

**The American Volkssport Association
1001 Pat Booker Rd. #101
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A TREASURER'S GUIDE

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FORWARD

This booklet is designed to help AVA Club Treasurers. For clubs with annual incomes over \$25,000, additional reports for IRS are required and you may need additional assistance.

Feel free to contact AVA, Attention: Director of Finance, with your questions.

Keeping financial records is often a thankless task, particularly when the Treasurer is a volunteer. As an officer of your club you are individually and jointly liable for that club, including the accuracy of all records.

The purpose of this manual is to help club Treasurers simplify the tasks associated with keeping financial records. Since a Treasurer is the principal financial advisor for financial matters, both to club officers and the members, this manual also provides guidance for spending club funds wisely, improving the generation of funds to keep your club going, and advising the club about the financial impact of club decisions.

We have tried to avoid accounting jargon, use plain English and keep explanations as simple as possible. We welcome your comments and questions about this manual.

The job of club treasurer is important, but we realize that you didn't join a walking club to have every moment taken up with club record keeping. So follow these steps, keep it simple and have time to walk, not worry about the books.

AVA is only a phone call or email away. If you need advice, don't agonize over your job as treasurer; call us for help. The email address for the AVA Director of Finance is candy@ava.org and the email address for the AVA Treasurer is treasurer@ava.org.

We express our appreciation to earlier contributors to this revised manual, particularly former AVA Treasurers, Ken Wilson and Jim Geith.

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AVA Treasurer**

TABLE OF CONTENTS

Section 1:	Duties of the Treasurer	1
Section 2:	Organization and Record Keeping	1
Section 3:	Banking and Income	4
Section 4:	Expense and Reimbursements	11
Section 5:	Petty Cash	17
Section 6:	AVA Invoices and Statements and other such annoyances	19
Section 7:	Preparing Financial Reports	22

SECTION 1 DUTIES OF THE TREASURER

1. Club Bylaws. Your specific duties as a club Treasurer should be defined in the club's Constitution or Bylaws. Some clubs have both documents; others have only one. The basic duties of a club Treasurer are to keep an accurate account of all club monies, collect all monies and dues, make authorized payments for club expenses and maintain the financial records. This includes making period reports to your club members on club assets, income received and expenses paid. If your club is incorporated as a non-profit organization under the AVA's US Internal Revenue Service (IRS) group exemption, you must also prepare and submit an annual financial report each year to the AVA.

SECTION 2 ORGANIZATION AND RECORD KEEPING

1. Organizing your files. Half of your battle is over if you are well organized. If you are the first Treasurer for your club, you need some basic supplies to do your job. We suggest at least three spiral notebooks, file folders, a calculator, self stick tabs or labels and a storage box, preferably with a handle, to keep the files separate. Use one notebook for income, one for expenses, and the other can be used for tracking petty cash. We also recommend a fourth notebook to track events strictly by date, event number and location. Of course, you can use your computer, but be careful to always have back-up files and at least one printed copy of your work to assure that computer "crashes" don't wipe out your records.

2. Assuming your duties from a previous Treasurer. If you assume this job from someone else, it is important that you take advantage of the period of transition. Follow the suggestions below as soon as possible after you are elected or appointed. Don't wait until you officially have the job; begin immediately!

A. Sit down with the person you will replace. Look at the records and ask questions. Ask questions (who, what, where, when, why and how). Look through the last full year's files with the past treasurer. Chances are he or she will have unusual items to point out to you that will save you time later on. If the previous Treasurer hasn't the time, or isn't willing to spend time with you, ask the outgoing officers for help.

B. Make sure all records are turned over to you. We can't stress this point enough. It is your responsibility to make sure you have all your club's financial records.

C. Become familiar with AVA's policy manual. As soon as you are elected, begin to familiarize yourself with AVA handbooks, particularly the AVA Policy Manual. Every club is issued a policy manual and printed policy manual updates are normally sent to the club president. If you can't locate a printed copy, go to the AVA website (www.ava.org), and look under AVA Forms and Publications to find a current copy. The website also includes current AVA forms which you can print as you need them. The current cost for a printed Manual is \$35.00.

D. Be persistent. We have frequently heard that the previous club officer keeping the club records, has no time for the transition or simply says that there are no records. **This is not an acceptable excuse. Transition tasks are just as important as any other officer duty. Raise the issue with the new club president and with the club members if necessary, but don't accept excuses which will make your new job much harder.** Replacement manuals are available from AVA (printed copies for a fee) or from the website.

E. Keep records. If possible, get a printed copy of each event sanction request so you can reconcile the event numbers with the monthly AVA billing invoices. Keep copies of after-action reports as well, since they are the basis for AVA billings for participation fees. Learn to recognize each event by its event number rather by the event location. Since there is not enough space on the monthly invoices to list a lengthy event description, AVA uses the start date and event number. If you do not have access to a copier, try keeping a notebook as a reference tool by listing the event number, location and start date of each sanctioned event. You can expand your notes by recording participation numbers if you want.

3. Permanent records and Yearly records

A. Permanent records. Permanent records are not filed away at the end of a year. Contracts, leases, lists of equipment, correspondence (especially from the IRS), and any other information needed from year to year are permanent records. The club's annual financial statement and club officer changes (AVA Club Officer Update Form) are always permanent records.

B. Yearly or annual records. These records include, but are not limited to, event records, invoices, statements, bank statements, any other income and expense records and/or receipts. These should be placed together in a file marked with the beginning month, ending month and year clearly labeled on the file at the end of each year. **The IRS recommends that company/club records be kept for a minimum of 7 years, in the event of an audit. As you close each year, throw away the year's box that is older than 7 years. This way you are only keeping what you have to and no more.** Note that the seven-year requirement also applies to event records, including start cards and waiver sheets.

C. Reimbursement Records. All of the materials and supplies you use are a club expense, so save receipts so you can be reimbursed if you are using your own money.

1. Organizing Your Records. As time goes by, and you become familiar with your new duties, you might want to change or enhance how you keep the records to fit your own style. This is perfectly acceptable, so long as your records are well organized and present the information needed in a clear and concise manner. One mistake to avoid is assuming that if only you can understand your filing system it keeps others out. In fact, we have found this frequently leads to people digging in your stuff and making a mess. Always make sure one other club officer understands how to do the basic tasks necessary such as depositing money, writing checks, and paying bills in the event of your absence.

