



AMERICAN ASSOCIATION OF  
LEGAL NURSE CONSULTANTS

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**CHAPTER FINANCIAL REPORT FORM**

**JANUARY 1, \_\_\_\_\_ through DECEMBER 31, \_\_\_\_\_ (or current date)**

CHAPTER NAME: \_\_\_\_\_

CHAPTER ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CHAPTER NUMBER: \_\_\_\_\_

CHAPTER BANK NAME: \_\_\_\_\_

CHAPTER BANK BRANCH/ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CHAPTER TREASURER: \_\_\_\_\_

PHONE: \_\_\_\_\_

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**TOTAL REVENUE:** \_\_\_\_\_ **(D) See following pages**

**TOTAL EXPENSES:** \_\_\_\_\_ **(E) See following pages**

**BALANCE:** \_\_\_\_\_ **(J) See following pages**

Treasurer's Signature \_\_\_\_\_

Date \_\_\_\_\_

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**CHAPTER REVENUES**

Chapter: \_\_\_\_\_

Year: **JANUARY 1, \_\_\_\_ through DECEMBER 31, \_\_\_\_**

Income from Membership Dues:

	<u>Number</u>	<u>Dues Amount</u>	<u>Total Income</u>
Active - New	_____	_____	_____
Active - Renewal	_____	_____	_____
Associate - New	_____	_____	_____
Associate - Renewal	_____	_____	_____
Sustaining - New	_____	_____	_____
Sustaining - Renewal	_____	_____	_____
TOTALS	_____		_____ (A)

Other Income:

Educational Program Registrations	_____
Sponsors/Donations	_____
Miscellaneous	_____
OTHER INCOME TOTAL	_____ (B)

Interest Income: \_\_\_\_\_ (C)

**TOTAL REVENUE** \_\_\_\_\_ (D)  
(D)=(A)+(B)+(C)

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**EXPENSES**

Chapter: \_\_\_\_\_

Year: **JANUARY 1, \_\_\_\_\_ through DECEMBER 31, \_\_\_\_\_**

**SUMMARY TOTALS**

Accounting Services	_____
Administrative	_____
Advertising	_____
Bank Charges	_____
Chapter Charter Fee	_____
Conference Calls	_____
Duplicating	_____
Facilities (Meeting Space)	_____
Food and Beverage	_____
Honoraria	_____
Miscellaneous	_____
Office Supplies	_____
Postage	_____
Printing	_____
Secretarial	_____
Special Events	_____
Telephone	_____
Travel	_____
Unclassified	_____
<b>TOTAL EXPENSES</b>	_____ (E)
Revenue over/under Expense	_____ (F)
	(F) = (D) - (E)
Cash at Beginning of Year	_____ (G)
Other:	
Assets Purchased	_____ (H)
Other Adjustments	_____ (I)
Cash at End of Year*	_____ (J)
	(J)=(F)+(G)-(H)+/- (I)

\*This balance should have a bank reconciliation or bank statement to support the ending cash position.