

AAZK ANNUAL CHAPTER FINANCIAL REPORT – Section 5
Income and Expense Form – Tax Year 2023

Chapter Name:

AAZK can provide additional resources to help you complete this section or previous sections. Please contact AAZK at recharter@aazk.org or visit the Member Resource Center, Chapter Operation Resources, [Chapter Recharter Instruction manual](#) for step-by-step instructions.

Column A	Column B	Column C
A. Account(s) total Balance on 1 January 2023 (operating, petty cash)		\$

INCOME SECTION - 2023

1. Chapter Membership Dues (if charged to Chapter members)	\$	
2. National Membership Dues (if charged to Chapter Members)	\$	
3. Conference Income (for Conference Hosts)	\$	
4. Chapter Account Interest (if any)	\$	
5. Chapter Fundraiser INCOME <ul style="list-style-type: none"> Combined INCOME from all Chapter fundraising. Chapter Fundraising is <u>detailed</u> on Section 2A of the Chapter Income/Expenses Worksheet and Chapter Report. 	\$	
6. Donation INCOME <ul style="list-style-type: none"> Donation income (excluding services or equipment) is detailed in Section 3A of the Chapter Income/Expenses Worksheet and Chapter Report 	\$	

B. Add lines 1 through 6 to get Total Chapter Income for the year 2023 .		\$
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C. Total Income for 2023 – From Line B, Column C above.		\$
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Chapter Name:

EXPENSES SECTION -2023

A	B	C
7. National Membership dues for Chapter Members – (if Paid to AAZK)	\$	
8. Advertising/Printing	\$	
9. Bank Charges/Fees	\$	
10. Contributions/Donations <ul style="list-style-type: none"> Donations and contributions are listed in Section 5A of the Chapter Income and Expenses Worksheet and Chapter Report 	\$	
11. Conservation Fundraising Expenses – Total from Section 2B	\$	
12. Food and Beverages (Chapter meetings, Social events or other)	\$	
13. Postage/Phone/Office Supplies	\$	
14. Equipment Purchase/Rental	\$	
15. Chapter Member Funded Grants (Conferences, Continuing Ed)	\$	
16. AAZK Re-Charter Fee – 2023	\$	
17. AAZK Chapter Duty Obligation -2023	\$	
18. AAZK Foreign Keeper Sponsorship	\$	
19. AAZK Chapter Administrated Grants (Non-members, other)	\$	
20. Chapter Legal Fees	\$	
21. AAZK National Conference Expenses	\$	
22. Other (Please Define)	\$	

D. Add lines 7 through 22 to determine the total Chapter Expenses for the year 2023 . Enter in Column C		\$
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E. Subtract Line D from Line C to determine Chapter Profit or (Loss) during fiscal year 2023 . Enter in the appropriate box in Column C, Profit or (-Loss)	Profit	\$
	(Loss)	\$ ()

F. <u>Add</u> a Profit (Line E, Column C - Profit) <i>to</i> Line A; or <u>Subtract</u> a (-Loss) (Line E, Column C- Loss) <i>from</i> Line A and enter total below		\$
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G. Chapter Balance January 1, 2024. This amount is utilized to calculate the 10% Chapter Tithe		\$
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2023 Treasurer Name:

Date:

2024 Treasurer Name:

Date:

Chapter Name:

NET WORTH STATEMENT - 2023

ASSETS

23. Total All Accounts on Deposit (Operating, Investment, Money Market, Savings)	\$	
24. Petty Cash	\$	
25. Accounts Receivable (any funds owed to Chapter during 2023 , but not received)	\$	
26. Add Lines 23 through 24 then Subtract Line 25 to determine total Chapter Cash Assets for 2023		\$

FIXED ASSET VALUE

27. Office Equipment (FMV assigned by the Chapter)	\$	
28. Office Supplies (FMV assigned by the Chapter)	\$	
29. Add Lines 27 and 28 to determine total Fixed Asset Value as assigned by the Chapter using FMV for 2023		\$
30. Add Lines 26 and 29 to Determine Total Chapter Assets for 2021		\$

LIABILITIES

Outstanding accounts or loans payable are unusual for Chapter not involved in hosting an AAZK Conference or Regional Event

31. Accounts Payable (Outstanding)	\$	
32. Notes/Loans Payable (Outstanding)	\$	
33. Add Lines 31 and 32 to determine Total Chapter Liabilities for 2023		\$
H. Subtract Line 33 from Line 30 to determine Total Chapter Net Worth for 2024		\$

Chapter Name:

I. Please list any fixed (material) assets that your Chapter may have **acquired** (black) or **disposed** (red) of in **2023**:

Item	Date

J. Please list any bank accounts held in the name of your Chapter or Chapter officers **during 2023** by bank name and account number.

Account	Name of Bank or Card Type	Account #
Checking		
Debit Card		Last 4 Digits:
Credit Card		Last 4 Digits:
Savings Account		
Money Market		
CD		
PayPal		
Square		
Other		

TWO (2) AUTHORIZED PARTIES REQUIRED ON ALL ACCOUNTS AS REQUIRED BY AAZK BY-LAWS

1. Name on Accounts: Office:

2. Name on Accounts: Office:

For Chapters that utilize a Debit or Charge Card, an internal Chapter policy for Purchase Approval must be in place to ensure that the Chapter or Chapter officers are cognizant of the use of the Debit or Credit Card and approve of the purchase.

K. Scan a copy (electronic) or attach a photocopy (mail) of the most recent bank statement for each of the accounts listed above.