2. Budgets. Budgets are a very useful tool for managing your club's finances, but are often overlooked or not used because they require effort to develop and maintain. Annual and individual event budgets should be developed. An easy way for a club to get into trouble is to underestimate the cost of putting on an event and not charge enough to cover the expenses. Even experienced club officers who have organized many events can be surprised by the cost of an event, however; a quality event costs money. It is not worthwhile to put on an event that walkers will see as boring. If your club does this, you have killed this event for next time it is held.

SECTION 3 BANKING AND INCOME

1. The Checking Account and Deposits

A. Familiarization. If you do not have a personal checking account, and do not know how to read a bank statement, then your first step is to call the bank and set up an appointment to receive instructions on how to keep a checkbook. Any Full Service Bank will help you. Keep in mind that if you over draw the account, stating that you do not understand how the bank account works, will not keep the bank from charging you over draft fees.

B. Establishing a Club Account. Banks require a club account to have an EIN (Employee Identification Number) issued by the IRS. In most states, banks also require proof that you have applied to the State for recognition as a 501(c)(3) non-profit corporation.

1). EIN. To apply for this number call the IRS 1-800-829-3676 and ask for form SS4, or visit the IRS website at www.irs.gov and download this form. Each club must have its own EIN even as part of the AVA. When you receive the SS4 form, do not list your name as the American Volkssport Association or use the Headquarter address. List your club's name, and remember to include that you are under the AVA group exemption #7124. Keep a copy of the approved SS4 form with the club's permanent records.

2). State Requirements for Recognition as a Non-profit Organization. To determine whether this is required in your state, check with the State Department of your State to find the requirements. There is usually an initial fee and a requirement to submit an annual report (with a fee). If your club has a state organization, you could contact them for assistance. Keep a separate file (permanent record) of your State's approval and copies of all annual filings with your State.

C. Managing the Club Checking Account.

1). Checks cost money. It is nice to have fancy checks, but they cost extra. Most clubs use very basic, inexpensive checks. Make sure your club is willing to spend the additional money before you order these.

2). Monthly Service Fees. Banks usually charge a monthly service fee or activity fee, especially if you want your cancelled (paid) checks returned with your statement. Some banks offer low-cost checking accounts, and some offer accounts to non-profits free. Shop around to get the best deal from a bank. It may be convenient to bank where your personal account is, but is it more costly? Weigh costs vs. convenience before you decide.

3). Bank Signature Cards. Many clubs require two signatures on their checks. This is a good internal control procedure, except when the signers are gone, live far away, or are unavailable in an emergency. If your club has set up an account where two signatures are needed, paying with a check with one signature will only cause additional fees to be charged to your club (and won't get the bills paid!). **If your club decides to have dual signature checks, make sure there are at least three people authorized by the bank signature card to sign checks, in the event one signer is not available.** Always look over checks you are sending out to make sure there are two authorized signatures on the check.

4). Before You Write A Check. Banking laws were revised in October 2004 to allow banks faster processing of checks (known as the "check 21" law). The impact of this revision is that each time you write a check at a retailer, it is automatically drafted from your account in a matter of minutes. This means you can't write a check late Friday and expect your Monday morning deposit to cover the check. Never write a check without sufficient funds in the bank.

5). Reconciling the Bank Statement. Reconciling your checkbook to the bank statement may seem complicated, but if the checkbook is up-to-date it shouldn't be that hard. Your bank can help you learn how to reconcile your bank statement. **The explanation below will help reconcile the bank statement to your checkbook. Other items than those shown may appear from time to time such as stop payments, over draft fees, and others. Just remember that everything the bank adds or subtracts must also be listed in your check book in order for the two to agree (balance).** A reconciliation form is usually provided on the back of your monthly bank statement.

CHECKBOOK

Begin with ending monthly checkbook balance.

Add interest earned, if any.

Subtract service fees and any other bank charges.

BANK STATEMENT

Use ending statement balance.

Add deposits made after the statement cut-off date for the month.

Subtract checks written that have not cleared the bank as of the cut-off date.

If you have difficulty reconciling a month, ask one of the other officers to take a look. Sometimes you look at something for so long that it takes a fresh pair of eyes to see what you haven't seen.

6). Bank Errors. Banks do make mistakes, so if you find or suspect an error has happened, take care of it as soon as possible. It's up to you to prove to the bank that they have made the error. The only way to do that successfully is to keep the deposit receipts from your bank and any other documentation they send you. **Bank records are always PERMANENT RECORDS.**

7). Common Mistakes. The most common mistake that occurs is when a check is voided and the checkbook balance is not adjusted for the voided check. Since the voided check was already deducted when originally entered into the checkbook, the deducted amount must be added back to the balance. A notation like "check# XXXX voided" should be recorded in the checkbook. Failure to do this will cause problems when you start to reconcile

8). Tracking Your Check to AVA. Every check deposited by the AVA has a deposit number stamped on the front of the check, there is no exception. This is how AVA can locate your check.

2. Tracking Club Income.

A. Purpose. Accuracy in keeping track of income (and from what sources) helps your club officers make informed decisions about managing your club.

B. How to Track Club Income. You may use financial software such as Quicken, spreadsheets like those provided in Microsoft Works or Excel, or you may choose paper and pencil.

1). Automated Bookkeeping. If your club uses computer software for its bookkeeping, use the tutorials provided with the software to learn the system. Be sure to keep at least one current printed copy of your data and backup your automated files frequently to avoid having to redo work that disappears in a computer crash.

2). Paper and Pencil Approach. To track income you may use spiral notebooks or 6-column paper. You will need file folders and tabs for those folders. Since columnar pads are designed so pages can be torn out, you may choose to place completed pages in a 3-ring binder. Whether you use a spiral notebook or a binder, your club does not have to go into debt to create a good record system. Whichever way you choose, create sections as listed below.

a). Income Summary Section. Label this first section “Income Summary”. This section tracks any income you receive by date (see Figure 1 below), and the date the income is deposited. At the end of each month, add all of the income entries for the month to determine your total monthly income. This section is your **control section**. Set aside an adequate number of pages for the entire year. See the example of an Income Summary below.

