

SMPS CHAPTER FINANCIAL REPORT

SMPS

Society for Marketing
Professional Services

For the fiscal year September 1, 2010 – August 31, 2011

This completed report **MUST** be received by SMPS National no later than September 30, 2011.

Preparer's Name _____

Chapter _____

	Budget	Actual	Difference
1. Total All Income (Itemize by source in Line 5)	\$	\$	\$
2. Total All Expenses	\$	\$	\$
3. Net Income (Loss) (Subtract item 2 from item 1)	\$	\$	\$

4. EDUCATIONAL PROGRAMS (Amounts here should also be included in Total Income and Expenses Reported above)

Income (Registration fees; Sponsorships, etc)

Expenses (Provide details below)*

Net Profit (Loss) from Programs

\$	\$	\$
\$	\$	\$
\$	\$	\$

*Educational Program Expense Breakdown

Speaker Fees \$ _____ Food & Beverage \$ _____ Promotion/Adv/Other \$ _____
 Number of Programs 2010-11 _____ Estimated Attendance: Largest _____ Smallest _____ Average _____

5. SOURCES OF REVENUE (Sum of all figures here should equal total "Actual" Income reported in Line 1)

Program Registrations	\$ _____	Sponsors/Exhibitors	\$ _____	Advertising	\$ _____
Contributions/Donations	\$ _____	Community Service Programs	\$ _____	Interest Income	\$ _____
Social/Fundraising Events	\$ _____	Shared Dues	\$ _____	Other Income	\$ _____

6. RESERVES as of 8/31/11(Chapter's account balances)

Checking _____ Savings _____ Other Investments _____

7. AUDITS: Are your chapter's books and records audited annually? Yes No

If yes, who does the audit? Outside Auditor Chapter Committee Other _____

ANNUAL IRS INFORMATION RETURN (File on or before January 15, 2012. Chapters with gross receipts less than \$200,000 and total assets less than \$500,000 at the end of the year may file Form 990EZ. Chapters with gross receipts normally \$50,000 or less may file a Form 990N (e-card). For details, please visit www.irs.gov/eo.)

Our chapter plans to file Form 990N Form 990EZ Form 990

A copy of your return must also be sent to SMPS National upon completion.

Please complete this form and return to SMPS.

MAIL

FAX

EMAIL

SMPS

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