

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.org.