DATE	DESCRIPTION	AMOUNT	DEPOSITED
1-02-01	Club dues collected	12.00 (a)	
1-15-01	Donation-Wal-Mart	20.00 (b)	
1-20-01	Event income Y158	90.00 (c)	
1-21-01	Deposit to bank		(a) (b) 32.00
1-30-01	Sales IVV books	100.00 (d)	
1-31-01	Interest income	1.42 (g)	
	January Income Total	\$223.42	
2-01-01	Club dues received	12.00 (e)	
2-06-01	Deposit to bank		(c) (d) (e) 202.00
2-28-01	Interest earned	1.56 (f)	
	February Income Total	13.56	
	Grand Total Jan and Feb	\$236.98	234.00**

****Do not add interest earned to your deposit total. It is already in the bank. The total income of \$236.98 equals the total income received of 234.00 plus the interest earned of \$2.98.**

b). Income Detail. Label the second section, “Income Detail. This section tracks each of the individual types of income your club generates, and contains the detail that supports the Income Summary. The total of each income type for the month must equal the same amount shown for that month in the Income Summary section. Figure 2 below shows how separate pages for six different income types would look if you keep manual records. We suggest that you also label each page with the appropriate income type and put a tab label (also with the Income Type) on the right side of the first page for each group of pages.

B. Examples of Individual Income Sections. In Figure 2 below, compare the reference letters in parentheses to see where these numbers relate to the Income Summary page, Figure 1.

Club Dues

DATE	DESCRIPTION	AMOUNT	Month Totals	Total YTD
1-02-01	2 members@ 6.00 (a)	12.00	12.00	12.00
2-01-01	2 members@ 6.00 (e)	12.00	12.00	24.00

Donations

DATE	DESCRIPTION	AMOUNT	Month Totals	Total YTD
1-15-01	Wal-Mart check (b)	20.00	20.00	20.00

Event Fees

DATE	DESCRIPTION	AMOUNT	Month Totals	Total YTD
1-20-01	Y158 / 30 paid / 43 free (c)	90.00	90.00	90.00

Sales

DATE	DESCRIPTION	AMOUNT	Month Totals	Total YTD
1-30-01	IVV book 20@5.00 (d)	100.00	100.00	100.00

Interest Income**

DATE	DESCRIPTION	AMOUNT	Month Totals	Total YTD
1-31-01	Interest earned – January XXXX (g)	1.42	1.42	1.42
2-28-01	Interest earned – February XXXX (f)	1.56	1.56	2.98

TOTAL ALL INCOME BOTH MONTHS

\$236.98

Figure 2. Examples of Individual Income Sections

**Note that interest is included for the month in which it was earned, even if you did not balance bank statement until after the month has passed.

c). **Types of Income.** At a minimum, your club has six types of income as follows:

Club member dues

Event income

Monetary Donations

Interest Income

Sales

Other

d). **Folders for each Income Type.** Label one folder for each type of income and a separate folder for bank statements. In these folders keep whatever documentation you collect to substantiate income **for the year.**

1. **Club member dues.** For club dues, documentation could be a membership list or meeting rosters that show each member's name and the dues they have paid and date.

2. Monetary Donations. Documentation of donations includes copies of letters sent by the club to individuals or companies to acknowledge a monetary donation (remember to put your EIN# on these letters and your group exemption number so that the donor can take a tax deduction for their donation). If you receive a letter from the donating company include this as well. Always get the donor's tax ID number.

3. Event Income. To document your club's event income, file a copy of the after-action report or a tally of the number of paid participants from your event and the dollar amount collected. You may choose to store permanent event records separately from your financial records, but at least a summary is needed for the results of each traditional event and each year-round or seasonal event held by your club. When recording income, **do not include money from the club's account used as 'start up' cash to make change for participants.**

4. Interest Income. Interest income is listed on your bank statements, just keep a running total by month on a sheet of paper.

5. Sales. Each AVA club is required to have available for sale at each event AVA/IVV Event Books, AVA/IVV Distance Books and the AVA New Walker Kit. You should record the amount of sales at each event, and sales that occur at club meetings, if applicable. It is easiest to keep a running total by month on a sheet of paper. Record at least the different types of event books you sold in a month, the number of each sold, and the dollar amount collected. This file can also serve as the basis for reordering books from AVA Headquarters to maintain the club's inventory. Other kinds of sales income could be club pins, patches, T-shirts, or jackets offered for sale by the club to members and/or the general public.

6. Other. This includes income received from other sources than your primary function of volkssporting, for example, non-volkssport event fund-raisers or commissions received from businesses when your members make purchases at that store. Feel free to add whatever additional income categories your club needs.

e). End of Year Totals. At the end of each year, total all the monthly totals on your summary sheets to find your annual income. (Note that AVA clubs are required to use the same fiscal year as AVA, which is July 1

through June 30.) Verify this total by adding each income category's year-to-date totals. If they match, you are in balance; if not, start comparing and you will quickly find the discrepancy.

In example A the annual totals are Jan=223.42 + Feb=13.56= grand total \$236.98
 In example B the YTD totals are club dues = \$24.00; donations = \$20.00; event fees = \$90.00; sales = \$100.00; Interest = \$2.98; and the Income total is \$236.98.

SECTION 4 EXPENSE AND REIMBURSEMENTS

1. Tracking Expenses. There seems to be a cosmic law that states that you will always have more expense entries than income. That is not to say you will have more expenses, just more entries on your books.

2. Organizing Your Expense Records. Use one spiral notebook for expenses. Again, the first section is your summary (call it EXPENSE SUMMARY), and the following pages for individual expense categories. Use a folder for each type of expense. Follow the set-up as described in Section 3 of this guide as given for income. The only exception will be the Expense Summary, in which you will list the expenses and checks written instead of income.

A. Example of Expense Summary.

Date	Description	Amount Paid	Monthly Totals	Check Number
1-04-01	Reimburse Annie (a)	43.00		#1660
1-04-01	AVA (b)	<u>20.00</u>		#1661
1-31-01	JANUARY TOTALS		<u>63.00</u>	
2-16-01	K-Mart (c)	10.00		#1662
2-28-01	FEBRUARY TOTALS		<u>10.00</u>	
3-31-01	MARCH TOTALS		<u>0.00</u>	
4-10-01	AVA (d)	20.00		#1663

4-30-01	APRIL TOTALS		<u>20.00</u>	
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GRAND TOTAL FOR Figure 3:

\$ 93.00

Figure 3. Expense Summary

B. Examples of Individual Expense Records. In Figure 4 below, compare the reference letters in parentheses to see where these numbers relate to on the Expense Summary page, Figure 3.

