

Financial Reporting Webinar

Presenter: Brian Foy

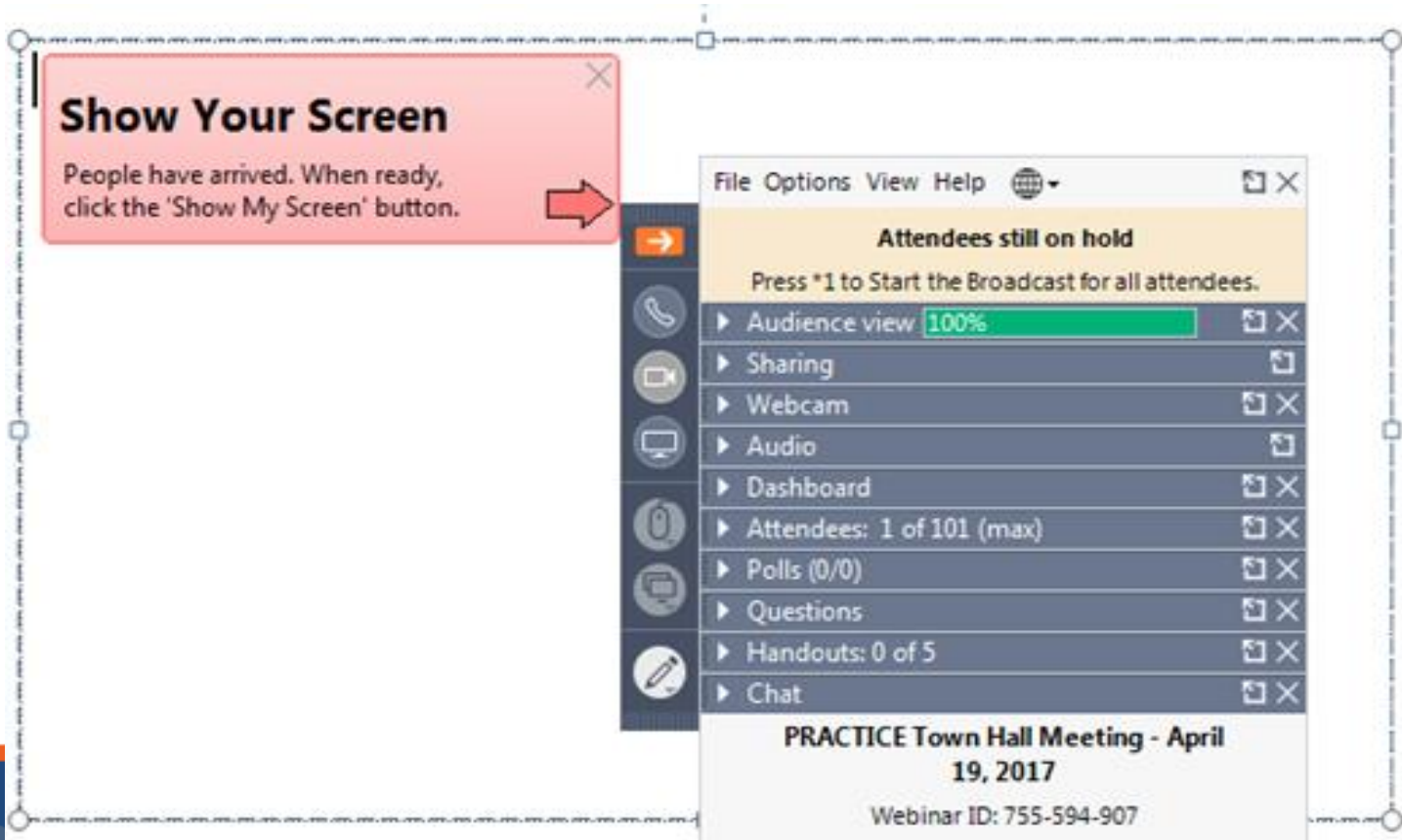
Co-Coordinator/Treasurer, CHADD of Iowa



How to Ask a Question...

To open your questions box click on the white arrow in the orange square in the upper right hand corner.

Click on “Questions” and type in your question.



