**District Financial Report**

Once all accounts are settled for the last district meeting of the year, the district secretary-treasurer is to file with the IAOM Office a district financial report. This report is for reference purposes **and is a requirement of the Internal Revenue Service (IRS -districts with USA members)** and ***all district secretary-treasurers, regardless of which country the members represent must file the report annually***. Each district secretary-treasurer may use another form or style when preparing and filing the annual financial report, but it is important that a financial report be filed with the IAOM Office. The IAOM office then uses this information to file the required 990-N postcard with the IRS on behalf of the district. The following example may be of use to the district secretary-treasurers:

**Financial Report of the XYZ District - Year Ending [Month, Date, Year]**

**INCOME**

Comparative Balance at End of Year

Previous Year Current Year

Previous report ending cash balance (dated: 0-0-00): $ x,xxx.xx $ x,xxx.xx

Current Period Income:

Allied Trades contributions: x,xxx.xx x,xxx.xx

District luncheon payments: x,xxx.xx x,xxx.xx

Registrations: district meetings x,xxx.xx x,xxx.xx

Interest x,xxx.xx x,xxx.xx

Company contributions x,xxx.xx x,xxx.xx

Income Totals: $ x,xxx.xx $ x,xxx.xx

**EXPENSES**

Current Period Expenses:

Office Supplies $ x,xxx.xx $ x,xxx.xx

Bank Charges x,xxx.xx x,xxx.xx

Printing x,xxx.xx x,xxx.xx

Postage x,xxx.xx x,xxx.xx

Meetings x,xxx.xx x,xxx.xx

Awards x,xxx.xx x,xxx.xx

Executive Committee Meetings x,xxx.xx x,xxx.xx

Expense Totals: $ x,xxx.xx $ x,xxx.xx

**Ending Cash Balance: $ x,xxx.xx $ x,xxx.xx**

**CASH ON HAND RECONCILIATION**

SAVINGS BALANCE: $ x,xxx.xx $ x,xxx.xx

CHECKING BALANCE: x,xxx.xx x,xxx.xx

**TOTAL CASH ON HAND: $ x,xxx.xx $ x.xxx.xx**