ADMINISTRATIVE EXPENSE

Date	Description	Amount Paid	Monthly Totals	Check Number
1-04-01	Copies, postage, stationery (a)	23.00	23.00	1660

EVENT SUPPLIES

Date	Description	Amount Paid	Monthly Totals	Check Number
1-04-01	Flyers, event Y158 (a)	20.00	20.00	1660
2-16-01	Refreshments (c)	10.00	30.00	1662

SANCTION FEES

Date	Description	Amount Paid	Monthly Totals	Check Number
1-04-01	Event Y158 (b)	20.00	20.00	1661

AFTER ACTION FEES

Date	Description	Amount Paid	Monthly Totals	Check Number
4-10-01	Y158 plus fee (d)	20.00	20.00	1663

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TOTAL OF ALL EXPENSE CATEGORIES **\$ 93.00**

Figure 4. Individual Expense Records

D. Relating Expenses to Income. To see how expenses tie to income, look at the AVA expenses and event supplies in Figure 4. These expense categories relate directly to the income generated from your events. For example, the Event Fees income section (See Figure 2) shows that the club brought in \$90.00 of income for event Y158. To calculate the event’s net profit, add the expenses and subtract them from the income. For the event Y158 the sanction fee cost \$20.00. Say there were 30 paid participants. 30 times the AVA participation fee of \$1.25 equals \$37.50 for AVA after action expense, plus the quarterly processing fee of 5.00 for a total of 42.50. Subtract the fees from your income, and you made \$27.50. But wait, we bought candy and sodas for this event which cost \$10.00, making the club’s profit \$17.50 for the entire event.

E. Maximizing Your Income. Maximizing your income, and minimizing your expenses should be your financial goal. The net event proceeds plus donations and other income have to pay for other expenses such as annual dues, administrative supplies, club awards, state association fees, and any other expenses. However, remember that your club is a non-profit organization. So, while a goal is to avoid losing money on an event, our primary goal is to promote fun, fitness and friendship. An occasional loss or break-even is not harmful overall, but each event must be reviewed to determine whether the club makes a profit, loses money, or breaks even.

F. Sales. Sales should fund themselves. Clubs are required to purchase IVV event and distance books from AVA. Each book costs \$5.00 less 20% plus shipping. If you purchase 20 books, the cost to the club is \$100.00 less \$20.00 plus \$7.00 = \$87.00/20 books = \$4.35 per book. To make any money you must sell these books for more than \$4.35 each. Be sure to consider shipping costs when setting the price for books or other merchandise. In this case, any price less than \$4.35 causes the club to lose money. Remember that if you sell items for what they cost you, there is no income to help pay for annual dues, administrative supplies, club awards or other expenses.

G. Shipping Costs. AVA shipping cost is calculated on the gross dollar value of the order. As postal rates increase, these rates are subject to change at any time.

1). AVA Shipping Cost. To determine shipping rates use the gross amount of the order before your discount, to determine the amount you figure the shipping on. Current shipping charges are as follows:

Dollar Value of Order	Shipping Cost
One pin, patch or IVV book.	\$1.00
\$0 to \$20.00	\$4.00
\$20.01 to \$40.00	\$5.00
\$40.01 to \$60.00	\$6.00
\$60.01 to \$80.00	\$7.00
\$80.01 to \$100.00	\$8.00
\$100.01 to \$200.00	\$12.00
\$200.01 to \$300.00	\$16.00
\$300.01 to \$400.00	\$20.00
\$400.01 & up	\$24.00

Figure 5. AVA Shipping Costs

2). Additional Shipping Costs. The following costs for additional services may also apply:

- a). Shipping to a foreign address: Regular shipping plus \$5.00.
- b). Next Day Air: Add \$25.00 to the regular shipping rate.
- c). Second Day Air: Add \$15.00 to regular rate.

NOTE: AVA often sends club items via UPS, this requires a street address. UPS will not deliver to a Post Office Box. Assure that your club's shipping address (not mailing address) is on file at AVA Headquarters is not a post office box.

H. Types of Expense. Expense categories should be based on the type of expense. Some standard expense categories you will need are:

- Bank Charges
- Insurance Fees (AVA)

Sanction Fees (AVA)
After Action Fees (AVA)
Specialty Purchases (AVA)
Annual Dues & Chartering Fee (AVA)
Event Supplies
General Supplies
Club Awards
State Association Fees
Administrative Expenses
Miscellaneous Expenses

I. REIMBURSING OFFICERS AND MEMBERS. Generally, as long as you are presented with a receipt and the purchase or expense is a legitimate club expense, then you can reimburse this expense. Here are a few general guidelines.

1. Mileage. AVA reimburses mileage at the IRS determined going rate. The IRS allows for a higher rate to be used for reimbursements for business travel than it does for a strictly volunteer travel rate. An individual may keep a mileage log and deduct from their PERSONAL taxes the miles reimbursed times the difference in rate between what the IRS allows per mile and what the AVA reimbursed. You may do the same. Your club should always use the volunteer rate when reimbursing mileage. You can find this rate at the www.IRS.gov web site.

2. Receipts. AVA does not reimburse for any item without a store or company receipt which states what was purchased, the date, amount, and the company name printed on the receipt. As is common in life, there may be exceptions, so use your own judgment when this occurs. Remember that the whole point of recordkeeping is not just to satisfy taxing authorities, but to show your club where their income is being spent.

3. Other. AVA provides phone cards, business cards and stationery for its Board Officers. AVA also reimburses them for reasonable office supply expenses. You may do the same. Clubs may pay for club officers or delegates to attend conferences or the AVA Convention, although, keep in mind, that an individual is not allowed to be enriched by having membership in two clubs, thus being compensated above these full fees. The AVA reimburses their Board Officers for airfares or mileage for official travel, whichever is lower, but does not reimburse Board members for rental car expense.

4. Some Examples.

Example 1: Your club secretary is asked to have copies made of the last minutes and mail these to all club members. He/She has also been asked to stop by the printers and pick up the event flyers. In between these chores the secretary stops at the Silver Slipper for lunch. What is reimbursed?

Answer: The club would reimburse for the mileage from secretary's home to the copy place plus to the post office plus to the printers and back home. The cost of copies, plus envelopes plus postage would be reimbursed. If the flyers had to be paid for, this would be reimbursed. Lunch would not be reimbursed. Mileage, copies, postage, and envelopes would be put to administrative expense. The cost of the flyers would be put to event expense or printing. (See the Expense examples C&D).

Example 2: It is a nice day and the President decides to charter a bus to take only the club officers to their walking event in the next town and then to a catered lunch.

Answer: None of this should be a club expense. This travel option must be available to all people, whether members or not, who want to go to this event, not just officers. Fees can be charged for riding the bus. The catered lunch could be a legitimate club expense if the purpose of the lunch is to conduct club business of an executive nature closed to the general membership.

