

Click ➤  
End of Year Reports  
From the left side menu

Click  
Financial  
Report to Review

You can increase the number of chapters show by selecting the drop down menu on “show 10 entries”  
Options are 10, 25, 50 and 100

You can search by chapter name in the Search field

You can also view other chapters by select

You choose/select a chapter to review by clicking on the green edit button. The next page that you will see is that chapter’s annual report. For this example we will be using Buckingham- N, PA as an example. See next page.

Reports To Review

List of Reports To Review

Show 10 entries

	State	Name	Assigned Reviewer
✓	DE	Coastal Delaware	Morgan Brinker
✓	DE	Newark	Morgan Brinker
✓	PA	Lionville Area	Morgan Brinker
✓	PA	Nazareth Area	Morgan Brinker
✓	PA	Thornbury-Westtown	Morgan Brinker
✓	PA	Uwchlan Hills	Morgan Brinker
✓	PA	West Chester	Morgan Brinker
✓	PA	Wallingford/Swarthmore	Morgan Brinker

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Only show chapters I am Primary Reviewer for

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Chapter List

Zapped Chapter List

Re-Registrations

Inquiries

Website Review

Coordinator List

Retired Coordinator List

Standard Reports

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Update Profile

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MOMS Club of Buckingham-N, PA Financial Report

Have some questions about reviewing this? [Check out our FAQ!](#)

SECTION 1 - CHAPTER DUES

Did your chapter change your dues this year?

☐ No ☒ Yes

Did your chapter charge different amounts for new and returning members?

☒ No ☐ Yes

Did your chapter have any members who didn't pay full dues?  
(Associate members or members whose dues were reduced or waived)

☒ No ☐ Yes

Chapter Roster

[Chapter Roster](#)

What dues did your chapter charge its members this year? Count all members who paid full dues, even if they are not still members.

Total New Members Old Fee:

4

Total Renewed Members Old Fee:

7

Total Paid New Members New Fee:

6

Total Paid Renewed Members New Fee:

7

Dues per Member:

\$ 25.00

New Dues per Member:

\$ 30.00

Total Members:

24

Total Dues Collected:

\$ 665.00

Annual Chapter Registration Fee paid to International MOMS Club:  
(Brought over from Step 5)

\$ 57.00

Annual Report Review

Chapter Roster:

[Chapter Roster](#)

Replace

Excel roster attached and complete:

☒ No ☐ Yes

Number of members listed, dues received, and renewal paid "seem right":

☒ No ☐ Yes

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

## Section 1: Dues

Review the sections of the annual report to see if you can understand the report- do members match the roster?

Answer the review questions- is there a roster, do members seem right? Add notes, if need be for anything that should be reviewed/edited by the chapter i.e. a new Roster.

Section 2:  
Meeting Room

Glance through to  
see if it seems  
right

Add notes only if  
you have to ask  
for chapter  
clarification.

Re-registrations

Inquiries

Website Review

Coordinator List

Retired Coordinator List

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SECTION 1 - CHAPTER DUES

SECTION 2 - MONTHLY MEETING EXPENSES

Mandatory Meeting Room Fees Paid

\$ 0.00

Voluntary Donations Paid

\$

Total Meeting Room Expenses

\$ 0.00

Use this section to list individually any Children's Room expenses. Examples include craft supplies and snacks.

Paid Babysitter Expenses (if any)

\$

Children's Room Miscellaneous Expenses

Description	Supplies	Other Expenses
<div>Children's Room Miscellaneous Total</div> <div>\$ 0.00</div>		

Annual Report Review

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

Retired Coordinator List
Standard Reports
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### SECTION 3 - SERVICE PROJECTS

A Service Project is one that benefits others OUTSIDE your chapter. However, a Service Project may also be a project to benefit a member-in-distress or one who has special emergency needs, if the needs are the reason for the project. For example, a fundraiser may benefit the International MOMS Club's Mother-to-Mother Fund or may be used to help pay extreme medical expenses for a life-threatening illness suffered by a member's child. (Any fundraisers or projects that benefited your chapter or members who are not suffering emergency or devastating situations should not be listed here. Those should be listed in Step 6.)

