees for You and Me (Tax ID: 23-7274856), other Non-profits, Registered Charity(ies), both local or International.

**Please note:** It is a violation of the IRS Tax Code for a non-profit entity (Chapter) to donate funds to an individual and may be a violation to donate to an entity without a Tax ID#. To obtain a Tax ID# from an entity ask the entity receiving the Chapter donation to complete an IRS W9 Form <https://www.irs.gov/pub/irs-pdf/fw9.pdf> (for entities in the United States) prior to releasing the donation to the charitable entity.

You may also verify a US Non-profit Tax ID by searching: <http://www.guidestar.org/Home.aspx/>

For Local or International entities, request their Charitable ID#.

Organization	Tax ID #	Date	Amount
AAZK Bowling for Rhinos	23-7274856		
AAZK Trees for You and Me	23-7274856		

<b>5A. Total Donation Outflow - Line 5A</b>	<b>\$</b>
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Completed By:  
(The Chapter Officer providing the data)