Example 3: During your monthly board meeting, it is voted on that refreshments will be purchased and made available during every monthly meeting.

Answer: This is a legitimate club expense, because food will be available for anyone who attends the meeting.

5. The bottom line. The bottom line is that a club can not expend funds which only benefit a certain individual or group within your club, or for any expense that is not club-related (awards to specific individuals are the exception), nor can you expend funds that are not for the purpose your organization was chartered to conduct (which is the promotion of volkssporting). To do so can jeopardize both your 501(c)(3) status and AVA's status with the IRS.

6. Getting Assistance. As the club Treasurer, you may be faced with an ethical/legal decision about whether you should or should not expend funds. Bring this dilemma up at your club meeting, more than likely it is an area that needs to be discussed and brought to a vote.

SECTION 5 PETTY CASH

A. Petty Cash. Petty cash is **not an expense account**; it is like a cash bank account. When you start a petty cash fund you write a check and cash it at the bank or do a cash withdrawal. Remember to write any cash withdrawal in your checkbook register. It is up to your club to decide how much petty cash will be maintained. The decision should be part of the club minutes or a written policy.

B. Issuing Cash. Issuing cash from the petty cash fund can be done in one of two ways. (1) You can give out cash, and the person using the money brings back receipts and change, (2) or you can request the person expend their own money and bring back receipts before you give them cash totaling their receipts. Which ever way you decide to handle it, be consistent, meaning don't do it one way this week and the other way next week.

C. Receipts. The receipts submitted to you should be stapled together with a total. It will be helpful if you purchase a numbered receipt book. Each numbered receipt must have the person's name, the store receipts stapled to it and a total of the cash expended.

D. Petty Cash Records.

1. Petty Cash Log. You may choose to use a separate notebook to record petty cash transactions. We suggest you create four columns, labeled Date, Description, Amount and Balance, as shown below.

Petty Cash - XYZ Club

Date	Description	Amount	Balance
1-08-01	Check #1167 start petty cash	200.00	200.00
1-10-01	Receipt# 101-Rick Burn (a) K-mart-event supplies (b) Office max-admin. Supp (c) Flags-r-us-event supp	10.00 5.00 15.00 (30.00)**	170.00
1-15-01	Check #1668 reimburse petty cash	30.00	200.00

**() denotes a minus or subtraction from the account.

Figure 6. Petty Cash Log

Note that reference letters (a), (b), and (c) relate to the previous examples. Those shown above should be listed on the expense summary pages as **Petty cash receipt #101 \$30.00**. References (a) & (c) should also be detailed on the individual expense sheets for event supplies. (b) should be detailed on the administrative expense sheet.

2. Keeping a Running Total. In the petty cash log, you must keep a running total, just like with your checkbook register, of items added and subtracted. When you expend cash from petty cash you show the detail of how much and what type of expenses the cash was used for in the expense summary and detail.

3. Starting Petty Cash. Checks written to start petty cash and reimburse petty cash are not income, they should only show up on your check book register as a check written and on your petty cash report as an addition.

4. Recording Expenses Paid From Petty Cash. Only the expenses paid from petty cash need to be tracked in your summary and detail of expense accounts. The reason for this is they must be included as part of your expenses to properly show what your club spent, both in checks and cash. Otherwise your net income (income less expense) will not be correct.

5. Reporting to the Club. When you give the treasurer's report at club meetings and the club members asked for how much money the club has, you should state how much is in the bank account plus what you have in petty cash, this is your **total** cash.

6. Security. Petty cash should be kept secure at all times. A small locking box is a good idea. Only one club officer should be responsible for giving out petty cash, otherwise receipts might not be written down. An alternate petty cash officer should be designated in the event the first officer is unavailable. If it is necessary for all officers to be able to take funds from petty cash, then each officer should be instructed in the proper way to record money taken out.

7. Replenishment of Petty Cash. Normally petty cash is not reimbursed every time you spend it, usually only when it reaches a low point. Your club should determine what the low point should be before reimbursement. Petty cash should never be replenished to an amount more than the original starting amount. In our example that would be \$200.00. Only reimburse the petty cash fund for the total of the receipts paid out. These receipts plus the balance left in the fund must total the beginning amount of the cash fund.

8. Other Cash. If your club takes money out of the bank for change to use at the start points of your events, this change should be subtracted from any income you made at the event and redeposited separately so that it is not confused with income. It should not be added to petty cash and is not part of income.

SECTION 6

AVA INVOICES AND MONTHLY BILLING STATEMENTS

A. AVA INVOICES. These are probably the majority of expenses an average club pays. AVA invoices are prepared for each transaction your club completes with AVA. Examples include sanction fees, participation fees which come from your club's event after action reports, purchases of AVA specialties, quarterly year-round processing fees, additional insurance certificates, annual dues, late fees and lost stamps (if applicable). Invoices are also generated to correct your account, such as issuing credit for a sanction fee for a cancelled event. All amounts due to AVA are invoiced in a consistent way. The monthly billing statement is a monthly summary of all your invoices during that month.

1. Your Club's Address for Financial Statements and Invoices. AVA invoices are sent to each club at the address submitted by the club for 'Financial Statements'. The form used to update club addresses at AVA is AVA Form 201U, Club Officer Update.

2. Club Officer Update Form. You can find a copy of this form at the AVA website (www.ava.org) by going to the website, clicking on Publications, then clicking on AVA Forms, then AVA Form 201U. The Club Officer Update form should be used to update any changes in addresses for your club. Remember that it must be approved through the same channels as you do for sanctioning.

3. Billing Date. AVA sends a statement and the related invoices to each club on a monthly basis. If your club owes AVA no money (or has a credit balance), you will still receive a statement each month, but the amount due will be zero, or a credit balance. Each invoice shows the date the invoice was prepared in the top right corner next to the words: Billing date. The invoice number is the same as the reference number on your statement.

4. Invoice Contents. AVA does not send separate invoices for individual transactions. Instead, the monthly statement contains all transactions (invoices), and payments for the previous billing period much like your credit card bills, which show an entire month's activity on one monthly bill.

a. Balance Forward System. Again, like credit card billings, which use a system called "balance forward", each AVA invoice processed within a particular month is included on that month's monthly statement. If a statement balance is not paid in full prior to the next preparation of the next month's statement, then a **balance forward** with the remaining amount due from the last month is shown at the top of the next month's statement. So if a full payment is not made, the details of the invoices shown are not shown again in the next monthly billing statement. Instead, the next monthly statement begins with a "balance forward" amount, which is the sum of all prior outstanding invoices not yet paid, less any partial payments posted.

b. Application of Payments. AVA applies your payment to the oldest amounts due. If you don't make a full payment, the balance forward on the next statement will show a positive amount due. If the balance forward is a credit, that means you have paid AVA more than what you have currently been invoiced for. In this case, a minus sign will show to the right of your account balance. **To help you identify credit balances, the monthly statement for credit balances is dark yellow in color.**

b. Record Keeping. Do not discard AVA monthly statements once you have paid them. It is critical that you retain each monthly statement to assure yourself and the club that all amounts billed by AVA have been paid. Keep your

monthly billing statements in one binder. If you don't, you will not be able to reconcile billing issues, overpayments or underpayments.

