2021 AATSP Chapter Financial Reporting Form
Savings 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 acccount 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		
Savings Bank Account Number		
AATSP Tax Identification Number (Nonprofit)	35-6004948	

Savings 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 Savings 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	*Example: AATSP Chapter of the Year Award*	
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	*Example: AATSP Chapter of the Year Award*	
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