Not all Service Projects are fundraisers! If you did a Service Project that was not a fundraiser, you will have expenses listed here, but no income for that project. If your chapter made a donation from the treasury to another charity and used treasury money collected as dues (instead of money raised by your chapter for the donation), you will have expenses listed (the donation), but no income for that project.

**List all Service Projects below, even if there was no income or expense.** Briefly describe the project and who was benefited by it. List any income and expenses for each project.

Project Description	Income	Supplies & Expenses	Charity Donation	M2M & Sustaining Chapter Donation
Ymca Healthy Kids Day	\$ 0	\$ 30.07	\$ 0	\$ 0
Fire Station donation & tour	\$	\$ 25.00	\$	\$

Service Project Income Total  
\$ 0.00

Service Project Supply & Expense Total  
\$ 55.07

Charity Donation Total  
\$ 0.00

M2M/Sustaining Chapter Donation Total  
\$ 0.00

#### Annual Report Review

Minimum of one service project completed:  
☒ No ☐ Yes

Donation to M2M Fund:  
☒ No ☐ Yes

Donation to MOMS Club General Fund (sustaining chapter):  
☒ No ☐ Yes

Notes Logged for this Step (these are not visible to the chapter):

Note:

## Section 3: Service Projects

Review and select if the chapter completed at least one service project, if they donated to MOMS Club M2M and/or sustaining chapter.

If the chapter entered service projects but you can not understand who benefited from the service project, or what the project was ask for chapter clarification in the notes section.

## Section 4: Parties/Member Benefits

Review the list of chapter parties and member benefits. If the chapter is over 15% it will be highlighted- we do not have to calculate how much they spent the report does the work.

If they are over 15% add a note to review the 15%, if they are over 20% add a probation note.

If you need clarification to understand an expense add a note to log.

### SECTION 4 - PARTIES AND MEMBER BENEFITS

If your members paid to attend any parties or members-only fun activities organized by your chapter, enter the amounts they paid your chapter here. For example, if your members paid money to the chapter to attend a Museum Day or Halloween Party, include those payments here. Include all Year-End Chapter Banquet income in this section. Do not include any money paid to or from your chapter for reservations at International MOMS Club events like Regional/State Luncheons or Workshops - that is listed in Step 5.

(Note: if there are multiple entries for a party in your books, group all that one party's income into one entry for this report - for example if your members were charged for your Holiday Party, add all the income from the Holiday Party together and write one entry for that party here.)

If your chapter had any expenses for **parties and/or members-only fun activities or expenses**, enter the amounts here. Group all expenses for any party/activity into one entry for each event. (For example, one amount for all expenses for Holiday Party, one amount for Year-End Banquet, etc...) If everything was donated for the event, you will not have any expense listed here. You may list parties/activities with no expense, but be sure to explain that everything was potluck or donated in the description column, and put \$0 in the expense column for that event. Also list gifts bought for members, members-only crafts, and/or refreshments for members-only activities below (modest gifts for volunteer recognition can be listed under "Other" Expenses).

Party Name/Description (include date)	Income	Expenses
Halloween	\$	\$ 9.49
Solebury Orchards	\$	\$ 15.50
Halloween craft	\$	\$ 25.87
arts and crafts	\$	\$ 18.08
Holiday craft (Danielle)	\$	\$ 45
	\$	\$

#### Party/Member Benefit

Income Total:

\$ 0.00

Expense Total

\$ 113.94

#### Annual Report Review

Dues Income:

\$ 665.00

Party Income:

\$ 0.00

Party Expenses:

\$ 113.94

Expense Percentage:

% 17.13

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

Notes Logged for this Step (these are not visible to the chapter):

[Step 4 Note - Thu Jul 11 2019 16:24:10 GMT-0400 (Eastern Daylight Time) - Morgan Brinker]  
Exceeded 15% member benefit.  
Unsure what "Solebury Orchards" is, please add brief descriptions to your events.