5. Invoices for AVA Specialties. You may notice that when your club orders merchandise from AVA (like IVV Record books, patches, pins, etc.) that an invoice is included in the box of merchandise mailed, not with your statement. This is to assure that you receive what you ordered. A record of this invoice is shown again as a line item on the next monthly billing statement. There is no need to pay for your merchandise until the next billing statement.

6. Keeping Records. The primary reason you need to keep these documents is that our accounting software for billing, uses a balance forward system. This means that only the current month's activity for your club is listed on the statement.

7. Past Due accounts. Generally your club's account is not listed as past due until 60 days after the invoice date. When you receive the monthly AVA billing statement, you have about 25 to 30 days to send in your payment. Of course, if you owe nothing or have a credit balance, you have no payment to make. Note that monthly payment due dates are NOT the same as due dates for the various reports required by AVA.

B. AVA Monthly Billing Statement.

1. When should you pay AVA? AVA recommends that you pay AVA once per month after you receive the monthly billing statement. While there are some clubs that prefer to pay in advance, or pay as they go, doing so can create confusion. Paying AVA once per month is more consistent and easier for your replacement as Treasurer to understand.

2. Monthly Billing Statement Format. Appendix 1 shows a sample AVA Monthly Billing Statement. Since space is limited on each statement, AVA uses invoice codes to explain or identify each invoice included in you monthly billing statement. Appendix 2 shows all of the AVA invoice codes and what they mean.

3. Frequent Questions. Although AVA's billing system is very similar to credit card billing systems, many questions result. If you follow the guidance given in this section, most questions should resolve themselves; however, here are the most common ones.

a. I paid this invoice, so why are you billing me? Read paragraph B.1. above. This situation usually occurs when a Treasurer chooses to pay AVA in advance, like sending a check for a sanction fee as soon as their event is sanctioned, without the report form. In this case, the invoice has not been created yet, and can not be created until the sanction form has been received by events and passed on to accounting. However; the payment comes directly to accounting and is posted as soon as possible. For every payment posted there must also be an invoice or series of invoices posted against that payment. Sometimes the payment will show on one month and the invoice or invoices the next month.

b. I sent a check to pay for this bill. Why is it not listed? AVA closes preparation of monthly billing statements on the 25th of each month. If the check was not received by the 25th, then it is posted in the next month's work. An exception to this process is in June, which is the end of AVA's fiscal year. In June AVA continues processing through the end of the month.

c. I need to know more information about an amount shown on my billing statement. This is the main reason for keeping your invoices and statements from month to month. The account balance is a total of all invoices less payments and credits. The explanation section on each statement is very small. This is why you may have to go back through your invoices and statements to find the detail you need. Use Appendix 2 to "decode" invoice codes. If you are still having problems you can of course call accounting for additional help, which will be gladly given.

SECTION 7 PREPARING FINANCIAL REPORTS

A. Introduction. Preparing financial reports is pretty easy as long as you stick with a consistent reporting format. All of the bookkeeping you have been doing so far is for the purpose of being able to provide your club with a financial picture of where it stands at a given point of time. There are two basic financial reports.

1. Income Statement. Also called a Profit & Loss Statement, an Income Statement is a cumulative summary of income and expenses for a set period of time, usually for a month or a year. Hopefully, the income is more than the expense.

2. Balance Sheet. The Balance Sheet is also cumulative, and lists all of your club's assets, liabilities and equity in a summary format. The Balance Sheet lists first all of the club's assets, which include cash on hand, bank account, receivables, inventory, equipment, and any other item of value owned by the club. The second section of the Balance Sheet consists of liabilities which include accounts payable, loans, taxes due, and so on, and equity, which is basically the difference between assets and liabilities. In the Balance Sheet, the total of Assets must equal (or balance) the total of Liabilities and Equity.

B. Sample Financial Report Format. A sample financial report designed for AVA clubs is at Figure 7. This format is actually an income statement since its purpose is to report a club's net income for a fiscal year. Remember that your club must use the same fiscal year (July 1 through June 30) used by AVA (an IRS requirement). Figure 7 shows the suggested format for an annual Income Statement.

C. Uses of the Financial Report Format.

1. Reports at Club Meetings. You may use this format to provide your Treasurer's Report at meetings. Since many meetings occur on a monthly basis, it would be easy to list only income and expenses from the last calendar month. The check book information is really not part of the financial statement, but it answers the question most club members ask, "How much do we have in the bank?" Of course, you should also produce an annual financial statement for the benefit of the club membership. Make sure that these statements become part of the permanent records of the club.

2. Annual IRS Financial Report Requirement. The AVA Annual Financial Report Form is at the AVA website, www.ava.org. Click on Forms and Publications, then click on AVA Forms. The Figure 7. Financial Report format is optional, it is not required by the IRS. It is there to assist you only. Since it is optional, it does not have to be turned in with the 501(c)(3) annual form to the AVA. You may copy this and use it for your internal reporting. Appendix 4 is a sample of form 102C3F. It is a sample only. Do not copy and use this form as it may change. Always use the form on the web site.

a. IRS Group Exemption. The IRS has granted tax-exempt status to the AVA under section 501(c)(3) of the IRS code. As part of this tax-exempt status, the IRS also granted the AVA HQ authority to include its subordinate organizations under that tax-exempt status under the group exemption. AVA HQ

files with IRS each year on behalf of all of its subordinate organizations (meaning that your club does not need to file with IRS). If you have questions, check with the AVA Executive Director.

b. Required Financial Report. Because AVA files with IRS on behalf of AVA clubs, it is required that all AVA clubs submit an annual financial statement covering their fiscal year (July through June each year) to AVA HQ. This report is due annually by November 15 of each year. The form number for the annual financial statement is AVA Form 102C3F and can be found in AVA Forms at www.ava.org. Some clubs, like the Kiwanis or Lions clubs actually come under their own national organization for IRS purposes and are not required to submit an annual financial statement to AVA, but all other clubs are required to do so.

