



**Winston-Salem State University National Alumni Association, Incorporated**  
**STATEMENT OF FINANCIAL OPERATIONS**  
 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. Transactions**

A. Beginning Balance, July 1 (Reconciled bank balance at July 1)		<b>A</b>	\$ _____
B. Cash received during the year			
1. Dues, (National & Chapter Membership)	\$ _____		
2. Contributions & Donations (Scholarship)	\$ _____		
3. Fundraising Income	\$ _____		
4. Interest Income	\$ _____		
5. Other (Please explain) _____	\$ _____		
(Funds collected for specific chapter activities i.e. hostess, sympathy)			
<b>TOTAL INCOME (Sum of 1-5)</b>		<b>B</b>	\$ _____
C. Total Cash Available During the Year: (Sum of A + B)		<b>C</b>	\$ _____

**D. Expenditures**

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. Fundraising Expenses	\$ _____		
8. Chapter Scholarships - <i>Enter List of Recipients and amount paid for each:</i> _____	\$ _____		
_____	\$ _____		
_____	\$ _____		
9. WSSUNAA Endowed Scharship	\$ _____		
10. WSSU Athletics	\$ _____		
11. Other WSSU Contributions ( <i>Please explain</i> ) _____	\$ _____		
12. Other Activities that benefited the community ( <i>Please explain</i> ) _____	\$ _____		
13. Other Operational Expenses ( <i>Please explain</i> ) _____	\$ _____		
(Regional Dues, Programs, Courtesies, Officer Expenses, Bank Charges, etc.)			
<b>TOTAL EXPENDITURES (Sum of 1-12)</b>		<b>D</b>	\$ _____
<b>E. Ending Cash Balance, June 30th (C minus D)</b>		<b>* E</b>	\$ _____

**II. Chapter Financial Status**

A. Chapter Assets as of June 30th			
1. Cash in Checking Account	\$ _____		
2. Unused postage, supplies, and stationary; valued at ...	\$ _____		
3. Equipment	\$ _____		
4. Other Assets (Please explain) _____	\$ _____		
Total Assets (Sum of 1-4)		\$ _____	
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 Checking Account in Part II, Line 1.**

**III) 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.