



## FINANCIAL REPORT

Region \_\_\_\_\_

**2020-21 Financial Report**

**Directions:** Provide all data that is applicable to your region as of June 30, 2021 and email to [egrogan@acsa.org](mailto:egrogan@acsa.org). The Financial Report must be received no later than August 31, 2021.

Any inquiries regarding the financial report and budget should be directed to:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that the financial report attached hereto is a true and correct statement of the financial condition of Region \_\_\_\_\_ of ACSA for the years reported.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACSA REGION \_\_\_\_\_**  
**INCOME & EXPENSE STATEMENT**  
**Period 07/01/20 through 06/30/21**

**CASH BALANCES in the bank on 06/30/20 Start of Period**

1.	Checking	\$ _____
2.	Invested Reserves	\$ _____
3.	Total Cash Available on 06/30/20 (Lines 1 and 2 combined)	\$ _____

**REVENUES: 07/01/20 through 06/30/21**

4.	Dues Rebates	\$ _____
5.	Sponsorship Fees	\$ _____
6.	Region Conferences	\$ _____
7.	Interest Income	\$ _____
8.	Dinner, Meal Fees	\$ _____
9.	Advertising Fees	\$ _____
10.	Contributions Received	\$ _____
11.	Other Income	\$ _____
12.	<b>TOTAL REVENUES</b> (Lines 4 through 11)	\$ _____

**EXPENSES: 07/01/20 through 06/30/21**

13.	Professional Services	\$ _____
14.	Honorariums	\$ _____
15.	Printing	\$ _____
16.	Office Supplies	\$ _____
17.	Rent	\$ _____
18.	Telephone	\$ _____
19.	Travel	\$ _____
20.	Meals	\$ _____

**ACSA Region \_\_\_\_\_**  
**Expenses**  
**Page 2**

21.	Lodging	\$ _____	
22.	Payments to Charters (Note 1)	\$ _____	
23.	Contributions (Note 2)	\$ _____	
24.	Scholarships	\$ _____	No. Paid _____
25.	Miscellaneous – Gen'l & Admin.	\$ _____	
26.	<b>TOTAL EXPENSES</b> (Line 13 through 25)	\$ _____	
27.	<b>NET REVENUE (EXPENSE)</b> (Line 12 minus Line 26)	\$ _____	
28.	<b>TOTAL CASH AVAILABLE on 06/30/21</b> (Line 3 plus Line 27)	\$ _____	

**CASH BALANCES in the bank on 06/30/21 End of Period**

29.	Checking	\$ _____
30.	Invested Reserves	\$ _____
31.	<b>TOTAL OF ALL CASH</b>	\$ _____

**Note 1:** Include all amounts paid to charters. Due to new IRS reporting requirements for Form 990, for rebates paid to charters please list on a separate page, the name of the charter, the recipient's name, their tax status, their EIN number, and the amount.

**Note 2:** Include in Contributions any amounts transferred from your region's normal funds such as cash and invested reserves accounts to establish a foundation in your region. Please list on a separate page, the name of the foundation, their tax status, their EIN number, and the amount.

**ACCOUNT DESCRIPTIONS FOR INCOME AND EXPENSE STATEMENTS**  
**(CHART OF ACCOUNTS)**

**CASH BALANCE CHECKING** - This figure represents the amount in your checking account as of the last working day for the fiscal year ending June 30th.

**INVESTED RESERVES** - This figure will be the total amount you have invested in Money Market funds, Certificates of Deposit or any other type of vehicle in which you are investing your excess cash as of June 30th.

**TOTAL CASH AVAILABLE** - This line will be the total of the amounts of cash and invested reserves.

## **REVENUE**

**DUES REBATES** - This amount would be the total dues rebate received from State ACSA during the fiscal year July 1 through June 30.

**SPONSORSHIP FEES** – Amounts received from outside companies, firms, individuals to sponsor region activities.

**REGION CONFERENCES** - Amounts taken in by the region from members and/or non-members to cover region activity fees for any and all region conferences including events across several regions.

**INTEREST** - This amount represents all interest earned on region checking accounts, savings accounts, money market accounts, certificates of deposit or any other investments during fiscal year July 1 through June 30.

