

2012 CHAPTER FINANCIAL DATA FORM

FISCAL YEAR: JANUARY 1 - DECEMBER 31

Chapter Name and Number: _____

Section I - Balance Sheet & General Information

1. CHECKING ACCOUNT(S)

	Name of Institution	Location	Name on Account	Account #	\$Amount
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____

2. SAVINGS ACCOUNT(S)

	Name of Institution	Location	Name on Account	Account #	\$Amount
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____

3. INVESTMENT(S)

	Name of Institution	Location	Name on Account	Account #	\$Amount
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____

SUBTOTAL - Lines #1, 2 and 3 \$ _____

4. ACCOUNTS/NOTES RECEIVABLE:

List each and place dollar amount in right column \$ _____

5. INVENTORY & EQUIPMENT:

Briefly describe any owned inventory (i.e., letterhead, supplies, booklets, etc.) and equipment. Indicate fair market value of each item and put total amount right column \$ _____

6. ACCOUNTS/NOTES RECEIVABLE:

List each and place dollar amount in right column \$ _____

SECTION II – Revenue & Expense

(1) Beginning Checking Account(s) Balance, January 1, 20____ \$

REVENUE

- 1. Chapter Dues \$
- 2. Regular Chapter Meetings (meals, etc.) \$
- 3. Publications and Periodicals (individual purchase) \$
- 4. Newsletter Advertising \$
- 5. Advertising \$
- 6. Other Advertising \$
- Total Advertising \$
- 7. Education Programs (seminars, trade shows, etc.) \$
- 8. Interest/ Investment Income \$
- 9. Other Income (describe) \$

TOTAL REVENUE \$

Total Revenue and Beginning Checkbook Balance \$

EXPENSE

- 1. Membership Promotion \$
- 2. Regular Chapter Meetings (meals, facility, AV, etc.) \$
- 3. Publications & Periodicals (including production, mailing, etc.) \$
- Newsletter \$
- Directory \$
- Other \$
- Total Publications and Periodicals \$
- 4. Education Programs (program development, speakers, promo, etc.) \$
- 5. Awards and Recognition \$
- 6. Scholarships \$
- 7. Administrative (board meetings, misc. postage, telephone, etc.) \$
- 8. Other (describe) \$

TOTAL EXPENSE \$

(2) Ending Checkbook Balance – as of December 31, 20____ \$

Signature: _____, Treasurer

Print Name: _____ Date: _____



Chapter Dues Direct Deposit Information

If you would like to have your chapter dues check automatically deposited into your chapter checking account please fill out the following information. This will enable us to same time in the accounting department; we will save on checks, envelopes and the postage for mailing the checks to you. However, the most important benefit is that you will receive your checks faster!

Please fill out the form and return it to AFE by fax (571) 766-2142, email to tthomashall@AFE.org, or you mail it to 12801 Worldgate Drive, Suite 500 Herndon, VA 20170. We will notify you once your account has been set up.

Please feel free to contact Talisa Thomas-Hall, director of membership and operations, if you have any questions. Talisa may be reached at (571) 203-7236 or tthomashall@afe.org.



AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Company Name: _____

Company ID Number: _____

I (we) hereby authorize Association for Facilities Engineering, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Savings account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account.

Depository Name: _____

Branch _____

City _____ State _____ Zip Code _____

Routing Number _____ Accounting Number _____

This authorization is to remain in full force until AFE has received written notification from me (or either of us) of its termination in such time and in such manner as to afford AFE and Depository a reasonable opportunity to act on it.

Date _____

Name _____ ID Number _____

Signed _____

Name _____

Signed _____

NOTE: All written debit authorizations MUST provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.