



Appendix L:

CHAPTER FINANCE FORMS

FORMS INCLUDED

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Financial Report Form.....	pg. 5

Instructions

Please fill out the form below and send with your thank you letter and receipts to CBE International by email to chapters@cbeinternational.org.

Donor Name	Donor Address	Date of Gift	Gift Amount	Thank You Letter/Receipt Attached?

Instructions

Please fill out the form below and send with your thank you letter and receipts to CBE International by email to chapters@cbeinternational.org.

Expense Recipient	Reason for Expense	Date of Expense	Expense Amount	Payment Type

Financial Statement for The Year Ending: _____

The _____ Chapter of CBE International

Cash Balance on January 1: * \$ _____

Itemized Income:

Donations: \$ _____

Membership Dues: \$ _____

Other: (specify) \$ _____

Total Income: (Add Cash Balance and All Income) \$ _____**Itemized Expenses:**

Printing: \$ _____

Postage and Shipping: \$ _____

Other: (specify) \$ _____

Total Expenses: (Add All Itemized Expenses) \$ _____**Cash Balance as of December 31: *** \$ _____

(Subtract Total Expenses from Total Income)

Outstanding Debt: (if any): \$ _____**Submitted By:**

Name: _____

Address: _____

Day Telephone: _____ Email Address: _____

Please return this completed document to:

CBE International

122 West Franklin Ave, Suite 610 | Minneapolis, MN 55404-2451, USA

Phone: 612-872-6898 | cbe@cbeinternational.org