**DINNER, MEAL FEES** - Any amounts collected from attendees for dinners or other meals in your region during the fiscal year.

**ADVERTISING FEES** – Amounts received for advertising in region publications and websites.

**CONTRIBUTIONS RECEIVED** – Amounts received as contributions or donations from outside parties. Please list on a separate page the name, address, and amount of any contribution received over \$5,000.

**OTHER INCOME/REVENUE** - Any and all types of revenue received and deposited by your region during the fiscal year which do not fit into any above revenue classifications

## **EXPENSES**

**PROFESSIONAL SERVICES** - Any amounts paid in the fiscal year for auditing and accounting services, legal fees, program and computer costs, other professional and outside services such as website consultant, other consultants, and temporary help hired through agencies in connection with ACSA region activities. Must provide dollars paid to individuals over \$600 total in any one calendar year to State ACSA for IRS reporting.

**ACCOUNT DESCRIPTIONS FOR INCOME AND EXPENSE STATEMENTS**  
**(CHART OF ACCOUNTS)**

**HONORARIUMS** - Amounts paid directly to presenters, speakers, individuals hired to conduct and present at region conferences, seminars, workshops, etc. Must provide dollars paid to individuals over \$600 total in any one calendar year to State ACSA for IRS reporting.

**PRINTING - PHOTOCOPY COSTS** - All printed material and photocopy-reproduction costs which is performed by an outside vendor or by a school district requiring reimbursement to the school.

**OFFICE SUPPLIES** - Cost of office supplies such as computer supplies, pens, pencils, erasers, adding machine tape, staples, etc. and the cost of stationery, envelopes and other paper products used in the daily course of business in the ACSA regions.

**RENT** - Any rent which may be required to be paid for equipment or office space in order to conduct the activities of the ACSA regions.

**TELEPHONE** - Your cost for telephone expenses such as equipment rental, line charges, cell phone charges in connection with ACSA business.

**TRAVEL** - Those charges for any cost on any form of public transportation in connection with ACSA business. Included also in this category is air travel, car rental, mileage reimbursement paid to regular members for use of their personal car in connection with ACSA business paid by the region and not reimbursed by State ACSA.

**MEALS** - Cost of any and all meals while away from the region office in connection with ACSA business which are paid by the region and not reimbursed by State ACSA. Include also in this expense category the cost of group meals and banquets.

**LODGING** - Cost of any and all lodging while away from the region office in connection with ACSA business which are not reimbursed by State ACSA.

**PAYMENTS TO CHARTERS** - The total amount of money which you pay for whatever reason to the charters in your region. See Note 1 for further instructions.

**CONTRIBUTIONS PAID** – Cost of any contributions/ donations made to charity or other individuals by the region. Please list on a separate page the name, address, and amount paid to the recipient.

**SCHOLARSHIPS** – Cost of scholarships paid to students, region members or potential members. Also include above the number of scholarships granted in the fiscal year. Please list on a separate page the name, address, amount paid to the recipient, and the purpose of the scholarship (i.e. attend ACSA Personnel Academy, etc.).

**MISCELLANEOUS - GENERAL & ADMINISTRATIVE** - Any other expenses incurred while conducting business for ACSA by members of the region which do not fit into any of the above categories.

**ACCOUNT DESCRIPTIONS FOR INCOME AND EXPENSE STATEMENTS**  
**(CHART OF ACCOUNTS)**

Page 3

**NET REVENUE (EXPENSE)** - This line represents the difference between total income (line 12) and total expenses (line 26).

**TOTAL CASH AVAILABLE 06/30** - This line is the total of your total available cash at June 30th (line 3) and Net Revenue (Expense) (line 27).

**CASH BALANCES 06/30 END OF PERIOD** - This section breaks out the total on line 28 (Total Cash Available) by checking, invested reserves at the end of the period. Line 31 which reads "TOTAL" should equal line 28.







**KINDLY RETURN THIS INFORMATION  
WITH YOUR FINANCIAL PACKET**

**REGION TREASURER FOR 2020-21**

**Region:** \_\_\_\_\_

**Region Treasurer:**

Name: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

**Mailing Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Time Telephone:            (    ) \_\_\_\_\_

FAX number                        (    ) \_\_\_\_\_

E-mail address:                    \_\_\_\_\_