



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