



The Fraternity of

# PHI GAMMA DELTA

1201 Red Mile Road PO Box 4599 Lexington, KY 40544-4599 859.255.1848 fax 859.253.0779

\_\_\_\_\_ Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

## ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, \_\_\_\_\_

Mail to DEPT. of BUSINESS AFFAIRS, address above.

The following exhibits and schedules are submitted herewith:

- Exhibit A Comparative Balance Sheets of as of August 31, \_\_\_\_\_ and August 31, \_\_\_\_\_.
- Exhibit B Comparative Statement of Income and Expenses for the Fiscal Years Ended August 31, \_\_\_\_\_ and August 31, \_\_\_\_\_
- Exhibit C Departmental Loss and Gain Statement for the Fiscal Years Ended August 31, \_\_\_\_\_ and August 31, \_\_\_\_\_
- Exhibit D Derived Statement of Cash Receipts and Disbursements for the Fiscal Year Ended August 31, \_\_\_\_\_ and August 31, \_\_\_\_\_
- Schedule 1 Accounts Receivable from Undergraduate Members.
- Schedule 2 Notes Receivable from Undergraduate Members.
- Schedule 3 Accounts Receivable from Former Undergraduate Members.
- Schedule 4 Notes Receivable from Former Undergraduate Members.
- Schedule 5 Accounts Payable.
- Schedule 6 Notes Payable.
- Schedule 7 Intsallments Payable.
- Schedule 8 Advance Collections.

\_\_\_\_\_  
Signature of Chapter Treasurer

(see other side for instructions)

## INSTRUCTIONS FOR FILLING OUT THIS FORM

It should be noted that the form of this report parallels Form H, the monthly financial statement; Form I, the budget; and the Cash Journal. As it is based on the Phi Gamma Delta System of Accounts, it assumes August 31 is the end of the fiscal year. This is in order that the summer months, when income does not usually meet expenses, come at the end of the fiscal year rather than at its beginning.

Like Form H and Form I, this report is to be filled out in triplicate, one copy for the Headquarters office, one for the Section Chief, and one for the chapter files.

The report should be read to the chapter in its first fall meeting and a copy of the Treasurer's comments on it should be handed to the Recording Secretary to be bound with the chapter minutes.

The Phi Gamma Delta System of Accounts is set up on a cumulative, accrual basis. This report, however, follows the standards form of an auditor's report; and it can be used to show the year's transactions under any acceptable system of accounting that is in use in the various chapters.

### EXHIBIT A

Exhibit A presents comparative balance sheets for the fiscal year just ended and the one immediately preceding it. The figures for the year just ended should appear in the left-hand column. It is important that all date lines be filled in correctly on each sheet of the report.

It is assumed that at the end of the fiscal year, the books have been closed out in accordance with the instructions in the accounting manual; that the petty cash account has been closed out and that all cash has been deposited in the bank; that any gain or loss for the year has been transferred to surplus; that an inventory has been taken; and that the accounts of all members who had left college or whose membership in the chapter has been discontinued by formal suspension or withdrawal of pledge during the fiscal year have been transferred to the inactive members' ledger.

The item labeled "Cash on Deposit" is taken from the balances shown in the Cash Journal which should have been reconciled with the bank statement and the check book for the checking account and with the passbook for the savings account.

Inactive accounts and notes receivable are written down on the Cash Journal to \$1 each in order to avoid the necessity of setting up a reserve for bad debts against them. The full amounts due, however, are carried on the member's individual ledger sheet with the notation that the account has

been written down to \$1. It is desired that Schedules 3 and 4 of this annual report show the total uncollected balance in each inactive account, but the amount to be recorded in Exhibit A is that balance less the amount written off to reduce the account to \$1. In other words, the sum recorded in Exhibit will be \$1 times the number of inactive accounts.

An inactive account is defined in the accounting manual as that of a member or pledge who is no longer in college or whose membership in the chapter has been discontinued for formal suspension or whose pledge has been withdrawn.

It is assumed that all active accounts and notes receivable are considered 100% collectible. If not, an appropriate explanation should be added to Schedules 1 and 2.

In order to avoid unnecessary complications the only inventories to be considered are those in the heat and provisions accounts. As accurate an estimate as possible of the value of coal or fuel oil, and provision on hand at the end of the fiscal year is necessary if a true net worth is to be ascertained. No schedule of inventories is required in this report.

