

**NOTICE!**

**YOU MAY BE REQUIRED  
TO WRITE SEPARATE  
CHECKS FOR SALES  
TAX AND THE  
20 % CONTRIBUTION**

**(Talk to the State Treasurer on how to avoid the requirement.)**

## INSTRUCTIONS FOR MONTHLY FINANCIAL REPORT

The Monthly Financial Report can be filled out either by hand or on the computer. Using the computer has many advantages, the two most notably is that it does the calculations for you and due to the amount of information that is now necessary, typing takes up less room than writing by hand. Please note the 3 tabs (labeled Report, Income and Expense) at the left bottom of the form that denotes the 3 different worksheets in the book

**ALL income and expense** that occurred in the calendar month that is being reported has to be entered. If it is a receipt or deposit being held for a future event that has also has to be included in the RECEIPTS/INCOME NOT SUBMITTED section.

### INCOME:

The page labeled income is the first page that you complete. This is accomplished by listing each of the month's deposits. The deposits are broken down into categories and then sub-categories. The total amount of the deposit is entered under Deposit Total. Put the amount in the correct category column, **and then write the sub-category in the box next to it**. You will find the list of sub-categories in the paperwork that you have been given and also on the CD that is handed out.

Date	Taxable Other Type	Taxable Program	Taxable State Products	Non-Taxable Membership	Non-Taxable Drawing Ticket	Non-Taxable Direct	Deposit Total (Not each Line)
7/3	25.00	Internet Advertising					
					50/50 drawing	34.00	
				60.00	Membership		119.00
Totals	25.00			60.00		34.00	119.00
		Total Taxable Income	25.00			Total Non-Taxable Income	94.00

Please note that you will use **multiple** lines if the deposit has more than one income category. List the total of the deposit on the final line in the column at the right. After all the deposits are completed then total the columns. Total the Taxable columns and put the total of all the taxable income in the box labeled Total Taxable Income. Then repeat for non-Taxable Income, remembering to subtract any starting bank monies and transfers from that total. Please note that Taxable and Non Taxable Income are divided by heavier lines. If you complete this form on the computer the only totals that you will need to calculate are the total for each individual deposit and the starting banks and transfers totals. All other totals are calculated for you. (Note: If you are completing by computer you have to write 50/50 as "**50/50 drawing**", due to the fact that they are number fields.)

### EXPENSE

The page labeled Expense is the second page that you complete. This is accomplished by listing each of the month's checks/debits. The checks/debits are broken down into categories and then sub-categories. Put the amount in the correct category column, and then write the sub-category in the box next to it. You will find the list of sub-categories in the paperwork that you have been given and also on the CD that is handed out. You will complete this page the same as the Income page.

### REPORT (completed on computer)

Complete your chapter name and the report date. Complete the bank account information and then list any cash you have on hand. Type in the date and treasurer's phone number.

Bring the Gross Taxable Income Total (from the Income Page) and put into the box labeled "A".  
 Then fill in box "B", the correct sales tax percentage for your chapter. Remember to write in the correct format. (6.5% is written .065).  
 List any lawful deductions (tax that you paid for items that you purchased for resale) in box "G".  
 List Total Non-Taxable Income (from the Income Page) in box "J"  
 List any interest income in the appropriate box labeled "K".  
 List the amount of membership income and expense that occurred this month in "L" & "M".  
 Put amount of state products purchased in "S"  
 Put the amount of Drawing Ticket Income in box "N" and Drawing Ticket monies sent to state in "Y"  
 Put the amount of Deductible Expense (from Expense Page) in box "P"  
 Put the amount of Non-Deductible Expense (from Expense Page) in box "Q"  
 Put the amount of ABATE Products sold in box "S"  
 Complete any of the following boxes that do not have labels that pertain to your chapter for this month.  
 List any income or expense that occurred this month (they will show up on your bank statement) that you are not reporting this month in the Receipts/Income Not Submitted section. Please list the reason why you are not submitting them.  
 Put the beginning balance from your checkbook (not your bank statement) and savings book or CD account.  
 Deduct any savings interest from the checking account and add it to the appropriate column. Put any transfers/Starting Banks in the appropriate columns (remembering to use (##) for the negative numbers.  
 The ending balances should match your checkbook or savings book.  
 Save a copy of the report, print it (Complete workbook, 4 pages), sign it and mail to the State Treasurer, P. O. Box 16309, Temple Terrace, FL 33687-6309. Include all receipts that are being claimed this month, taped to a separate piece of paper. Please write the corresponding check number on the receipt.

**REPORT (completed by hand)**

Complete your chapter name and the report date. Complete the bank account information and then list any cash you have on hand. Complete the date and treasurer's phone number.  
 Bring the Gross Taxable Income Total (from the Income Page) and put into the box labeled "A".  
 Then fill in box "B", the correct sales tax percentage for your chapter. Remember to write in the correct format. (6.5% is written .065).  
 Add "B" plus "C" to equal "D".  
 Multiply "A" divided by "D" and put this total in "E"  
 Subtract "E" from "A" and put this total in "F"  
 List any lawful deductions (tax that you paid for items that you purchased for resale) in box "G".  
 Subtract "G" from "F" and put this total into "H"  
 Subtract "H" from "E" and put this total into "I"  
 List Total Non-Taxable Income (from the Income Page) in box "J"  
 List any interest income in the appropriate box labeled "K".  
 List the amount of membership income and expense that occurred this month in "L" & "M".  
 Put amount of state products purchased in "S"  
 Put the amount of Drawing Ticket Income in box "N" and Drawing Ticket monies sent to state in "Y"  
 Put the amount of "A" in the box labeled Gross Taxable Income and the amount of "J" in Non-taxable Income.  
 Add these two totals and put that amount into Total Income "O".  
 Put the amount of Deductible Expense (from Expense Page) in box "P".  
 Put the amount of Non-Deductible Expense (from Expense Page) in box "Q"  
 Add "P" and "Q" and put this total into box "R".  
 Complete the section labeled Total Expenses by adding the Sales Tax Due "H" and Gross Expense "R" and that total will equal "T"  
 Complete the Corporate Contribution box by subtracting "L, P, H, N, and S" from Total Income "O". Put that total into box "U". Multiply "U" times .20 and put that total into box "W". Complete any other boxes in this section that are applicable.  
 Complete the boxes in the Total Monies to State This Month section. Add the columns to get the total.

List any income or expense that occurred this month (they will show up on your bank statement) that you are not reporting this month in the Receipts/Income Not Submitted section. Please list the reason why you are not submitting them.

Put the beginning balance from your checkbook (not your bank statement) and savings book or CD account in the Balance section. Complete the other boxes labeled "O, K and R". Deduct any savings interest from the checking account and add it to the appropriate column. Put any transfers/starting banks in the appropriate columns (remembering to use (##) for the negative numbers.

Add and subtract the appropriate columns to get the ending balance,

The ending balances should match your checkbook or savings book. If not submit an explanation in the notes section as to why it doesn't (withheld deposit or expense, etc.)

Save a copy of the report, print it, sign it and mail to the ABATE OF FLORIDA, Inc, State Treasurer, P. O. Box 530965, Lake Park, FL 33403-0965. Include all receipts (deposit and expense) that are being claimed this month, taped to a separate piece of paper. Please write the corresponding check number on the receipt(s). Also include any In-kind donation forms, Debit Authorization forms as well as 1099 Band receipts.