

Major Accounts on Chapter Financial Report Template

Main Revenue Accounts	Sub-Categories	Final Sub-Category	Description
Individual_Chapter_Dues			Dues Checks from National collected on behalf of chapter.
Corporate_Accounts			Any local corporate members/partner accounts
Meetings	Registrations Exhibitor_Vendors Sponsors Advertising		Revenues from monthly educational/business meetings.
Conference	Registrations Exhibitor_Vendors Sponsors Advertising		Revenues from Annual Conference
Workshop	Registrations Exhibitor_Vendors Sponsors Advertising		Revenues from stand alone workshops. Could be a pre-conference workshop, a CCM Prep, etc....
Employer_Promotions	Job_Postings Newsletter_Ads WebsiteLinks_Ads Mailing_List_Rental		Revenues received from employers to help promote job openings or company itself.
Interest_Income			Income from money earning bank accounts.
Miscellaneous_Income			

Main Expense Accounts	Sub-Categories	Final Sub-Category	Description
Admin_Business_Mgmt	Admin_E.D_AssocMgmt Incorporation_Expenses Office_Supplies Insurance_Fees Phone_Fax_POBox_Expense Stationary_Business_Cards General_Postage Storage_Rental EmailBroadcast_Newsletter Website_IT_expense	<u>Under Incorporation Expenses</u> Two_Year_Report_DCRA Registered_Agent_Service Name_Change State_Annual_Report Incorporate_Costs_Startup Reinstatement_Fees Dissolution_fees	Expenses as 'part of doing business' General items necessary for communications, management, and operations, as well, as business incorporation requirements.
Education	Meeting_Expenses Workshop_Expenses Conference_Expenses Webinar_Training Public_Policy_Expenses	Catering Rental Audio_Visual Speaker Print_materials Postage CE_fees Promotional_costs Supplies Service_Fees (for webinars) Travel (for Public Policy events)	Various types of educational programs, and components that might be associated with putting these on.
Finance	Tax_Audit_Fees CreditCard_processing UBIT_taxes_paid Bank_fees		Banking and tax expenditures.
Leadership	Nominations_Process Training Board_Meetings Conference_Calls Travel_Reimbursement	<u>Under Nominations:</u> Leader_Recruitment Ballot_Election Installation_Ceremony <u>Under Training:</u> Board_Orientation Board_Retreat Materials_cost Leadership_Workshop	Expenditures related to recruiting, training, supporting, and communicating within local leadership.
Miscellaneous_Expense			