

## 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, Priories, 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: \_\_\_\_\_

Name

Title

Name

Title

Name

Title

?

Tax 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:

INCOME: Per Capita Dues Contributions (list those over \$250) Investments (Interest & Dividends) Publications & Supplies Fund Raising Projects Other Total Income:

DISBURSEMENTS:

Salary Travel Expense Publications

Telephone, Telegraph & Fax Utilities Insurance Depreciation Printing & Stationery Office Supplies Postage & Express Taxes Rent Entertainment Fund Raising Miscellaneous **Total Disbursements:** 

Total Cash in Bank, December 31, 20\_\_\_\_.

? 2 signatures

1 signature

All checks must have (check one)