

St Lawrence Ottawa Valley Region of the Canadian Pony Club

MANDATORY BRANCH ANNUAL FINANCIAL REPORT

All information is Confidential and may only be shared with CPC National Treasurer Please include a Branch Inventory List & Submit all Forms to the Regional Chair by Feb 28, 2012

BRANCH: _____ Location of Financial Documents: _____

For the period of: January 2011 to December 2011

Treasurer: _____ Phone Number: _____

Branch Signing officers: _____ And: _____

D.C.: _____ ADC: _____

Number of members in your branch: _____

Accounts:

Institution	Branch	Account Number	Name on Account

Other Investments:

Type	Value	Institution

Suggestions for Statement of Revenue and Expenses

SLOV Branch _____ for the Year _____

Revenues (Income)

Disbursements (Expenses)

Membership Fees	_____ Membership Fees Paid to SLOV	_____
Interest from Bank	_____ Bank Charges	_____
Quiz Fees collected	_____ Quiz Fees Paid to Region	_____
Fundraiser (type)	_____ Member Assistance*	_____
Fundraiser (type)	_____ Donation to _____	_____
Fundraiser (type)	_____ Gifts Awards*	_____
Fundraiser (type):	_____ Testing	_____
Donations without CPC tax Receipt*	_____ Clinic Expenses*	_____
Donations with CPC tax Receipt*	_____ Badge Purchased	_____
Sale of Badge	_____ Special Occasions*	_____
Grants*	_____ Advertising	_____
Outstanding Revenue*	_____ Administration	_____
Income from the sale of an asset	_____ Reconciliation Adjustments	_____
NSF payments returned (-)	_____ Outstanding Expense*	_____
Other Income	_____ Cost to maintain Asset	_____
Fees charged for Rental of Asset	_____ Value placed on Inventory* (-)	_____ Badges etc
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL (LINE A)	_____ TOTAL (LINE B)	_____

Statement of funds (this section mandatory):

BALANCE AT BEGINNING OF YEAR: _____

(At Jan 1st from your bank statement)

CURRENT YEAR: REVENUES (LINE A): _____ (Add)

LESS EXPENSES (LINE B): _____ (minus)

INCOME/LOSS: _____

I believe that the above financial information is accurately represented for transactions in this period.

Prepared by: _____ Date: _____

Notes to Help in Completing the Financial Report

The sole purpose of a new format in which branches can report their financial information in a clear and concise way so that their officials have a good understanding of the financial health of their branch in an easy to read format. This format will highlight the good fundraisers and give a clear indication when fundraising is needed

Notes for completing the Financial Record:

* Revenue: Any activities held by the branch where fees are charged and expenses incurred and have the intention of making a profit. A separate report detailing expenses incurred and revenue for each one of these activities should be kept and the final outcome entered on this statement. A negative amount can be entered in this category.

* Outstanding Revenue- for example fees, donations or grant funds which are owing to the accounting period but not yet received and therefore not reflected by the balance of cash on hand. It is considered an asset. An NSF that you are sure can be collected would be entered here. If it cannot be collected it should be entered as a negative amount in the NSF payments.

* Donations without CPC Receipt – This would be any donations your branch received during the year that the grantor did not require you to provide a tax receipt that was processed through CPC.

* Donations with CPC tax Receipt – This would be any donations your branch received that required CPC to provide a tax receipt to the grantor.

* Fundraising (type) - For instance if your branch held a rally where in fees were charged and expenses were incurred against those fees. A separate "Event Report" could be filled in and the end of result of that report filled in here. If in fact the net was a loss then a negative number would be entered. All fundraisers listed separately.

*Outstanding Expense- An expense that occurred in the reporting period but is not yet paid should be listed here so that the bank balance clearly reflects the financial health of a branch.

**IF IN ANY OF THE PRESET CATAGORIES ON THIS STATEMENT DO NOT PERTAIN TO THE NORMAL OPERTATIONS OF YOUR CLUB THEN DISREGARD AND FILL IN THOSE WHICH DO. On the other hand if you require categories please use the blank lines.

* Administration Cost-Normally this category includes paper, photocopying, mailing, duo tangs, purchase of CPC pins, cost to operate a website or producing a newsletter for communications and any other costs necessary in the normal operations of a club. A valid administration cost also may be fees paid to rent a space for general meetings etc.

* Special Occasions - this would be the cost of say a Christmas party where members did not have to pay and all expense absorbed by the branch. Or entry fees for Christmas parade float for example.

* Clinic Expense – if at any time the branch held a clinic and incurred expenses but did not charge participants the amount should be accounted for here. If members were charged a fee for the clinic then it would fall under a fundraiser even if it were to break even.

*Reconciliation Adjustments- sometimes an amount may be needed to balance that just cannot be explained and should be entered here in either a negative number or positive which even is required. Later on you may find the reason for the difference and it can be reversed. If it is simply just not acknowledged in your statement then your statement will not be accurate.

*Value of Inventory-this may be badges which will be used in the following calendar year so therefore should be expensed to there. Another case scenario may be supplies to run a fundraiser that were left over but sellable later. The number entered should be a negative number so that it offsets expenses.

* Member Assistance- this may be an amount paid by the branch to a member who is traveling to a national activity. The funds may be raised through fund raising in which case the revenue would be entered in the revenue column. Amounts such as these should be acknowledged in expense. Also if a branch desires to sponsor a member and pay their membership fees to regional then the value of that "gift" should be entered in member assistance so that it is acknowledged.

*Gifts & Awards – A branch may have an awards ceremony each year to acknowledge member achievements etc. This is where you would enter the cost. The cost for supplying the CPC pin could also be in this category.