

**MSEA CHAPTER/LOCAL FINANCIAL STATEMENT**  
**Income and Expenditure Statement**  
**For Period January 1, 20\_\_ through December 31, 20\_\_**

**BEGINNING BALANCE (S) JANUARY 1, 20\_\_:**

Savings \$ \_\_\_\_\_  
 Checking \$ \_\_\_\_\_  
**A. TOTAL SAVINGS/CHECKING** \$ \_\_\_\_\_ A

**INCOME RECEIVED:**

Chapter Allotments \_\_\_\_\_  
 Interest Earned \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
**B. TOTAL INCOME FOR YEAR** \$ \_\_\_\_\_ B

**EXPENDITURES (SPECIFY):**

Office Supplies \$ \_\_\_\_\_  
 Meeting Expenses \_\_\_\_\_  
 Photocopying \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Travel for Chapter Officers \_\_\_\_\_  
 Other (Specify): \_\_\_\_\_  
**C. TOTAL EXPENDITURES FOR YEAR** \$ \_\_\_\_\_ C

**ENDING BALANCE SAVINGS/CHECKING AS OF DECEMBER 31, 20\_\_**

Savings \$ \_\_\_\_\_  
 Checking \$ \_\_\_\_\_  
**D. TOTAL SAVINGS/CHECKING** \$ \_\_\_\_\_ D (Note: Lines A + B - C = D)

**PLEASE COMPLETE THE FOLLOWING; PLACE AN (X) IN THE APPROPRIATE SPACES.**

1. Does the chapter/local have the following?  
 a. Checking Account Yes \_\_\_ No \_\_\_ b. Savings Account Yes \_\_\_ No \_\_\_

If yes, indicate name & address of bank(s) \_\_\_\_\_  
 \_\_\_\_\_

2. Does the chapter/local conduct an annual audit of the financial records? Yes \_\_\_ No \_\_\_  
 If yes, indicate who performs it: \_\_\_\_\_ Chapter/local treasurer  
 \_\_\_\_\_ Internal audit by members \_\_\_\_\_ Other (specify) \_\_\_\_\_

3. Is a financial report presented at each chapter/local meeting?  
 Yes \_\_\_ No \_\_\_ Is it: written \_\_\_ or oral \_\_\_

Signed by: \_\_\_\_\_ / \_\_\_\_\_ Treasurer / Contact number  
 \_\_\_\_\_ / \_\_\_\_\_ President or Vice President / Contact number

Chapter/Local: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Please print)

Please mail as soon as possible with a copy of the chapter's **December bank statement**, to:  
**MSEA/SEIU Local 1989, 5 Community Drive, Augusta, Maine 04330 / Attention: Finance OR Email**  
**to [finance@mseaseiu.net](mailto:finance@mseaseiu.net)**