

## Chapter Financial Information Form 2008-2009

The submission of the reporting forms is the responsibility of the *current administration*. This form is due within **sixty (60) days** after the close of the fiscal year.

*Please use the TAB key to move between fields. Pressing the ENTER key will result in submitting this form. Thank you for your cooperation.*

**(ALL FIELDS REQUIRED) These financial reports were prepared by:**

<b>Name:</b>	Maria-Elena Augustin	<b>Date:</b>	06/22/2009
<b>Title:</b>	Treasurer		
<b>Email:</b>	maugusti@mail.ucf.edu		

The financial reports were reviewed by (a minimum of two)

<b>Member:</b>	Thomas Bryer	<b>Reviewed:</b>	06/25/2009
<b>Member:</b>	Michael Abels	<b>Reviewed:</b>	06/26/2009
<b>Member:</b>		<b>Reviewed:</b>	MM/DD/YYYY

These financial reports were approved by and distributed to the chapter membership by:

<b>Name:</b>	Thomas Bryer	<b>Date:</b>	07/10/2009
<b>Title:</b>	President		

Balance Sheet Fiscal Year Ending: 05/31/2009

Please indicate the accounting method used.  Cash basis  Accrual method

ASSETS	Amount
Cash	\$2,122.75
Investments	\$00,000.00
Accounts Receivable	\$00,000.00
Prepaid Expenses	\$00,000.00
Other Assets (describe)	\$00,000.00
Other Assets (describe)	\$00,000.00
<b>Total Assets</b>	<b>\$00,000.00</b>
LIABILITIES	Amount
Accounts Payable*	\$00,000.00
Other Liabilities (describe)	\$00,000.00

Other Liabilities (describe)	\$00,000.00
Fund Balance	\$00,000.00
Total Liabilities and Fund Balance	\$00,000.00

If the chapter is on a cash accounting basis, list all anticipated liabilities over \$500.00 to any one individual or other entity. If the aggregate amount of anticipated liabilities totals at least \$5,000, then list all anticipated liabilities over \$100.00.

REVENUES	Amount
Rebates	\$00,000.00
Meetings	\$1,970.00
Workshops	\$00,000.00
Interest	\$00,000.00
Grants	\$00,000.00
SECoPA Conference	\$2,000.00
Total Revenue	\$3,970.00
EXPENSES	Amount
Temporary Personnel	\$00,000.00
Printing and Duplicating	\$65.00
Postage	\$00,000.00
Mailing Labels	\$00,000.00
Travel	\$00,000.00
chapter Meetings	\$1,817.20
Workshops	\$00,000.00
Regional Meetings	\$2,000.00
National Conference	\$00,000.00
Grants	\$00,000.00
Awards	\$262.40
Speakers	\$00,000.00
Bank of America maintenance fees	\$204.00
<b>Total Expenses</b>	\$4,348.60
<b>Revenue in excess of expenses</b>	\$00,000.00
<b>Fund Balance, beginning of year</b>	\$2,501.35
<b>Fund Balance, end of year</b>	\$2,122.75

This chapter maintains checking, savings, and/or investment accounts at (email/fax additional information if necessary):

Banking Institution Name:	Bank of America
Banking Institution Address:	390 N. Orange Ave.
	Orlando, FL 32801
Account Name and Number:	ASPA Central Florida Chapter: 0055004644730
Tax ID # Used:	52-1272097

**Individuals authorized to access this account:**

Your Full Name:	Maria-Elena Augustin
Signature:	Maria-Elena Augustin
Your Full Name:	
Signature:	

**We, the undersigned chapter chair and treasurer, certify that we understand:**

- the responsibilities outlined in the document entitled, "Financial Reporting for Chapters and chapters of ASPA", and will execute such responsibilities during our terms of office;
- any and all real or anticipated liabilities incurred by the chapter are the sole responsibility of the chapter;
- payment of membership dues will be withheld from the chapter in the event of noncompliance with reporting requirements or nonacceptance of said reports by the Executive Director, non-member officers, or membership programs in violation of ASPA's constitution or Council adopted policy;
- any amounts due to the national organization for a period exceeding ninety days will be deducted from the next regularly scheduled rebate of any chapter with such outstanding debt.

**We further certify that we will:**

- discuss with the ASPA Executive Director any intention to enter into a contract or incur a liability or anticipated liability in an amount exceeding \$5,000.

Chapter Chair Signature:	Thomas Bryer
Today's Date:	07/10/2009
Chapter Treasurer Signature:	Maria-Elena Augustin
Today's Date:	07/10/2009