

# ALBERTA-NWT LADIES AUXILIARY FINANCIAL INFORMATION

Auxiliary Name and Number \_\_\_\_\_ YE: Jan 1, \_\_\_\_ to Dec 31, \_\_\_\_\_

REVENUE:		Number of Members	
Per Capita:	Ordinary	\$ _____	_____
	Associate	\$ _____	_____
	Voting Affiliate	\$ _____	_____
	Life	\$ _____	_____

**GENERAL INCOME:**

Interest: Bank \$ \_\_\_\_\_  
 GIC's \$ \_\_\_\_\_  
 Other-specify \$ \_\_\_\_\_

Gaming: Casino \$ \_\_\_\_\_  
 Bingo \$ \_\_\_\_\_  
 Other-specify \$ \_\_\_\_\_

Catering: \$ \_\_\_\_\_

Sales: Vests, Pins, etc \$ \_\_\_\_\_

**TOTAL INCOME:** \$ \_\_\_\_\_

**EXPENSES:**

Per Capita: \$ \_\_\_\_\_

Donations: Branch \$ \_\_\_\_\_  
 Community \$ \_\_\_\_\_  
 Charities \$ \_\_\_\_\_

Gaming: Casino \$ \_\_\_\_\_  
 Bingo \$ \_\_\_\_\_  
 Other-Specify \$ \_\_\_\_\_

Catering: \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

**TOTAL PROFIT/LOSS** \$ \_\_\_\_\_

**ADDITIONAL ASSETS – if applicable**

Petty Cash: Bingo S \_\_\_\_\_

Other-Specify S \_\_\_\_\_

GIC S \_\_\_\_\_

Term Deposits S \_\_\_\_\_

Office Equipment\* S \_\_\_\_\_

Kitchen Equipment\* S \_\_\_\_\_

Other-Specify S \_\_\_\_\_

\* \_\_\_\_\_  
\_\_\_\_\_

It is important to have a list of your assets for future executives. Usually but not always we buy these items and donate them to our branch in lieu of monies.

NB: It is also important that all auxiliaries that are in the upper bracket of income \$15,000 (bank balance) plus or more are required to have their year end done by an outside accountant or a bookkeeper that has years of experience (**NOT ASSOCIATED WITH THE AUXILIARY**). There has to be a motion passed to take them to said accountant or person at a General Meeting in January so the books are back by May so this report can be filled out and submitted to Command Office by May 31 of the next year. (2022 due by May 31, 2023)

Remember two people count all monies and are responsible to turn the said amount over to the treasurer to deposit into your bank account: this money is recounted by the treasurer in turn and make sure it matches with the said amount. It's wise that the treasurer also has another person to recount the monies with her. If there or any discrepancies this is the time to catch it. Many auxiliaries have lost their hard earned money by not being diligent about this procedure.

This is signed by the Auxiliary Treasurer who the one is keeping the records.

Books checked or audited by \_\_\_\_\_

Phone Number or email address

Auxiliary Treasurer: \_\_\_\_\_

Signature

Print Name

**Reminder: Year End Review cannot be done by an Auxiliary Executive Member. Send completed form to AB-NWT Ladies Auxiliary Command.**