

# FINANCIAL STATEMENT

NAPE LOCAL \_\_\_\_\_

PERIOD COVERED: January 1, 20\_\_ to December 31, 20\_\_

Opening Balance  
(Should be the December 31st balance  
of the previous year) \$ \_\_\_\_\_

## REVENUE

Rebates from NAPE (Jan. 1 - Dec. 31) \$ \_\_\_\_\_  
Interest Earned (on bank account) \_\_\_\_\_  
Collections \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
\$ \_\_\_\_\_

TOTAL REVENUE \$ \_\_\_\_\_ (A)

## EXPENSES

Flowers/Wreaths \$ \_\_\_\_\_  
Meeting Expenses \_\_\_\_\_  
Travel Expenses \_\_\_\_\_  
Telephone Expenses \_\_\_\_\_  
Bank Charges \_\_\_\_\_  
Supplies \_\_\_\_\_  
Other (Specify) \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_ (B)

BALANCE (Total Revenue less Total Expenses) (A - B) \$ \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT (Print Name & Signature)

\_\_\_\_\_  
TREASURER (Print Name & Signature)

I hereby verify that I have checked the books and records of Local \_\_\_\_\_ and find all to be in order.

\_\_\_\_\_  
AUDITOR (Print Name & Signature)

\_\_\_\_\_  
DATE

\* Auditor can be anyone (except a member of Local's Executive) who is willing to review Local records and sign that all appears in order.