Add Note to Log

The result of adding the note "Exceeded 15% member benefit . Unsure what "Solebury Orchards" is, please add brief descriptions to your events."

Section 5:  
Office & Operating

Did they order pins?

Did they re-register?

It is unlikely anyone  
attended any  
international events  
as there were none in  
the Northeast.

End of Year Reports

Update Profile

Logout

SECTION 5 - OFFICE AND OPERATING EXPENSES

Use this section to list individually any Office Expenses or other Operating Expenses. Please include only one expense type per line (i.e. website hosting, advertising, etc.).

Printing Costs

Postage Costs

Membership Pins

Other Office & Operating Expenses

Other Office & Operating Expenses Total

International Event Registration

International Event Registrations

International Event Registration Income

International Event Registration Expenses

Chapter Re-registration

Annual Chapter Registration Fee paid to International MOMS Club

Annual Report Review

Attended Training:

Attended Luncheon:

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

SECTION 6 - DONATIONS TO YOUR CHAPTER

SECTION 7 - OTHER INCOME & EXPENSES

SECTION 8 - BANK RECONCILIATION

SECTION 9 - TAX EXEMPT & CHAPTER QUESTIONS

SECTION 10 - FINANCIAL SUMMARY

Section 6:  
Donations to chapter

Review it to see if it  
“reads” correctly- can  
you understand it?

Update Profile

Logout

SECTION 6 - DONATIONS TO YOUR CHAPTER

Monetary:

For each donation of money (cash or checks), please list Donor Name, Address, Date of Donation and Amount. If the money was donated for a specific purpose, list that, too. If you received grants, include that income here.

Purpose of Donation/How it was Used	Donor Name & Address	Date	Amount
		mm/dd/yyyy	\$

Monetary Donation Total

\$0.00

Non-Monetary:

For each donation, please list Donor Name, Address, Date of Donation, Items Donated, and purpose of donation. Do not include a value for items donated except in the case of gift cards. Do list the value of any gift cards received in the description.

Item & Purpose of Donation/How it was Used	Donor Name & Address	Date
		mm/dd/yyyy

Annual Report Review

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

SECTION 7 - OTHER INCOME & EXPENSES

SECTION 8 - BANK RECONCILIATION

Section 7:  
Other Income and  
Expenses

Review it to see if it  
“reads” correctly-  
can you understand  
it?

Were outgoing board  
gifts reasonable?

Logout

SECTION 7 - OTHER INCOME & EXPENSES

If your chapter had any other income not listed elsewhere, enter those amounts and descriptions here. (If there are multiple entries of one type of income in your books, please group them together as one total for that type of entry below. For example, if local businesses paid for advertising in your newsletter, enter one amount for all the advertising sold by your chapter during the year.)

Use this section to list any fundraisers your chapter may have had to benefit the chapter or the members. If your chapter participated in any programs offering rebates, matching contributions or bonus cards, include that information here.

Description of Expense/Income	Income	Expenses
Outgoing Board Gifts	\$	\$
	\$	\$

Other Income Total:

\$ 0.00

Other Expense Total:

\$ 0.00

Annual Report Review

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

SECTION 8 - BANK RECONCILIATION

SECTION 9 - TAX EXEMPT & CHAPTER QUESTIONS

SECTION 10 - FINANCIAL SUMMARY

SECTION 11 - AWARD NOMINATIONS

SECTION 12 - SUMMARY LOG



## Section 8: Reconciliation

Does the last  
bank statement  
match the  
treasury blaence  
now?

If not did they  
reconcile, if they  
did does the  
reconciled  
amount match?

Do the reconciled  
transactions read  
clearly?

Did they attach  
their bank  
statement?

