



2021 AATSP Chapter Financial Reporting Form Checking Account

This report reflects financial information from January 1, 2020 through December 31, 2020.

In accordance with IRS guidelines, each AATSP Chapter is required to submit their annual financial report to the AATSP National Office. This information will be used to compile the AATSP National Office financial documents that are filed with the Internal Revenue Service each year.

To receive the AATSP National Office Chapter Reimbursement in 2021, this form **MUST** be accurately completed and the PDF must be emailed to the AATSP Program Coordinator by the February 1, 2021 deadline. A copy of your January 1, 2020 and December 31, 2020 bank statements **MUST** accompany this form. The Signature Card from bank **MUST** accompany this form showing all main and cosigners. A **SEPARATE** form **MUST** be used for **EACH** Bank account held by the AATSP Chapter. **You must type the require information onto the form below. Do not write on this form except to sign at bottom. You must sign, scan, and submit completed form as a PDF.** Blank or incomplete forms will not be accepted.

AATSP Chapter Name	
President or Treasurer's Name & Phone Number	Phone Number: () -
Financial Institution/Bank Name	
Bank Branch Address	
Checking Bank Account Number	
AATSP Tax Identification Number (Nonprofit)	35-6004948

Checking Account Main and Cosigners Signers

Chapter President	
Chapter Treasurer	
Chapter President Elect	
Executive OR Financial Director	Sheri Spaine Long OR Kara Majchrowicz *One must be cosigner on all Chapter accounts.*

Please use your Checking Bank Statements to complete following required information.

BEGINNING OF YEAR BALANCE ON BANK STATEMENT - January 1, 2020

The amount above MUST equal the beginning balance shown on your 1/1/2020 bank statement.

CASH RECEIPTS / INCOME

Donations		
Annual Dues Reimbursement (Received from AATSP National Office)		
Fees received for Chapter programs and events		
Interest Income (from financial institution)		
Other - Explain	<i>Example: AATSP Chapter of the Year Award</i>	
TOTAL CASH RECEIPTS / INCOME RECEIVED		

CASH DISBURSEMENTS / EXPENSES

Chapter Meeting (refreshments, speaker fee, etc.)		
National Office Annual Conference Attendance		
Office Supplies and Expense (internet, website, paper, postage, printing, etc.)		
Other - Explain	<i>Example: AATSP Chapter of the Year Award</i>	
TOTAL CASH/EXPENSE DISBURSEMENTS		

END OF YEAR BALANCE ON BANK STATEMENT - December 31, 2020

*** The amount above MUST equal the balance shown on your 12/31/2020 bank statement.***

By my signature, I certify that the above information is an accurate and true report reflecting all 2020 financial activity for the:

AATSP Chapter

Print Name: _____ Date: __/__/2021 Signature: _____

AATSP Chapter President OR Treasurer