

TOPS AREA QUARTERLY CHAPTER AUDIT

(IMPORTANT: Please photocopy before sending to Coordinator, keeping copy for chapter records)

Chapter : TOPS #CA _____, _____ Audit Dates: From _____ To _____

BANK: _____ ACCT. # _____ TAX ID # _____

Deadline Dates : April 10th, July 10th, October 10th & January 10th

GENERAL FUND

<u>INCOME</u>	<u>EXPENSES</u>
Beginning Balance \$ _____	Memberships \$ _____
Memberships \$ _____	Rent \$ _____
Dues \$ _____	Award orders \$ _____
Fines \$ _____	KOPS award orders \$ _____
Miscellaneous \$ _____	KOPS Society \$ _____
- charms, bank books, souvenirs, \$ _____	KOPS registrations \$ _____
books, t-shirts, calendars, etc.	
Coffee \$ _____	Supplies:
KOPS Society \$ _____	- Contests & Programs \$ _____
Donations \$ _____	- Film & Developing \$ _____
Other: \$ _____	- Prizes, Gifts, Awards \$ _____
\$ _____	Workshop Allowance \$ _____
\$ _____	Coffee Supplies \$ _____
Total Income _____	Bank Charges \$ _____
	Other: \$ _____
	\$ _____
	\$ _____
	Total Expenses \$ _____
	Beg. + Income - Expenses = New Bal. \$ _____

RECOGNITION DAYS FUND (ARD / INCENTIVE DAY / IRD)

<u>INCOME</u>	<u>EXPENSES</u>
Beginning Balance \$ _____	
Fund raising \$ _____	Event registrations \$ _____
Donations \$ _____	Chapter hotel room \$ _____
Event registrations \$ _____	Banner/poster materials \$ _____
Other: \$ _____	Other: \$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	Total Expenses \$ _____
Total Income \$ _____	Beg. + Income - Expenses = New Bal. \$ _____
*****	*****
Balance General Fund \$ _____	Bank Balance \$ _____
Balance Rec. Days Fund \$ _____	Cash on Hand \$ _____
TOTAL \$ _____	TOTAL \$ _____

Bank Deposits:

Date	Amount	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____

All funds of this chapter are accounted for and are part of this audit.

SIGNATURES:

#1 Leader _____ #2 Treasurer _____

#3 Auditor _____ #4 Auditor _____