**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**