Other assets would include such things as prepaid items - payments for goods or services not yet delivered or rendered -- and utility deposits -- deposits required by telephone, gas, water or electric companies.

In the Cash Journal accounts, notes and installments payable are grouped together under "Accounts and Notes Payable." For purposes of this report, it is desired to have them separated. The information is obtainable from the accounts payable ledger, and the total of the three items should equal the balance shown in the Cash Journal under Account 11, "Accounts and Notes Payable." Installments payable are amounts still owed on any object which is being purchased on the installment plan.

To be consistent with the Cash Journal, advance collections should be reported separately (Schedule 8) and not just netted out of accounts receivable in Schedule 1.

In a balance sheet, total liabilities and net worth must equal total assets. Net worth, otherwise known as surplus or deficit, as the case may be, is the balance entry. It is the excess of assets over liabilities and is entered on the liability side. If the liabilities exceed the assets before the net worth is calculated, a deficit will be indicated and the net worth should be entered in the same place - but in RED. An entry in red indicates that in order to bring the sheet into balance, the item is to be subtracted from, rather than added, to the other sums.



Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

COMPARATIVE BALANCE SHEETS as of AUGUST 31, \_\_\_\_\_ and AUGUST 31, \_\_\_\_\_

<b>ASSETS</b>		<b>8/31/_____</b>	<b>8/31/_____</b>
<b>(a) Cash on Deposit:</b>	Checking Acct. Savings Acct.	\$ _____	\$ _____
<b>(b) Accounts Receivable:</b>	Active Mbrs. <i>Schedule 1</i>		
<b>(c)</b>	Inactive Mbrs. <i>Schedule 2</i>		
<b>(d) Notes Receivable:</b>	Active Mbrs. <i>Schedule 3</i>		
<b>(e)</b>	Inactive Mbrs. <i>Schedule 4</i>		
<b>(f) Inventories:</b>	Fuel		
<b>(g)</b>	Provisions		
<b>(h) Other Assets:</b>	Prepaid Items		
<b>(i)</b>	Utility Deposits		
<b>(j)</b>	Other		
<b>(k) TOTAL ASSETS</b>		<b>\$ _____</b>	<b>\$ _____</b>
<b>LIABILITIES &amp; NET WORTH</b>			
<b>(l) Accounts Payable</b>	<i>Schedule 5</i>		
<b>(m) Notes Payable</b>	<i>Schedule 6</i>		
<b>(n) Installments Payable</b>	<i>Schedule 7</i>		
<b>(o) Advance Collections</b>	<i>Schedule 8</i>		
<b>(p) Other Liabilities</b>			
<b>(q) TOTAL LIABILITIES</b>		<b>\$ _____</b>	<b>\$ _____</b>
<b>(r) Net Worth</b>		<b>\$ _____</b>	<b>\$ _____</b>
<b>(s) TOTAL LIABILITIES &amp; NET WORTH</b>		<b>\$ _____</b>	<b>\$ _____</b>

## EXHIBIT B

Exhibit B presents a comparative statement of income and expenses for the fiscal year just ended and the one immediately preceding it. It also presents a comparison between the budget for the year just ended and the actual operating results of that year. Figures for the year just ended should be placed in the left hand of the two columns labeled "actual." Income figures are to be taken from the "credit column under the Loss and Gain Statement on Form H. Expense figures are to be taken from the "debit" column under the Loss and Gain Statement on Form H. It is essential that the figures appearing in the Loss have been deducted from the expense items for heat and provisions, the cost of such inventories not properly being chargeable to expense during the fiscal year in which they are not used.

It will be noted that no effort is made to departmentalize income and expenses on Exhibit B of this report, this being done in Exhibit C. Occupancy Credit (Account 2) and Occupancy Charge (Account 71) are merely bookkeeping entries and may be eliminated in preparing this report. All minor miscellaneous income or expense and special accounts which your chapter may have and which are not listed in Exhibit B may be grouped as miscellaneous items of income or expense of substantial amount. House department and board department wages are to be combined under a single heading "wages" in this report. The same holds true for social security taxes paid and for discounts allowed members for prepayment of bills.

The net gain for the year is the excess of income over expenses. If expenses have exceeded income, a loss has been incurred, and it should be indicated in RED.

