



**2010 Chapter President Report**  
**For**  
\_\_\_\_\_ **Chapter**

This report, along with a list of current membership roster, must be mailed or emailed to INS National Office at [jason.beal@ins1.org](mailto:jason.beal@ins1.org) by Jan 31, 2010.

**2009-2010 Chapter Officers**

President: \_\_\_\_\_  
President-Elect: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_  
Presidential Advisor: \_\_\_\_\_  
Additional Officers: \_\_\_\_\_  
\_\_\_\_\_

**Chapter Details**

Chapter Website: \_\_\_\_\_  
Chapter E-Mail: \_\_\_\_\_  
Chapter Boundaries: \_\_\_\_\_

Total Number of Chapter Members: \_\_\_\_\_  
*(Current membership roster as of 12/31/2009 – please email list to Jason Beal at [jason.beal@ins1.org](mailto:jason.beal@ins1.org))*

**2009 Chapter Meetings**

(Please list date, location and meetings that took place )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2009 Chapter Seminar/Workshops**

(Please list date, location and meeting topics)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Chapter Financial Reports**

INS policy requires that all chapters submit an annual financial report to the INS National Headquarters. Submission is necessary for INS to maintain its nonprofit status. Along with your Financial Report, please send a copy of the bank and investment statements for the last reporting period of the year. While copies of your receipts are not required, we advise you to keep accounting records for a minimum of three years.

### **Instructions for Completing the Annual Financial Report**

Line Item 1 - Beginning Cash Balance. The beginning cash balance is the checkbook balance at the beginning of the year or the ending cash balance from the prior year.

Line Item 2 - Cash Receipts (include any interest income received)

Line Item 3 - Total Cash Available. Add Items 1 & 2.

Line Item 4 - Less Disbursements (include any bank fees)

Line Item 5 - Ending Cash Balance. Subtract Line 4 from Line 3.

Line Item 6 – Other Cash, Saving & Investments. List separately the balances as of the end of the reporting period of each bank account and any investments held. Any checking or saving accounts should be so designated.

Line Item 7 – Other Assets. Other Assets includes the cost of any other assets held by the Chapter, i.e., prepaid expenses, equipment.

Line Item 8 – Total Assets. Add Item 5, 6 & 7.

Line Item 9 – Liabilities, Loans & Debts. Include any unpaid bills, loans due or other outstanding liabilities (most Chapters would not have loans or other debts).

Line Item 10 – Net Assets. Subtract Item 9 from Item 10.



# Annual Chapter Financial Report

## Chapter \_\_\_\_\_

\_\_\_\_\_ Year Ended: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

### Annual Financial Report:

1. Beginning Cash Balance \_\_\_\_\_
2. Plus: Cash Receipts \_\_\_\_\_
3. Total Cash Available \_\_\_\_\_
4. Less: Cash Disbursements \_\_\_\_\_
5. Ending Cash Balance \_\_\_\_\_
6. Plus: Other Cash, Savings & Investments \_\_\_\_\_
7. Plus: Other Assets \_\_\_\_\_
8. Total Assets \_\_\_\_\_
9. Less: Liabilities, Loans and Debt \_\_\_\_\_
10. Net Assets \_\_\_\_\_

### Chapter Bank Account Information

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

Bank Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Bank Officer: \_\_\_\_\_

Chapter Account Number: \_\_\_\_\_

Member Names on Chapter Account: \_\_\_\_\_

Report Completed By: \_\_\_\_\_

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

*Please return to INS at 315 Norwood Park South, Norwood, MA 02062  
(781) 440-9408 \* Fax: (781) 440-9409 \* ins@ins1.org*