



# DeMolay International

## 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, Pories, 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: \_\_\_\_\_

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

Cash in Bank - January 1, 20\_\_\_\_.

**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\_\_\_\_.**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Presiding Officer**