



# 2017-2018 CHAPTER & DEPARTMENT FINANCE REPORT

REPORTING PERIOD: 1 MAY 2017 THROUGH 30 APRIL 2018

CHAPTERS & DEPARTMENTS MUST SUBMIT SEPARATE REPORTS. OPEN FORM ON WEBSITE, TYPE INFO, PRINT FORM, OBTAIN THREE SIGNATURES\*, SUBMIT WITH 990 FILING RECEIPT AND PROPERTY LIST. THIS FORM WILL CALCULATE THE TOTALS FOR YOU, **DO NOT USE DOLLAR SIGNS OR COMMAS WHEN TYPING IN MIDDLE SECTION.**

DEPARTMENT OR CHAPTER NAME AND NUMBER \_\_\_\_\_

LOCATION (CITY/STATE) \_\_\_\_\_

FEDERAL TAX ID NUMBER (REQUIRED!) \_\_\_\_\_ - \_\_\_\_\_

DEPARTMENT OR CHAPTER BANK(S) NAME AND ACCOUNT# \_\_\_\_\_

(USE BACK OF FORM IF NECESSARY)

DEPARTMENT OR CHAPTER ACCOUNTS	<u>GENERAL</u>	<u>WELFARE</u>	<u>TOTAL</u>
1. BALANCE AT START OF REPORTING PERIOD:			
2. INCOME DURING REPORTING PERIOD:			
3. TOTAL OF LINES 1 AND 2:			
4. EXPENDITURES DURING REPORTING PERIOD:			
5. <i>BALANCE AT END OF REPORTING PERIOD</i>			
6. RESERVES HELD BY CHAPTER: (CDS, ETC.)			

7. WHAT IS THE VALUE OF YOUR REAL ESTATE AND OTHER PROPERTY? \$ \_\_\_\_\_

8. ARE YOU INCORPORATED?  YES  NO

9. DO YOU HAVE YOUR OWN BYLAWS?  YES  NO

10. DID YOU AWARD YOUR OWN SCHOLARSHIP?  YES \$ \_\_\_\_\_  NO

\_\_\_\_\_  
\*FINANCE OFFICER (PRINT) SIGNATURE DATE

\_\_\_\_\_  
\*CHAP TRUSTEE OR DEPT AUDIT CHAIRMAN (PRINT) SIGNATURE DATE

\_\_\_\_\_  
\*COMMANDER (PRINT) SIGNATURE DATE

**SUBMIT WITH TWO ATTACHMENTS:** (1) **IRS FORM 990 FILING RECEIPT**  
(2) **REAL ESTATE AND OTHER PROPERTY LIST**

**CHAPTERS:** **SUBMIT FORM TO MOPH HEADQUARTERS NO LATER THAN 15 MAY 2018**  
SEND ONE (1) COPY TO YOUR DEPT FINANCE OFFICER. KEEP ONE (1) COPY FOR YOUR RECORDS.

**DEPARTMENTS:** **SUBMIT FORM TO MOPH HEADQUARTERS NO LATER THAN 6 JUNE 2018**  
KEEP ONE (1) COPY FOR YOUR RECORDS.

**MOPH ADDRESS:** **MILITARY ORDER OF THE PURPLE HEART 5413-B BACKLICK RD., SPRINGFIELD, VA 22151**  
**PHONE: 703-642-5360 FAX: 703-642-1841 EMAIL: MEMBERSHIP@PURPLEHEART.ORG**