



20 _____ Annual Financial Report

Please send this completed report to your Executive Officer.

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, Manors and Courts must complete this report. The Rules & Regulations of DeMolay International require that DeMolay International collect this information.

Name of Chapter (or Priory, Club, Court, etc.): _____

Location: _____

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:

Name

Title

Name

Title

Name

Title

All checks must have (*check one*)

1 signature 2 signatures

Date of Report: _____

Cash in Bank - January 1, 20_____.	_____
INCOME:	
Per Capita Dues	_____
Contributions (list those over \$250)	_____
Investments (Interest & Dividends)	_____
Publications & Supplies	_____
Fund Raising Projects	_____
Conclave / Mini Conclave	_____
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	_____
Conclave / Mini Conclave	_____
Miscellaneous	_____
Total Disbursements:	_____
Ending Balance:	_____
Total Cash in Bank, December 31, 20_____.	_____
Bank Account Number:	_____
Name of Bank:	_____

Signed: _____
Advisory Council Chairman, Chapter Treasurer or Financial Officer

or Print & Mail to:
Florida DeMolay ~ P. O. Box 130205 ~ Tampa, FL 33681