




**DISABLED AMERICAN VETERANS
ANNUAL FINANCIAL REPORT**

CHAPTER _____ STATE DEPARTMENT OF _____
 NAME & NUMBER _____
 COUNTY _____ PERIOD FROM July _____ to _____
 LOCATION _____ CITY _____ STATE _____
LIQUID ASSETS REPORT

BEGINNING BALANCE (Ending Amount of Liquid Assets from Last Year's Report) \$ _____

THIS YEAR'S INCOME OR RECEIPTS:

1. DUES (PER CAPITA FROM NATIONAL HQ) \$ _____
2. FORGET-ME-NOT DRIVE _____
3. BINGO (GROSS RECEIPTS) _____
4. THRIFT STORE (GROSS RECEIPTS) _____
5. BAR/LOUNGE (GROSS RECEIPTS) _____
6. INTEREST & DIVIDEND INCOME (CHECKING, SAVINGS, C.D.'S ONLY) _____
7. NATIONAL FUNDRAISING PROGRAM (DEPARTMENTS ONLY) _____
8. INCREASE IN MARKET VALUE OF INVESTMENTS ON LINE 26 DURING ACCOUNTING PERIOD _____
9. OTHER INCOME (ATTACH SCHEDULE) _____

10. INCOME (LINES 1 THRU 9) \$ _____

IF THE TOTAL OF LINES 2 THRU 9 EXCEEDS \$100,000 THE REPORT MUST BE AUDITED BY A CERTIFIED PUBLIC ACCOUNTANT.

THIS YEAR'S EXPENSES OR DISBURSEMENTS:

11. SALARIES, PAYROLL TAXES & EMPLOYEE BENEFITS FOR ADMINISTRATIVE PERSONNEL ONLY (ATTACH SCHEDULE) \$ _____
12. CONVENTIONS/CONFERENCES/SEMINARS (ATTACH LIST SHOWING NAMES AND AMOUNTS) _____
13. POSTAGE & OFFICE SUPPLIES _____
14. SERVICE/CHARITABLE (COMPLETE AND ATTACH REQUIRED SERVICE/CHARITABLE EXPENSES SCHEDULE) _____
15. FORGET-ME-NOT EXPENSES (COST OF DRIVE ONLY) _____
16. BINGO EXPENSES, INCLUDING BINGO SALARIES & PAYROLL TAXES (ATTACH SCHEDULE) _____
17. THRIFT STORE EXPENSES, INCLUDING THRIFT STORE SALARIES & PAYROLL TAXES (ATTACH SCHEDULE) _____
18. BAR/LOUNGE EXPENSES, INCLUDING BAR/LOUNGE SALARIES & PAYROLL TAXES (ATTACH SCHEDULE) _____
19. CHAPTER HOME/DEPARTMENT HQ EXPENSES (ATTACH SCHEDULE) _____
20. DECREASE IN MARKET VALUE OF INVESTMENTS ON LINE 26 DURING ACCOUNTING PERIOD _____
21. OTHER (ATTACH SCHEDULE) _____

22. EXPENSES (LINES 11 THRU 21) \$ _____

ENDING BALANCE (Beginning Balance Plus Line 10 minus line 22) \$ _____

STATEMENT OF LIQUID ASSETS: (*See definition below)

23. CHECKING ACCOUNTS-CASH ON HAND \$ _____
24. SAVINGS ACCOUNTS _____
25. C.D.'S _____
26. MARKET VALUE OF INVESTMENTS AS OF END OF ACCOUNTING PERIOD (Attach Itemized list of stocks, bonds, etc.) _____

27. TOTAL LIQUID ASSETS (Lines 23 thru 26) \$ _____ (Should Equal Amount on Ending Balance Line)

The dreaded AFR!!!

But, it doesn't have to be...

A look at the basic form...

- Beginning Balance **MUST** always be the same number as the Ending Balance from previous year.
- Using items 1 thru 9, add in all sources of income for the year.
- Using items 11 thru 21, add the total of all expenses paid throughout the year.
- Add Line 10, Total Income to Beginning Balance, subtract Line 22, Total Expense, and we have an Ending Balance...check addition and subtraction for accuracy.

