

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, 65 State Street, Augusta, Maine 04330-5126 / Attention: Finance**