

# FINANCE REPORT

## FISCAL YEAR (FY) 2007 - 2008

CHAPTER FINANCE OFFICERS PREPARE REPORTS COVERING THE FISCAL YEAR MAY 1ST TO APRIL 30TH. DEPARTMENT FINANCE OFFICERS PREPARE REPORTS FOR THE PERIODS ENDING NOVEMBER 30TH (MID-YEAR) AND MAY 31ST (YEAR-END) EACH YEAR. EACH FINANCE OFFICER SHOULD ADDRESS ONLY THE FINANCIAL STATUS AT HIS/HER LEVEL OF RESPONSIBILITY. **PLEASE TYPE OR PRINT LEGIBLY!**

1. DEPT/CHAP NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

2. LOCATION (CITY/STATE): \_\_\_\_\_

3. FEDERAL TAX ID# (REQUIRED): \_\_\_\_ - \_\_\_\_ (2 DIGITS, HYPHEN, 7 DIGITS)

4. BANK(S) WITH WHICH YOU HAVE ACCOUNT(S): \_\_\_\_\_

5. NAMES OF ACCOUNTS:	<u>WELFARE</u>	<u>GENERAL</u>	<u>OTHER</u> (SPECIFY)
6. BALANCE AT BEGINNING OF FISCAL YEAR:			
7. INCOME DURING FISCAL YEAR:			
8. TOTAL OF LINES 6 AND 7:			
9. EXPENDITURES DURING FISCAL YEAR:			
10. BALANCE AT END OF FISCAL YEAR:			

**BALANCE ON LINE 10 FOR EACH ACCOUNT MUST EQUAL LINE 8 MINUS LINE 9!**

11. SOURCES OF INCOME (CONTINUE ON REVERSE IF NECESSARY): \_\_\_\_\_

FINANCE OFFICER: \_\_\_\_\_  
*PRINT/TYPE NAME*
*SIGNATURE*
*DATE*

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**\*IF SUBMITTING ELECTRONICALLY TO NATIONAL HEADQUARTERS BY EMAIL YOU ARE AGREEING TO THE CONDITIONS SET FORTH IN THIS DOCUMENT BY TYPING YOUR NAME IN BOTH PLACES ABOVE.**

**CHAPTERS:** SEND ORIGINAL FORM TO NATIONAL HEADQUARTERS NO LATER THAN JUNE 30<sup>TH</sup>.  
 SEND ONE (1) COPY TO YOUR DEPT FINANCE OFFICER BY MAY 31<sup>ST</sup> & RETAIN ONE (1) COPY FOR YOUR FILE.

**DEPARTMENTS:** SEND ORIGINAL FORM TO NATIONAL HEADQUARTERS NO LATER THAN DECEMBER 31<sup>ST</sup> (MID-YEAR) AND JUNE 30<sup>TH</sup> (YEAR-END). RETAIN ONE (1) COPY FOR YOUR FILE.

**EMAIL OR MAIL ORIGINAL COPY TO:** **MILITARY ORDER OF THE PURPLE HEART**  
**5413-B BACKLICK ROAD,**  
**SPRINGFIELD, VA 22151-3960**