### SECTION 8 - BANK RECONCILIATION

Amount Reserved from Previous Year:

\$ 423.64

Last Bank Statement Balance:

\$ 663.04

Treasury Balance Now:

\$ 463.04

If your most recent bank statement's ending balance does not match your "Treasury Balance Now", you must reconcile your checking account using the worksheet below so that the balances match.

To balance your account, start with your bank statement's ending balance, then list any deposits and any outstanding payments. When done, the new balance will match your current checking account balance.

Bank Reconciliation:

Date	Check No.	Transaction Desc.	Payment Amount	Deposit Amount
mm/dd/yyyy	1032	Project Greenheart donation	\$ 200	\$

Reconciled Bank Balance:

\$ 463.04

Reconciled Bank Balance

\$

### Annual Report Review

Bank Statements:

Bank Statements 1

Replace

Current bank statement included (should be above):

☒ No

☐ Yes

Bank statement matches report or reconciled to match:

☒ No

☐ Yes

Notes Logged for this Step (these are not visible to the chapter):

Note:

Add Note to Log

Save

SECTION 9 - TAX EXEMPT & CHAPTER QUESTIONS

SECTION 10 - FINANCIAL SUMMARY

SECTION 11 - AWARD NOMINATIONS

Section 9:  
Tax Questions:  
Pins?  
MIOMS Club merchandise?  
MOMS Club info?  
Manual/by-laws?  
990N?

SECTION 9 - TAX EXEMPT & CHAPTER QUESTIONS

During the last fiscal year (July 1, 2018 - June 30, 2019)...

1. Did anyone in your chapter receive any compensation or pay for their work with your chapter?

☒ No ☐ Yes

2. Did any officer, member or family of a member benefit financially in any way from the member's position with your chapter?

☒ No ☐ Yes

3. Did your chapter attempt to influence any national, state/provincial, or local legislation, or did your chapter support any other organization that did?

☒ No ☐ Yes

4. Did your chapter vote on all activities and expenditures during the fiscal year?

☐ No ☒ Yes

5. Did you purchase pins from International? If No, why not?

☒ No ☐ Yes

If no, briefly explain:

We have excess pins from prior years

6. Did you purchase any merchandise from International other than pins? If No, why not?

☒ No ☐ Yes

If no, briefly explain:

Not needed

7. Did you offer or information your members about MOMS Club merchandise?

☐ No ☒ Yes

8. Did you make the Bylaws and/or manual available for any chapter members that requested them?

☐ No ☒ Yes

9. Did you have a children's room with babysitters?

☐ Yes - with volunteer members ☐ Yes - with paid sitters ☒ No

Briefly explain, if necessary:

10. Did you have playgroups?

13. Did you have speakers at any meetings?

☐ No ☒ Yes

14. If you had speakers, check any of the topics that were covered:

☐ Child Rearing ☐ Schools/Education ☒ Homemaking Topics  
☐ Politics ☐ Other Non-Profit ☐ Other

15. Did you have any discussion topics at your meetings? If yes, how often?

☐ No ☐ 1-3 Times ☒ 4-6 Times ☐ 7-9 Times ☐ 10+ Times

16. Did your chapter have scheduled park days? If yes, how often?

☐ No ☐ 1-3 Times ☐ 4-6 Times ☐ 7-9 Times ☒ 10+ Times

17. Did your chapter have any of the following activity groups?

☒ Cooking ☐ Couponing ☒ Mommy Playgroup (moms with all children in school)  
☐ Babysitting Co-op ☒ MOMS Night Out ☐ Other

18. Did your chapter make any contributions to any organization or individual that is not registered with the government as a charity? If yes, please explain who received the contributions and why you chose them:

☐ No ☒ Yes

If yes, briefly explain:

Fundraiser for a local 13 year old who is suffering from cancer for the second time.

19. Did your chapter perform at least one service project to benefit mothers or children?

☐ No ☒ Yes

20. Did your chapter file their IRS 990N for 2017-2018 (CANNOT BE DONE BEFORE JULY 1, 2018)? Please include a confirmation copy below (5 MB max).

