

## Art Goes to School of the Delaware Valley, Inc.

### Instructions for completing the Chapter Finance Form:

#### Fill in only the white blocks (not shaded ones).

1. Fill out the chapter information including chapter number.
2. List the opening balance as of June 1 of the prior year on Line 1. *This figure can be found as your ending balance from the prior fiscal year's finance form ending balance as of May 31.* It should also match your checkbook register's balance, if you keep a register. [Note: AGTS's fiscal year runs from June 1 to May 31 each year.]
3. In section 2, list any income received during the fiscal year. **Even if someone else (a PTA/PTO, school board, county, art program, etc.) pays your dues directly to the organization, it still counts as an income source for your chapter, and you must list it, just as you must list dues paid for your chapter in the "Expenses" section.** If your dues and/or expenses are paid by your chapter members, then enter that amount on **line A**. If any income was from a grant (which is rare), enter that amount on **line B**. If any income was from a donation, enter that amount on **line C**. If your income came from a source other than those listed in A, B, or C, list it on **line D** as "other" income and specify the source.
4. **Add lines A-D for this year's new income and enter this on line 3.**
5. **Add your opening balance [line 1] and your new income [line 3] and enter this new figure on line 4 as your total assets.**
6. In Section 5 "Expenses," first list any dues paid to AGTSDV by (or on behalf of) your chapter on **line E**. List any other money paid to AGTSDV on **line F**; typically this is just networking fees, but may occasionally include special events such as the 50<sup>th</sup> anniversary (if paid by your chapter). On **line G**, list any expenses

your chapter incurred for meetings or other events specifically for your chapter. **Line H** is for any operating expenses, such as copies, postage, tape and portfolio cleaning supplies, etc. On **line I**, list any expenses for educational purposes (e.g. Scholastic magazines, books or DVDs for research, art prints/posters); any items listed here *must* be for the chapter's use, *not* for personal use. On **line J**, list any donations (schools or related, not-for-profit organizations); this is rare. Finally, on **line K**, list any other expenses your chapter incurred (such as bank fees, reimbursing a member for fees, etc.).

7. **Total your expenses from lines E-K and enter that figure on line 6.**
8. **Subtract your total expenses for the year [line 6] from your chapter's total assets [line 4] to get your ending balance for that fiscal year. [This ending balance will eventually be your opening balance the next fiscal year.]**
9. **Sign and date the form.**

**The chapter finance form is due back to the Treasurer by the day of the Portfolio Exchange.**

If you have any questions, please contact the Treasurer.