


Paperwork for Annual Chapter Report

Please mail All Reports to:
Attn: Sheila Haas/IDAL

Haas and Morgan CPA, PLLC
5960 Carnegie Blvd, Suite 375
Charlotte, NC 28209

Required Reports

Annual Report

-  The report should cover the entire year from January 1 to December 31.
- **The report is due to National on or before February 28th.**
 - You will need to send either all electronic or all hard copies.
 - You will receive a reminder, by e-mail, in December of each year.
 - Please make sure National has all of your updated contact information so these documents do not get lost.
 - **Any Chapter that does not return an annual report by February 28th will be de-chartered.** We do not want to do this, so please send in your reports. The report is available for downloading on the website.



Chapter Board Roster

- The second requirement to stay a Chapter in good standing is a complete Board Roster.
- **This is due on or before September 30th of each year.**
- An e-mail reminder will be sent to the Chapter president one month before the due date. Please make sure we have all of your updated contact information so this reminder does not get lost.

These Reports are necessary to keep our Non-Profit Status of a 501 c3 and to keep us in compliance with the IRS


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Annual Chapter Report Requirements

Complete instructions are included in the report each year.

Don	Document	Additional Information
<input type="checkbox"/>	Annual Report	This can be found in the forms below. Please help us out by filling in the form on your computer instead of by hand. This helps eliminate many mistakes. Fill out the form in its entirety. Two (2) initials are required.
<input type="checkbox"/>	Financial Report	This can be found in the forms below. It is part the annual report. Fill it out on your computer in its entirety. Two (2) signatures are required.
<input type="checkbox"/>	Changes or Revisions to any Standing Rules or Governing Documents	You only need to send in the original and amended wording. These will have required a vote and the vote should be recorded in the minutes. *Note: Changes to Bylaws require prior approval by the IDAL National Board.
<input type="checkbox"/>	Meeting Minutes for the Year	Minutes for every meeting should be sent. Minutes must be in a document, not sent in the body of an email.
<input type="checkbox"/>	Bank Statement	Provide a copy of annual full year bank statements for the year ended December 31 st . This includes bank statements for all bank accounts, including checking, savings, and any investments. <i>(This is the final document provided by your bank. It has the entire year on it.)</i> *Note: If your gross receipts are in excess of \$50,000 you will need to file your own IRS 990 return.

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	Chapter Members Roster	Send a list of all members including their name and IDAL number, address, and phone number. The board should be included on this list. This should be in the form of an Excel spreadsheet.
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All Paperwork for Annual Chapter Report is in this file.

Annual Chapter Report

Chapter Name: **Chapter Name**

Year: **Fiscal Year**

City and State Chapter Meets In: **City, State**

Chapter Officers

Office	Name	Address	Phone & Fax	E-mail
President				
Vice President				
2nd Vice President				
Secretary				
Treasurer				

What date are elections held each year? **Should be in September**

How much are your annual dues? \$ **Fill in amount** Have you incorporated your Chapter? **LLC, S-Corp, etc.**

What is your Chapter's Federal Employer Identification Number EIN? # **Number here**

Does your Chapter have a Sales Tax License? **Not required unless your state requires one.**

If so, what is the Sales Tax Number?

If so, for what State or County?

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When was your Chapter chartered? **Year**

What is your fiscal year end? **Should be December 31**

Pres. Initial **Initial Here**

Treas. Initial **Initial Here**

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Chapter Financial Report

Chapter Name:	Year:
Opening Bank Balance <i>This should match your ending balance from last</i>	\$
Receipts: (Income)	
Membership Dues Received #members X \$ fee =	\$
Monthly Classes	\$
Seminars & Workshops	\$
Raffles	\$
Interest Earned	\$
Other (Describe)	\$
Other (Describe)	\$
Other (Describe)	\$
Other (Describe)	\$
Total Receipts	\$
Expenditures:	
Printing & Postage	\$
Seminars & Workshops	\$
Rent	\$
Bank Charges	\$
Supplies	\$
Teacher Fees	\$
Convention Reimbursement	\$
Other (Describe)	\$
Other (Describe)	\$

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Other (Describe)	\$
Other (Describe)	\$
Total Expenditures	\$
Ending Balance as of December 31, year	\$
Summ	
Checking Account #	
Bank Name	\$ Balance
Savings Account #	
Bank Name	\$ Balance
Account #	
Other (Describe)	\$ Balance

Notes or Comments:

**Submitted by the
Treasurer:**

Signature Date

**Accepted by the
President:**

Signature Date

Name