3. State Financial Requirements. Your State may require your club to submit an annual financial report as part of the reporting requirements for a state-recognized non-profit organization. Check with your State's Office of the Secretary of State for specifics. Using the format shown at Figure 7. ought to be sufficient to meet these requirements.

ANNUAL FINANCIAL REPORT

GROSS INCOME

Club Member Dues	_____
Donations	_____
Event Fees	_____
Fund Raisers	_____
Sales	_____
Other	_____

TOTAL GROSS INCOME _____

GROSS EXPENSES

AVA Annual Dues	_____
AVA Sanction Fees	_____
AVA participation Fees	_____
Inventory Purchases	_____
Donations	_____
Administrative Supplies	_____
Event Supplies	_____
Miscellaneous Expenses	_____
State Dues and Fees	_____

TOTAL GROSS EXPENSES _____

NET (Income – Expenses) _____
show negative in ()

Beginning Bank Balance

Deposits and Additions +

Cks-Cash & Deductions –

Ending Bank Balance =

Figure 7. Annual Financial Report Format

D. Other Financial Statements.

1. Financial Statements by Event. Some clubs choose to prepare financial reports for each event or for their larger events to show whether the event made money, broke even or lost. The same financial format as in Figure 7. may be used, although you may wish to change the terminology to better reflect the categories of income and expense related to a particular event. For instance, an event may have food sales, event awards or incur expenses for special publicity. In this case only income and expenses related to the particular event are included.

2. Reporting Balance Sheet Items. Most clubs have at least two assets; the first being cash, which consists of the bank account balance and petty cash, and the second which is usually the supply of IVV Award books, New Walker Kits and other specialties on hand for resale to volkssporters. As the treasurer you could report on these **balance sheet items** at your meetings, but for small clubs the focal point should be on the **income and expense**.

STATEMENT



AMERICAN VOLKSSPORT ASSOCIATION INC.
 1001 PAT BOOKER ROAD #101
 UNIVERSAL CITY, TEXAS 78148-4147
 Phone (210) 659-2112 Fax (210) 659-1212

(1)

ACCOUNT NUMBER
 01-AVA 000

PAGE
 1

(2)

CHARGES ON PAYMENTS AFTER
 BILLING DATE 11-30-99
 WILL APPEAR ON NEXT STATEMENT

WALK ALOT VOLKSSPORT CLUB (3)
 10 TENNIS SHOE DRIVE
 HI HO, TEXAS 78108

\$
 AMOUNT ENCLOSED

CONTACT: CANDACE PURCELL(3)

ALL CHARGES ON THIS STATEMENT DUE ON PRESENTATION PLEASE RETURN
 THIS PORTION OF STATEMENT WITH PAYMENT.

DATE (5)	REFERENCE(6)	DESCRIPTION(7)	CHARGE(8)	CREDIT(9)	BALANCE(10)
		BALANCE FORWARD(4)			40.00
11/02/99	96500100-IN	SPECIALTIES	106.00		146.00
11/09/99	95403120-CM	SANCTION SW99/452		20.00	126.00
11/09/99	95643211-DM	SANCTION SW00/1026	30.00		156.00
11/15/99		PAYMENT/CREDIT REF:3033		106.00	50.00
11/25/99		PAYMENT/CREDIT REF:3035		40.00	(10) 10.00
(11) TOTAL:					10.00
CURRENT	1 MONTH	2MONTHS	3 MONTHS	4 MONTHS	BALANCE DUE
10.00	.00	.00	.00	.00	10.00

APPENDIX 1: AVA MONTHLY BILLING STATEMENT

Note: The following numbered items related to same numbers shown on the above sample Monthly Billing Statement on Page 1 of this Appendix.

1. Club Account #: This number is used to identify each AVA member club. Please use this number on ALL checks, correspondence, reports and orders for AVA merchandise.
2. Billing Date: This is the month covered by the statement.
3. Club Address: This is the club's official address for financial statements, according to the most recent AVA Form 201U, Club Officer Update, on file at AVA. AVA can not change this address without the official permission of the club, by submission of the Form 201U (which is available at www.ava.org). This address also shows the name of the person in charge of receiving all invoices and statements. A sample of this form has been provided in Appendix 3. AVA updates this form periodically. Do not make copies to use for submission.
4. Balance Forward: This is the balance due to AVA from your previous monthly bill. If this amount is zero, a zero is shown at the right in the balance column. If this amount has a minus sign to the right of the amount, it indicates that your club overpaid their account in the previous month. See Section 5.B.4. to determine the details of a balance forward.

INVOICE LINE

5. Date: This is the date AVA HQ processed the invoice or transaction shown.
6. Reference: This is the number of the invoice. There are three types:
 - IN means a standard invoice.
 - CM means "credit memo", which is used when a deduction is made from the amount you owe AVA for an error, a cancelled charge (like for a cancelled event sanction fee), or an account adjustment.
 - DM means "debit memo", or an adjustment to add an amount to your account (such as an adjustment for "walk free" coupons not included with an after action report, but listed on the after action report).

7. Description: This tells you what the invoice was for, such as SPECIALTY for the purchase of AVA merchandise, SANCTION for an event sanction fee (Note that the Event number is included), or PAYMENT/CREDIT for a payment received by AVA (Note that your club's check number is included).

8. Charge: This is the dollar amount of the invoice, if applicable.

9. Credit: This is the dollar amount of the payment or credit, if applicable.

10. Balance: This is the total amount of your account after processing the item shown on this line.

11. Balance, last line. The ending amount in the balance column is what you owe at this time. This amount is repeated at the bottom of the statement in the total.

NOTE: AVA always applies a payment to the oldest amount due, based upon the date shown in number 5 above. Although the total amount due to AVA is always shown in each monthly billing statement by bringing the previous balance forward at the beginning of the statement, AVA also "ages" amounts due as to whether they are 30, 60, 90, 120 or greater than 120 days overdue. The AVA Treasurer, Regional Directors, Executive Director and Financial Director, monitor this report on a monthly basis to determine whether follow-up is needed. Clubs owing past dues 90 days or older are put on credit hold and their events can be cancelled until the past due amounts are paid bringing the account current.

APPENDIX 2: AVA INVOICE CODES

AVA's invoice codes are standardized for efficiency and easier interpretation by club Treasurers. These codes should become part of your club's permanent records and passed on to new officers as part of their training.

