



**Winston-Salem State University National Alumni Association, Incorporated**  
**STATEMENT OF FINANCIAL OPERATIONS**  
**Multiple Banks Accounts**  
**July 1, 20\_\_ through June 30, 20\_\_**

**Chapter Name:** \_\_\_\_\_  
**Region:** \_\_\_\_\_  
**Chapter Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Street or P.O. Box, City, State, and Zip Code)  
**Federal Tax Id Number:** \_\_\_\_\_  
**Number of Financial Members** \_\_\_\_\_

**I. Operating Fund- Part I. relates to transactions associated with chapter operations.**

A. Beginning Balance, July 1 (Reconciled bank balance at July 1)		A	\$ -
B. Cash received during the year			
1. Dues, (National & Chapter Membership)	\$ -		
2. Contributions & Donations	\$ -		
3. Interest Income	\$ -		
4. Other (Please explain) _____ (Funds collected for specific chapter activities i.e. hostess, sympathy)	\$ -		
<b>TOTAL INCOME (Sum of 1-4)</b>		<b>B</b>	<b>\$ -</b>
C. Total Cash Available During the Year: (Sum of A + B)		<b>C</b>	<b>\$ -</b>
<b>D. Expenditures</b>			
1. National Office ( Membership Dues)	\$ -		
2. National Office (Charter Fees & Homecoming Assessment)	\$ -		
3. Attendance at Board of Directors, Annual Membership, Regional, and other Association meetings	\$ -		
4. Supplies, postage and printing	\$ -		
5. Rental of halls, rooms, and meeting places	\$ -		
6. Bonding, auditing	\$ -		
7. Other Operational Expenses (Please explain) _____ (Regional Dues, Programs, Courtesies, Officer Expenses, Bank Charges, etc.)	\$ -		
<b>TOTAL EXPENDITURES (Sum of 1-7)</b>		<b>D</b>	<b>\$ -</b>
<b>E. Ending Cash Balance, June 30th (C minus D)</b>		<b>E</b>	<b>\$ -</b>

**II. Fundraising Fund- Part II. relates to transactions**

A. Beginning Balance, July 1 (Reconciled bank balance at July 1)		A	\$ -
B. Gross revenues from all fundraisers: (1)			
(a) Sponsorships	\$ -		
(b) Vendor fees	\$ -		
(c) Booth rentals	\$ -		
(d) Ad Sales	\$ -		
(e) Ticket Sales	\$ -		
(f) Other-Transfer of interest income from operations account;	\$ -		
(g) Other (Events-i.e., Fish Fries, Dinner Sales, Raffles)	\$ -		
C. Total Cash Available (Sum of A + B)		<b>B</b>	<b>\$ -</b>
D. Gross expenditures for all fundraisers: (Room Rentals, Decorations, Printing, Food)		<b>C</b>	<b>\$ -</b>
E. Total Excess Revenues (C minus D)		<b>D</b>	<b>\$ -</b>

**Expenditures**

F. Chapter Scholarships - Enter List of Recipients and amount amount paid for each:	_____	\$ -	F	
	_____	\$ -		
	_____	\$ -		
G. WSSUNAA Endowed Scholarship	_____	\$ -	G	
H. WSSU Athletics	_____	\$ -	H	
I. Other WSSU Contributions	_____	\$ -	I	
J. Other activities that benefited the community (Please explain)	_____	\$ -	J	
K. Total Expenditures (Sum of F-J)		\$ -	K	\$ -
L. Ending Balance, Carry over to the following year (E minus K)			L	\$ -

**III. Chapter Financial Status**

A. Chapter Assets as of June 30th				
1. Cash in Operating Account		\$ -		
2. Cash in Fundraising Account		\$ -		
<b>3. Cash in Other Financial Account(s)</b>				
4. Unused postage, supplies, and stationary; valued at ...		\$ -		
5. Equipment		\$ -		
6. Other Assets (Please explain)	_____	\$ -		
Total Assets (Sum of 1-5)			\$	-
B. Liabilities (monies owed) Example: Contract entered and balance due in the next year				
1.	\$ -	\$ -		
2.	\$ -	\$ -		
3.	\$ -	\$ -		
Total Liabilities (Sum 1 - 3)			\$	-

\* Note: Cash balance at year end on Part I, Line E must equal cash in Operating Account in Part III, Line 1.  
Cash balance at year end on Part II, Line L must equal cash in Fundraising Account in Part III, Line 2.

**IV) Chapter Questionnaire**

- 1) Have you submitted your Roster of Officers Form to the National Alumni Office? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2) Have you completed your Charter Fee/Chapter Assessment Form? Yes \_\_\_\_\_ No \_\_\_\_\_
- 3) Have you paid your charter fee and chapter assessment fee? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4) Does the Chapter have a written set of bylaws? Yes \_\_\_\_\_ No \_\_\_\_\_. If so, please send a copy (scan) of your bylaws to the National Alumni Office.

The undersigned Officers and Audit Chairman of \_\_\_\_\_ Chapter of Winston-Salem State University National Alumni Association, Incorporated have prepared this report and declare this report has been examined and reviewed by them to the best of their knowledge, and they believe the report is true, correct and complete.

Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ President  
 Name: \_\_\_\_\_ Treasurer  
 Name: \_\_\_\_\_ Audit Chair

*Please provide the contact information for the member completing this report in case there are questions.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Street or P.O. Box, City, State, and Zip Code)  
 Telephone (Include Area Code): \_\_\_\_\_  
 E- Mail Address: \_\_\_\_\_

**Distribution Checklist**

1. File electronically to the Winston-Salem State University National Alumni Office

- by September 1st.
2. Maintain a copy of the report for the chapter's files.