☐ No ☒ Yes

990N Confirmation:

[990N Confirmation File](#)

21. Is a copy of your chapter's most recent bank statement included with the copy of this report that you are submitting to International? (Include copies below for all accounts, if your chapter has more than one - each file 5 MB max.)

☐ No ☒ Yes

990N Confirmation:

[990N Confirmation File](#)

[Replace](#)

Purchased membership pins or had leftovers:

☒ No ☐ Yes

Offered MOMS Club merchandise or info on how to buy to members:

☒ No ☐ Yes

Proof of 990N Filing: (July 1, 2018-June 30, 2019)

☒ No ☐ Yes

Notes Logged for this Step (these are not visible to the chapter):

Purchased MOMS Club merchandise:

☒ No ☐ Yes

Manual/by-laws made available to members:

☒ No ☐ Yes

July 1, 2018 - June 30, 2019

Amount Reserved from Previous Year:  
(Treasury Balance 7/1/2018)

\$ 423.64

## Income

Membership Dues Income:

\$ 900.00

Service Project Income:

\$ 7570.00

Party Income:

\$ 0.00

Monetary Donations to Chapter:

\$ 0.00

International Event Reservation Income:

\$ 0.00

Other Income:

\$ 0.00

Total Income:

\$ 8470.00

Meeting Room Expense:

\$ 150.00

Children's Room Expenses:  
Supplies:

\$ 0.00

Paid Sitters:

\$ 0.00

Other:

\$ 0.00

Children's Room Expense Total:

\$ 0.00

Service Project Expenses:  
Supplies:

\$ 295.60

Amount Donated to Charity/Recipients:

\$ 7770.00

Mother-to-Mother Fund Donation:

\$ 0.00

Service Project Expense Total:

\$ 8065.60

Party/Members Only Expense:

\$ 125.00

Office and Operating Expenses:  
Printing:

\$ 0.00

Postage:

\$ 0.00

Membership Pins:

\$ 0.00

Other:

\$ 0.00

Office/Operating Expense Total:

\$ 0.00

Annual Chapter Registration Fee:

\$ 90.00

International Event Registration:

\$ 0.00

Other Expense:

\$ 0.00

Total Expenses:

\$ 8430.60

Treasury Balance Now

\$ 463.04

## Annual Report Review

Total Income/Revenue:

\$ 8470.00

Total income/revenue less than \$50,000:

☒ No☐ Yes

Sistered another chapter:

☒ No☐ YesSection 10:  
SummaryWas their income  
less than \$50,000.00Did they sister a  
MOMS Club  
chapter?Does anything stand  
out/ does it read OK?

#### Instructions for Recognition Entry

Include with your entry a written description of your project/activity and any photos or newspaper clippings available. You may be contacted for more information, if necessary. Give enough information that someone who is not familiar with your project or activity can see how wonderful it was!

Please submit a separate Recognition for each entry. If you have any questions, please contact your Coordinator.

All entries must be submitted by the deadline in the instructions for your Conference.

Keep a copy of your entry, photos and other information!

#### Chapter Award Types

**Outstanding Specific Service Project** (one project only)

**Outstanding Overall Service Program** (multiple projects considered together)

**Outstanding Children's Activity**

**Outstanding Spirit (formation of sister chapters)**

*Given to existing chapters who Sister new Chapters*

**Outstanding Chapter** (for chapters started before July 1, 2018)

*Given for outstanding overall representation of MOMS Club goals, principles, and program (including program to members, community involvement, and support of International MOMS Club)*

**Outstanding New Chapter** (for chapters started after July 1, 2018)

*Given for outstanding overall representation of MOMS Club goals, principles, and program (including program to members, community involvement, and support of International MOMS Club)*

**Other Outstanding Award** (any entries not included in categories above)

#### Annual Report Review

Notes Logged for this Step (these are not visible to the chapter):

## Section 11: Awards

Does anything stand out/ does it read OK? Did they provide evidence to receive the award(s)?