Confirm Savings & Checking balances

- Using the Bank Statement for the month of June, total up all accounts from the Checking and Saving accounts.
- Add the Cash On Hand (Petty Cash) if your chapter uses this method of payment for small bills.
- Add in any Investments the chapter may own (such as Bonds, Stocks, etc.)
- Compare the Ending Balance to the total on Line 27...they should be exactly the same...if they are not, bank statements, deposits, receipts and all documents which may help verify Income or Expenses should be reviewed.

Things to make it easy...

- In this age of computers, we should all be doing our bookwork with some type of financial computer program...they are inexpensive and quite easy to set up.
- When setting up your accounts, make all line items match the AFR and you will have your revenues and expenses all in the right places.
- Reconcile bank statement each month so errors will be noticed immediately and eliminate searching through previous months. Most banks include this form with monthly statements.

More things to make it easy...

- Most chapters have very limited resources for revenues, so consider doing this.
- Income line items 4, 5 and 6 are normally not used so why not use them if you have other consistent revenues (such as food stands, poultry shoots, raffles, etc.).
- If you do, then make sure you change the corresponding line items in Expenses to match so they make sense.

Things to watch out for...

- When a Line Item calls for a Schedule...make sure you have a Schedule to explain the details.
- If the request is for names or titles, make sure this is what you include.
- The Audit Committee must not be comprised of certain persons as stated on the form.
- **There is a deadline for this form to be in to the National Organization...give yourself time to comply, and be sure the other copies are sent to the appropriate parties.**
- All copies must have the same attachments as the original copy.

Where to send completed forms

- \$10,000 or less (excluding per capita dues) send only to the State Headquarters.
- \$10,000 or more (excluding per capita dues) send to National and State Headquarters.
- Over \$300,000 must have a CPA audit and then send to National and State Headquarters.
- **NOW, let's take a look at an example form...**



**DISABLED AMERICAN VETERANS
ANNUAL FINANCIAL REPORT**



CHAPTER NOMAD 13 STATE DEPARTMENT OF WI
NAME & NUMBER

LOCATED AT SOMECITY WI ACCOUNTING PERIOD FROM July 1, 07 to June 30, 08
CITY STATE

CASH (LIQUID ASSETS) REPORT

BEGINNING BALANCE *(Ending Amount of Liquid Assets from Last Year's Report)* \$ 3,500.

THIS YEAR'S INCOME OR RECEIPTS:

- | | | |
|--|----|---------------|
| 1. DUES (PER CAPITA FROM NATIONAL HQ) | \$ | <u>850.</u> |
| 2. FORGET-ME-NOT DRIVE | | <u>2,600.</u> |
| 3. BINGO (GROSS RECEIPTS) | | <u>0.</u> |
| 4. THRIFT STORE (GROSS RECEIPTS) PAULTRY SHOOTS | | <u>3,000.</u> |
| 5. BAR/LOUNGE (GROSS RECEIPTS) | | <u>0.</u> |
| 6. INTEREST & DIVIDEND INCOME (CHECKING, SAVINGS, C.D.'S ONLY) | | <u>350.</u> |
| 7. NATIONAL FUNDRAISING PROGRAM (DEPARTMENTS ONLY) | | <u>0.</u> |
| 8. INCREASE IN MARKET VALUE OF INVESTMENTS ON LINE 26 DURING ACCOUNTING PERIOD | | <u>0.</u> |
| 9. OTHER INCOME (ATTACH SCHEDULE) | | <u>400.</u> |
| 10. INCOME (LINES 1 THRU 9) | \$ | <u>7,200.</u> |

IF THE TOTAL OF LINES 2 THRU 9 EXCEEDS \$300,000 THE REPORT MUST BE AUDITED BY A CERTIFIED PUBLIC ACCOUNTANT.

