

99s CHAPTER FINANCIAL REPORT

CHAPTER _____

Fiscal Year: June 1, _____ - May 31, _____

Instructions for filling out the Chapter Financial Report Form

PLEASE BALANCE YOUR BOOKS AND READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM!!

INCOME:

1. Please divide your contributions among the sub-divisions listed.
2. Program service fees are monies you might get from another organization as a "thank you" for presenting a program for them, or income from a "program" type of project related to our exempt purposes, such as Flying Companion Seminars.
3. **Total receipts collected for hosting a Section meeting.**
4. Count interest when it is paid, not earned.
5. These are monies received from your items for sale.
6. Amounts from fund-raising activities includes just about everything that doesn't fit under the previous categories, including receipts from races, banquets, etc. (unless any of those can be justified under program fees).
7. Miscellaneous: Save this one for smaller items that are truly undesignated. If this is the largest dollar amount in your report, both you and the Section may have problems with the IRS.

NOTE: Please also list any non-cash receipts on the supplemental sheet including donor details & description of items.

EXPENDITURES:

1. Newsletter expenses include printing, postage, etc.
2. Secretarial expenses include other printing, postage, thank you notes, telephone, certificates of appreciation, etc., other than the newsletter. In short, it covers any expense that has to do with the administrative end of running your Chapter.
3. Equipment rental and maintenance could include anything from slide and movie projectors and screens to aircraft if your Chapter has an aircraft or gets involved, as a Chapter, in renting one.
4. Travel expenses generally will be for Chapter contributions to your Chairman for Section and International meetings, but could include any other travel expenses incurred by the Chapter (not individuals).
5. **Total expenses for hosting a section meeting.**
6. Other conferences, conventions and meetings will show the expenses of hosting things other than Section meetings that your Chapter may sponsor, such as FAA seminars, etc.
7. Amounts given in scholarships belong here.
8. Donations included here are only those to 99-related things, such as the AE Scholarship Fund, Endowment Fund, other Chapters, Sections, International.
9. All donations to non-99s go here. Remember that the donation **MUST** be to another 501(c) (3) organization, **UNLESS** it is specifically designated for an exempt purpose, and all of this information must be included in your itemization.
10. Airmarking expenses include cost of paint, brushes, and other equipment.
11. Cost of goods sold is the cost of the items you sold and shown in the receipts from under number 5 of "income."
12. Expenses of fundraising **OTHER** than items for sale will come here. That could include printing, advertising, purchase of give-away prizes, etc. (including trophies and other race-related items).
13. Education expenses might include air age education magazines subscribed to, the cost of air age education projects, printed material for distribution, donations to libraries, Scouts, CAP, etc.
14. As with number 7 under "income", only the smaller "left-over" items should be here.

REMEMBER TO ITEMIZE THOSE ITEMS STARRED -- IT IS REQUIRED BY THE IRS.**

NOTE: Please mark the appropriate box on the form regarding IRS Form 990-N. This form must be filed each year to maintain the Chapter's 501(c) (3) tax exemption under the Section Group exemption. This is required for anyone to be able to deduct donations and out of pocket expenses. **Information on the procedures for filing the 990-N is available in the Library in the Members Area of [The 99s web site](#).**

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CHAPTER _____

Fiscal Year: June 1, _____ - May 31, _____

GROSS REVENUES (Income) from sources indicated:

	Amount	
1. Contributions, gifts and bequests	_____	
a. Fees & Grants from Government Agencies, Foundations & Trusts *	_____	
b. Dues and Assessments from Members	_____	
c. Amounts from other 99s Chapters	_____	
d. Allocations from fund raising organizations (non-99s) *	_____	
e. Other contributions and gifts *	_____	
2. Program service revenue (donations) *	_____	
3. Section Meeting Gross receipts	_____	
4. Interest on bank and savings accounts	_____	
5. Gross receipts from sales of goods **	_____	
6. Gross receipts from other fund raising activities **	_____	
7. Miscellaneous receipts **	_____	
A. TOTAL REVENUES		_____

EXPENDITURES (Expenses):

1. Newsletter expenses	_____	
2. Other secretarial, telephone, supplies (administrative)	_____	
3. Equipment rental & maintenance **	_____	
4. Travel **	_____	
5. Section Meeting Expenditures (for hosting)	_____	
6. Other Conferences, conventions and meetings **	_____	
7. Scholarships given **	_____	
8. Donations to 99s Chapters/Sections/International **	_____	
9. Donations to other groups (non-99s) **	_____	
10. Airmarking Expenses	_____	
11. Cost of goods sold (items reported under "income" #5)	_____	
12. Expenses of fund raising other than goods **	_____	
13. Education expenses **	_____	
14. Other expenditures **	_____	
B. TOTAL EXPENDITURES		_____
(A minus B: if B is more than A, report as a Loss)		
C. NET INCOME (or Loss)		_____

* List names and address of Donors.

** Itemize on a separate sheet and attach

	[1] CHECKING	[2] SAVINGS	[3] OTHER ACCOUNTS***	[4] TOTAL
BANK/ INVESTMENT BALANCES				
D. Beginning of Year	_____	_____	_____	_____
E. Transfers	_____	_____	_____	_____
F. Net Income (Loss)	_____	_____	_____	_____
G. End of Year	_____	_____	_____	_____

Note: if line "C" does not equal line F. [3], please explain.

***** Attach explanation**

Please check one of the following boxes about filing IRS Form 990-N.

- Have the Section 501(c) (3) Advisor file the form for the Chapter.
- The Chapter will file their own form – please forward acknowledgement to the Advisor.
Current Advisor is Kris Irvin-Herron, kherron99@aol.com.

COMMENTS: Add any comments you feel are needed to explain unusual expenses, larger than usual fund raising project amounts, etc.
Date: _____

The officers named below of the _____ Chapter of the South Central Section of The Ninety-Nines, Inc. certify under penalty of perjury that the above report is true and accurate to the best of their ability to ascertain the same; that such Chapter has authorized the South Central Section to include the Chapter in all federal tax reports under its 501(c) (3) Group Exemption Ruling.
Chapter EINumber: _____

Chairman
[Two signatures are required]

Treasurer