

FORM A

MONEY DEPOSITED INTO CHAPTER'S ACCOUNT

CHADD CHAPTER:

QUARTER:

Jul-Sep

Oct-Dec

Jan-Mar

Apr-Jun

CHAPTER #:

(One set of forms for each quarter due with in 30 days)

BANK STATEMENT DATES:

PREPARED BY:

PHONE #: () _____

(1) Date	(2) Name Name of Person/Organization who gave money to the Chapter	(3) Amount This is the total from columns 4-10	(4) Membership Amount for Dues	(5) Reimbursed (Amount from National to your Chapter including portion of Membership Dues)	(6) Donations (Amount of donations from individuals or organizations that are not restricted to a specific program or activity)	(7) Grants (Amount of donations from individuals or organizations that are restricted to a specific program or activity)	(8) Bank Interest	(9) Sales The Amount of money received from sales of services/products	(10) Other
GRAND TOTAL									

(2) All deposits shown on the bank statements

(6) Submit copy of contribution document with Form A
 (7) Submit copy of grant letter with Form A
 (11) Explain on reverse

FORM B

CHECKS WRITTEN AND PAID BY BANK

please include all receipts

CHADD CHAPTER:

QUARTER: Jul-Sep Oct-Dec Jan-Mar Apr-Jun

(One set of forms for each quarter due with in 30 days)

CHAPTER #:

BANK STATEMENT DATES:

PREPARED BY:

PHONE #: () _____

(1) Date	(2) Check #	(3) Name of Payee	(4) Amount (This is the total of columns 5-16)	(5) Membership (Dues sent to CHADD)	(6) Postage	(7) Office Expense (Phone, Internet, Supplies)	(8) Rent (Rent for office/meeting /event space)	(9) Printing	(10) Advertising	(11) Donations	(12) Travel	(13) Merchandise or Subscriptions (Purchase of merchandise such as books, videos and subscriptions)	(14) Speaker Fees	(15) Bank Charges	(16) Other
GRAND TOTALS															

(3) To Whom the check is written
(5) Deposited by Chapter & paid to National

(16) Explain on reverse

FORM C
RECONCILIATION

CHADD CHAPTER: _____

QUARTER: Jul-Sep Oct-Dec Jan-Mar Apr-Jun
(One set of forms for each quarter due with in 30 days)

CHAPTER #: _____

BANK STATEMENT DATES: _____

PREPARED BY: _____

PHONE #: () _____

PREVIOUS BANK BALANCE

(From Bank Statement)

\$ _____

Plus

+

TOTAL BANK DEPOSITS FROM FORM A

(Total Column #3)

\$ _____

Minus

-

TOTAL CHECKS PAID BY BANK FROM FORM B

(Total Column #4)

\$ _____

Equals

=

NEW BANK BALANCE

\$ _____

PLEASE SCAN AND ATTACH THE THREE BANK STATEMENTS AND ALL RECEIPTS BEHIND FORMS A, B, & C.