AVA's goal is to reduce confusion and errors for all. Note that AVA uses club numbers to identify AVA clubs, specific event numbers to identify events and uses your check number to record payments. If you have any questions, please contact the Director of Finance at AVA Headquarters.

Table: AVA Invoice Codes

CODE	DESCRIPTION	AMOUNT	DUE DATES/RQMTS
AAR	AFTER ACTION REPORT	# participants x \$ 1.25	Report required by 30 days after last day of event. Pay from Monthly Billing Statement.
AD	ANNUAL CLUB DUES	\$50.00	Billed in May each year.
ADLP	ANNUAL DUES – LATE PENALTY	\$25.00	Assessed after 60 days. Late September 2
CHAR	CHARTER FEE	\$50.00	One-time fee for new clubs.
COU	COUPONS (for regular events)	# participants x \$1.25	Coupons must be securely attached to Report. If you forget to include them, add them to the next after-action report.
FEE	PROCESSING FEE – QTRLY (Year-round /Seasonal Event only)	\$ 5.00	Charged to each YR/Seasonal event (walking event only) per quarter.
INS	INSURANCE CERTIFICATE (Less Than 60 days prior to event)	\$10.00 (\$15.00)	Pay from Monthly Billing Statement
LATE	LATE FEES Assessed for reports submitted after stated due dates. Applies to all event reports.	\$10.00 Per report.	Fee determined based on date report received at AVA HQ.
LOST	LOST STAMP Fee is “per stamp”	\$25.00	Pay from Monthly Billing Statement

CODE	DESCRIPTION	AMOUNT	DUE DATES/RQMTS
REACT	REACTIVATION FEE	\$50.00	One-time fee for AVA Club to change from inactive to active status. No fee for becoming inactive.
RESTK	RESTOCKING FEE	15% of cost of returned merchandise.	Does not include AVA HQ errors in shipping.
SF	SANCTION FEES -Walking events -All others	\$30.00 \$20.00	Pay from Monthly Billing Statement
SPECIALITIES	SPECIALITIES See below	See below	Pay from Monthly Billing Statement. See below
STAMP	LATE STAMP	\$ 10.00	Stamp due NLT 10 days after event. If postmarked within 5 days after event, no late charge is applied.
YR1 YR2 YR3 YR4	YEAR-ROUND AFTER ACTION FEE – EACH QUARTER	# participants x \$1.25	Report due no later than 30 days following end of each quarter. “Late” determined by date received at AVA HQ.
YRC	COUPONS (YR/Seasonal Events only).	# participants x \$1.25	Coupons must be securely attached to Report. If you forget to include them, add them to the next after-action report.

SPECIALITIES:

1. For any item ordered from AVA, IVV Award Books, Starting Point, Socks, pins, patches, etc. the Description and Code will say Specialties.
2. A copy of the invoice accompanies merchandise shipped to AVA clubs. If you sent a payment with your merchandise order, the invoice will not show the payment. The payment is processed separately and both the invoice and payment will show on your monthly statement.

APPENDIX 3: AVA OFFICER UPDATE FORM (sample only)



Club Officer Information Update

Submit annually by November 15 and whenever changes occur.

AVA #: _____

Region: _____

Effective Date: _____

DO NOT MAIL DIRECTLY TO AVA
Please send form through
sanctioning channels for your
state/region.

FROM: Club Name: _____

Official Club Address (for TAW listing & AVA mailings (including event stamps):

____ Changes noted by State Assn.

____ Changes noted by Regional Director

We have made changes to the Articles of Incorporation or Organization (Copy must be attached) Yes _____ No _____
We have made changes to the Constitution and/or Bylaws (Copy must be attached) Yes _____ No _____

- < This for **MUST** be sent through the sanctioning channels for your state.
- < Please mark below who will be POC for the club. This name and phone number will go in the TAW listing along with the official club address.
- < Each club will receive one copy of **CHECKPOINT** and one set of the inserts which will be mailed to the official club address.
- < The statement may be sent to a specific individual rather than the club address. Please check below. **Only one per club.**
- < Event stamps will be mailed to the official club address unless an Air Shipment is required. In that case, it will go to the UPS address.
- < UPS shipping address cannot be a Post Office Box.

PRESIDENT: Name: _____ () Point of Contact () Statements	
Home Address: _____ () Use this address for UPS shipping	
Work phone: _____	Home phone: _____
Fax number: _____	Email: _____
VICE PRESIDENT: Name: _____ () Point of Contact () Statements	
Home Address: _____ () Use this address for UPS shipping	
Work phone: _____	Home phone: _____
Fax number: _____	Email: _____
SECRETARY: Name: _____ () Point of Contact () Statements	
Home Address: _____ () Use this address for UPS shipping	
Work phone: _____	Home phone: _____
Fax number: _____	Email: _____
TREASURER: Name: _____ () Point of Contact () Statements	
Home Address: _____ () Use this address for UPS shipping	
Work phone: _____	Home phone: _____
Fax number: _____	Email: _____

AVA Form 201U (June, 2005)

American Volkssport Association, 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147

APPENDIX 4: AVA ANNUAL FINANCIAL FORM (sample only)



Annual Financial Report

For IRS Section 501(c)(3) Organizations
(Required each year by November 15 to maintain your club's 501(c)(3) status)

CLUB NAME: _____ AVA #: _____

OFFICIAL CLUB ADDRESS: _____

TREASURER: _____ Daytime Phone: (____) _____

Email: _____

1. The financial report for fiscal year ending June 30, 20____, is summarized as follows:

GROSS INCOME \$ _____

GROSS EXPENSES \$ _____

NET GAIN/LOSS \$ _____

2. If an IRS Form 990 was filed a copy must be attached.

Indicate reason for filing 990:

____ This is the first year under Group Exemption and IRS Form 990 is required.

____ This fiscal year gross receipts exceeded \$25,000.

____ The IRS sent Form 990 even though gross receipts were less than \$25,000.

Or

____ The IRS 990 was not filed because the gross receipts were less than \$25,000 and no IRS Form 990 was received from the IRS.

3. The undersigned affirm that the club is in good standing with the AVA, is a non-profit organization, and has continued to comply with all requirements for inclusion under the AVA Group Exemption as stated in AVA Policy 1.02 and IRS Section 501(c)(3), Internal Revenue Code.

Signature _____ President _____
Date

Signature _____ Secretary _____
Date

AVA Form 102C3F (June, 2005)

AVA National Headquarters, 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147
210-659-2112 (phone) 210-659-1212 (fax) avahq@ava.org (email)