THIS YEAR'S EXPENSES OR DISBURSEMENTS:

- | | | |
|--|----|---------------|
| 11. SALARIES, PAYROLL TAXES & EMPLOYEE BENEFITS FOR ADMINISTRATIVE PERSONNEL ONLY (ATTACH SCHEDULE) | \$ | <u>600.</u> |
| 12. CONVENTIONS/CONFERENCES/SEMINARS (ATTACH LIST SHOWING NAMES, EVENTS AND AMOUNTS) | | <u>600.</u> |
| 13. POSTAGE & OFFICE SUPPLIES | | <u>400.</u> |
| 14. SERVICE/CHARITABLE (COMPLETE AND ATTACH REQUIRED SERVICE/CHARITABLE EXPENSES SCHEDULE) | | <u>3,000.</u> |
| 15. FORGET-ME-NOT EXPENSES (COST OF DRIVE ONLY) | | <u>450.</u> |
| 16. BINGO EXPENSES, INCLUDING BINGO SALARIES & PAYROLL TAXES (ATTACH SCHEDULE) | | <u>0.</u> |
| 17. THRIFT STORE EXPENSES, INCLUDING THRIFT STORE SALARIES & PAYROLL TAXES (ATTACH SCHEDULE) PAULTRY SHOOTS | | <u>1,000.</u> |
| 18. BAR/LOUNGE EXPENSES, INCLUDING BAR/LOUNGE SALARIES & PAYROLL TAXES (ATTACH SCHEDULE) | | <u>0.</u> |
| 19. CHAPTER HOME/DEPARTMENT HQ. EXPENSES (ATTACH SCHEDULE) | | <u>600.</u> |
| 20. DECREASE IN MARKET VALUE OF INVESTMENTS ON LINE 26 DURING ACCOUNTING PERIOD | | <u>0.</u> |
| 21. OTHER (ATTACH SCHEDULE) | | <u>550.</u> |
| 22. EXPENSES (LINES 11 THRU 21) | \$ | <u>7,200.</u> |

ENDING BALANCE *(Beginning Balance Plus Line 10 minus line 22)* \$ 3,500.

STATEMENT OF LIQUID ASSETS: (*See definition below)

- | | | |
|--|----|---------------|
| 23. CHECKING ACCOUNTS/CASH ON HAND (Attach copy of bank statement) | \$ | <u>500.</u> |
| 24. SAVINGS ACCOUNTS (Attach copy of bank statement) | | <u>1,500.</u> |
| 25. CD'S | | <u>1,500.</u> |
| 26. MARKET VALUE OF INVESTMENTS AS OF END OF ACCOUNTING PERIOD (Attach itemized list of stocks, bonds, etc.) | | <u>0.</u> |
| 27. TOTAL LIQUID ASSETS (Lines 23 thru 26) | \$ | <u>3,500.</u> |

(Should Equal Amount on Ending Balance Line)

*Liquid assets are those assets which are readily convertible to cash, and do not include real or physical property such as real estate or furniture and fixtures. If applicable, complete and attach Other Assets Schedule to this report.

NAME OF BANK(S) AND LOCATION 1st NATIONAL, SOME CITY, WI

NAMES OF AUTHORIZED SIGNERS ON BANK ACCOUNTS R. Smith, J. Jones, T. Hall

SIGNED BY AUDIT COMMITTEE: (THREE MEMBERS)
(MUST NOT INCLUDE, COMM., SR. VICE, TREAS., ADJ., OR FINANCE CHMN.)

SIGNED AND SUBMITTED BY: (AN AUTHORIZED DEPARTMENT/
CHAPTER OFFICER)

[Signature]
MEMBER

[Signature]
MEMBER

[Signature]
MEMBER

DATE 10-15-08

Billy Bob

Treasurer
TITLE

DATE 10-13-08

THIS FORM IS REQUIRED TO BE FILED ANNUALLY BY THE NATIONAL CONSTITUTION AND BYLAWS ARTICLE 8, SECTION 8.4, ARTICLE 9, SECTION 9.3 AND ARTICLE 10 SECTION 10.2. IF GROSS RECEIPTS OF CHAPTER, EXCLUDING DUES, ARE LESS THAN \$10,000, SUBMIT REPORT TO STATE DEPARTMENT ONLY.

901308 (REV. 4/07)

MAIL TO DAV NATIONAL HEADQUARTERS FINANCIAL REPORT P.O. BOX 14301 CINCINNATI, OHIO 45250

Thanks for taking the time...

- As with any non-profit group, finances can often be the difference between success and failure in your efforts to carry out the mission.
- Always use good, sound reasoning when making decisions as to distribution of the funds raised in the organizations name.
- **SERVICE** is the key word...assisting veterans and their families should always be the major influence.
- **USE IT**...Don't save it for a rainy day...that's not a good way to approach the reasons for what we do!!