

**\*\* Complete one form for each checking and savings account \*\* Account \_\_\_\_\_**

**Beginning Balance on January 1, 2010**  
 (This **MUST** be your December 31, 2008 ending balance)

**Income:**

- Membership Dues Income \_\_\_\_\_
- Liability Insurance Income \_\_\_\_\_
- Fund Raising Income \_\_\_\_\_
- Bank Interest Income \_\_\_\_\_
- Merchandise Sales Income \_\_\_\_\_
- Newsletter & Advertising Income \_\_\_\_\_
- Raffle Income \_\_\_\_\_
- State Meeting Income \_\_\_\_\_
- State Ride Income \_\_\_\_\_
- Banquets & Club Outings Income \_\_\_\_\_
- Donations Income \_\_\_\_\_  
 (For donations greater than \$6,000, you **must** provide names)
- \_\_\_\_\_
- \_\_\_\_\_
- Miscellaneous Income \_\_\_\_\_  
 (Use this category only as a last resort & explain)
- \_\_\_\_\_
- \_\_\_\_\_

**Total Income Only:** \_\_\_\_\_ -  
 (Add together **only** your Income items)

**Expenses:**

- Membership Dues Expense (Sent to State Treasurer) \_\_\_\_\_
- Liability Insurance Expense (Sent to State Treasurer) \_\_\_\_\_  
 (Liability Insurance Income **must** equal Liability Insurance Expense)
- Fundraising Expense \_\_\_\_\_
- Special Event Insurance Expense \_\_\_\_\_
- Merchandise Sales Expense \_\_\_\_\_
- Newsletter & Advertising Expense \_\_\_\_\_
- Office Supplies Expense \_\_\_\_\_
- Postage Expense \_\_\_\_\_
- Banquet & Club Outing Expense (Including Hall Rental) \_\_\_\_\_
- Trail Mileage Patch Expense \_\_\_\_\_
- Professional Fees Expense \_\_\_\_\_
- Public Relations Expense \_\_\_\_\_
- Raffle Expense \_\_\_\_\_
- Sponsorships & Awards Expense \_\_\_\_\_
- Web Site Expense \_\_\_\_\_
- Ride Expense (Sponsored by your chapter) \_\_\_\_\_
- State Meeting Expense \_\_\_\_\_
- Bank Fees Expense \_\_\_\_\_
- Park & Trail Expense \_\_\_\_\_
- Donations Expense \_\_\_\_\_  
 (All donations must be listed i.e. 4-H Show...\$75.00)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Miscellaneous Expense \_\_\_\_\_  
 (Use this category only as a last resort & explain)
- \_\_\_\_\_
- \_\_\_\_\_

**Total Expense Only:** \_\_\_\_\_ -  
 (Add together **only** your Expense Items)

**Ending Balance December 31, 2010** \_\_\_\_\_ -  
 (Add the Total Income to the Beginning Balance and subtract the Total Expense -  
 This **must** equal your ending reconciled bank balance)

**\*\* This must be sent to the State OHC Treasurer by January 10, 2011.**  
**This is a required document used to prepare the OHC tax returns Accuracy COUNTS**  
**Failure to submit on time will result in a forfeiture of any dues refund & make the chapter ineligible for grant funds for the upcoming year.**

**Chapter:** \_\_\_\_\_ **Prepared By:** \_\_\_\_\_  
 (Chapter Treasurer must sign)