The screenshot shows a webinar interface. On the left, a pink dialog box titled "Show Your Screen" contains the text "People have arrived. When ready, click the 'Show My Screen' button." and a red arrow pointing to the right. On the right, a control panel is visible with a menu bar (File, Options, View, Help) and a list of options: Audience view (100%), Sharing, Webcam, Audio, Dashboard, Attendees: 1 of 101 (max), Polls (0/0), Questions, Handouts: 0 of 5, and Chat. The "Questions" option is highlighted. Below the control panel, the text reads "PRACTICE Town Hall Meeting - April 19, 2017" and "Webinar ID: 755-594-907".

Financial Reporting

Brian Foy,

CHADD of Iowa (4 sites – Quad Cities, Cedar Rapids/Iowa City, Dubuque, Muscatine)

Brian and his wife started a parent support group in 1986 after their daughter was diagnosed with ADHD.

In 1999 he became treasurer of CHADD of Iowa when seven Iowa chapters combined to make one super chapter. This is his second year as co-coordinator for CHADD of Iowa.



Learning Objectives



- By the end of the webinar, participants will understand the need for completing quarterly reports accurately and in a timely manner and how such procedures will benefit their chapter.
- By the end of the webinar, participants will know how to complete revenue, expense and summary forms including supporting evidence to back up figures stated on the forms.
- By the end of the webinar, participants will know how to access resources, when they have questions regarding accurate completion of quarterly reports.

How reporting out quarterly can help

- Protects chapters legally
- Keeps an accurate record of revenue/expenses
- Helps with generating new revenue such as grants
- Assists when new chapter officers take over

Form A - Revenue

MONEY DEPOSITED INTO CHAPTER'S ACCOUNT

CHADD CHAPTER: _____

QUARTER: (One set of forms for each quarter)

CHAPTER #: _____

BANK STATEMENT DATES: _____

PREPARED BY: _____

PHONE #: (____) _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Date	Name	Amount	Membership Dues	Reimbursed Dues	Contributions	Grants	Fund Raising	Bank Interest	Merchandise Sales and Rentals	Other
GRAND TOTALS		\$								

Totals of columns (4) to (11) should equal amount in column (3)

- | | |
|---|--|
| (2) All deposits shown on the bank statements | (6) Submit copy of contribution document with Form A |
| (4) Direct money to Chapter from members | (7) Submit copy of grant letter with Form A |
| (5) Direct money from National to Chapter | (11) Explain on reverse |



Form A - Revenue

Example:

Chapter Name: CHADD of New Mexico

Chapter Number: 810

Quarter 3 (January 1 – March 31)

- Know chapter name/number
- Make sure bank statement run for entire quarter
- Documenting revenue
- Receipts for each deposit
 - How to handle direct deposits

Form B - Expenses

CHECKS WRITTEN AND PAID BY BANK

please include all receipts

CHADD CHAPTER: _____

QUARTER: (One set of forms for each quarter)

CHAPTER #: _____

BANK STATEMENT DATES: _____

PREPARED BY: _____

PHONE #: (____)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Date	Check #	Payee	Amount	Membership Dues	Postage	Office Expense	Phone	Printing	Advertising	Contributions & Donations	Travel	Merchandise Subscriptions Book/Videos	Speaker Fees	Bank Charges	Other
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Totals of columns (5) to (16) should equal amount in column (4)

(3) To Whom the check is written

(16) Explain on reverse

(5) Deposited by Chapter & paid to National

Form B - Expenses

- What is allowed?
- Need to have receipts for each expense
 - Provide templates for certain expenses such as speakers, mileage
- Bank statements run for entire quarter

CHADD OF IOWA Mileage Request

Name of activity: _____

Date of activity: _____

Miles driven _____ @ _____ per mile

Make check payable to: _____

Form C - Summary

RECONCILIATION

CHADD CHAPTER: _____

QUARTER: (One set of forms for each quarter)

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

Form C - Summary

- Make sure figures align with Page A and B
- Make sure figures align with bank statements

Tips

- On-line banking
- Submitting quarterly reports on-line (if this has been approved by finance)
- Keep a record for yourself to reference back to if needed
- Two signatures on checks (Not required but wise)

Quarterly Financial Reports Schedule

Quarterly FINANCIAL REPORTS are due by the 31st of the month following the end of each quarter. CHADD operates on a FISCAL YEAR - July 1 through June 30.

QTR	Quarter Period	Financial Reports Due to CHADD National
1st	July 1 - September 30	October 31
2nd	October 1 - December 31	January 31
3rd	January 1 - March 31	April 30
4th	April 1 - June 30	July 31



Questions