

# UNIT FINANCIAL STATEMENT

Two copies of this form have been sent to all Unit Presidents. Please see that the Unit Treasurer keeps one completed form for Unit records and that the other is mailed to Department Headquarters as soon as possible. These reports are needed as a part of Unit's permanent files in Dept. Headquarters.

American Legion Auxiliary Unit No. \_\_\_\_\_ Location \_\_\_\_\_

Balance, July 1, 2016

(1) \$ \_\_\_\_\_

RECEIPTS: (Monies received into Unit Treasury)

- |  |          |
|--|----------|
| 1. Membership dues collected   | \$ _____ |
| 2. Money received from Poppy Distribution  | \$ _____ |
| 3. Money from fund raising projects  | \$ _____ |
| 4. Donations from members  | \$ _____ |
| 5. Contributions from outside sources (The American Legion, other organizations) | \$ _____ |
| 6. Savings Account Interest  | \$ _____ |
| 7. Other sources: (List)   |          |
| _____  | \$ _____ |

TOTAL MONEY RECEIVED JULY 1, 2016 thru JUNE 30, 2017 (2) \$ \_\_\_\_\_

TOTAL WORKING CASH FOR FISCAL YEAR (Sum of 1 & 2) (3) \$ \_\_\_\_\_

DISBURSEMENTS: (Monies paid out during year)

- |   |          |
|---|----------|
| 1. Administrative Expenses: Meeting facilities (rent, heat, etc.), Unit Officers' Expenses, supplies (postage, stationery, etc.) awards, flowers, gifts, Convention and Conference expenses and registration. | \$ _____ |
| 2. Contribution to Department Funds (books, treasurer's bond, President's project)- funds in Central Account  | \$ _____ |
| 3. Contribution to and cost of VA&R Program:  |          |
| a. Department Funds   | \$ _____ |
| b. Spent locally on aid to veterans at home and in nursing homes  | \$ _____ |
| 4. Contributions to and cost of Children and Youth Program.   |          |
| a. Department Funds   | \$ _____ |
| b. Needy families, food, clothing, medicine, school lunches, etc., within community   | \$ _____ |
| 5. Girls State @ \$400.00 per citizen paid by Unit  | \$ _____ |
| 6. Membership dues paid to Department   | \$ _____ |
| 7. Paid to Department for Poppies @ \$160.00 per thousand   | \$ _____ |
| 8. Cost of fund raising projects  | \$ _____ |
| 9. Other Expenses: (List)   |          |
| _____   | \$ _____ |

TOTAL DISBURSEMENTS: (4) \$ \_\_\_\_\_

**BALANCE:** June 30, 2017 (#3 less #4) (Should equal bank balance as of June 30. Please check to make sure your figures balance.)

\$ \_\_\_\_\_

Signed \_\_\_\_\_  
Unit President

Signed \_\_\_\_\_  
Unit Treasurer

Date \_\_\_\_\_

**PLEASE RETURN TO DEPARTMENT OFFICE BEFORE AUGUST 1, 2017**

(Unitfin.rep)