## EXHIBIT C

This exhibit sets for the year the gain or loss by departments -- house, board, and chapter. The figures are obtained just as in the case of the monthly Form H and can be taken directly from account totals of the Cash Journal for the respective departments. Thus all accounts, including Occupancy Charge and Credit, are represented in total to show the success of the operation of the departments.

## EXHIBIT D

Exhibit D presents a derived statement of cash receipts and disbursements for the fiscal year just ended. This statement reduces results shown on an accrual basis to a condensed cash basis.

Item 1 is taken from the right-hand column on line (a) in Exhibit A, the right-hand column on that line showing cash

on deposit at the end of the fiscal year immediately preceding the one just ended, which is of course, the same as the cash on deposit at the beginning of the fiscal year just ended. It is to be noted that figures submitted in Exhibit D are to be placed in unshaded blocks.

Item 2 comes from the center column in Exhibit B as does Item 5.

It should be noted that item 3 calls for NET accounts and notes receivable both active and inactive. This means the total of accounts and notes receivable LESS the total of advance collections. All of these figures are to be found in Exhibit A, and it is easy to make the comparison between the last two years in order to determine the amount of decrease or increase. Note that an INCREASE under this item should be recorded in RED.

Item 4 is, of course, self-explanatory. It is merely the sum of Items 1, 2, and 3. If Item 3 should appear in RED, however, it should be noted that Item 4 would then be the sum of Items 1 and 2, less Item 3.

Item 6 is obtained from a comparison of figures on lines (f) and (g) in Exhibit A. Note that if inventories DECREASED between the end of one fiscal year and the end of the next, the item should appear in RED.

Item 7 is likewise obtained from lines (k), (l) and (m) in Exhibit A. In this case, however, an INCREASE is recorded in RED.

Item 8 is self-explanatory. It represents the sum of Items 5, 6, and 7 with any items recorded in RED being deducted from those recorded in BLACK.

Item 9 is Item 4 LESS Item 8, and should equal the figure in the left-hand column given on line (1) in Exhibit A for the cash on deposit at the end of the fiscal year for which this report is submitted.



Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

**COMPARATIVE STATEMENT OF INCOME & EXPENSE**  
**for the Fiscal Year Ended AUGUST 31, \_\_\_\_\_ and AUGUST 31, \_\_\_\_\_**

<b>INCOME</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
Room Rent	\$	\$	\$
Parlor Fees			
Regular Board			
Irregular Board			
Initiation Fees			
Dues			
Gifts and Debt Recoveries			
Fines			
Miscellaneous			
<b>TOTAL INCOME</b>	\$	\$	\$
<b>EXPENSES</b>	\$	\$	\$
Rent			
Heat			
Light			
Wages			
Telephone			
Laundry			
Repairs and Replacements			
Gas			
Water			
Provisions			
National Initiation Fees			
National Dues			
Stationery and Supplies			
Delegates' Expenses			
Entertainment			
Publications			
Social Security			
Prepayment Discounts Allowed			
Parties			
Rushing			
Miscellaneous			
<b>TOTAL EXPENSES</b>	\$	\$	\$
Net Gain or Loss* for the Year			

\*Loss to be noted in RED

## SCHEDULES 1, 2, 3, AND 4 -- ASSETS

These schedules call for uncollected balances of accounts and notes receivable from active and inactive accounts,. It is to be noted that a comparison is asked between the receivables position in the case of each member at the end of each of the last two fiscal years. A member should be listed in the schedule fitting his status at the time of filing this report. In Schedules 3 and 4, there is to be deducted from that total the amount written off to reduce each inactive account to \$1, leaving a balance to be shown on Exhibit A of \$1 times the number of inactive accounts and notes listed. This, of course, be the figure at which these accounts are carried on the Cash Journal.

If an account, whether active or inactive, is that of a man who was never initiated, list him as a "pledge" in addition to giving his class.

## SCHEDULES 5, 6, 7, AND 8 -- LIABILITIES

These schedules call for detailed statements of liabilities -- accounts, notes and installments payable and advance collections. Here, again, a comparison showing the condition of each account at the end of each of the last two fiscal years is asked for. At the end of each schedule, the totals for that schedule are to be given.



Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

**DEPARTMENT LOSS AND GAIN STATEMENT**  
for the Fiscal Year Ended AUGUST 31, \_\_\_\_\_ and AUGUST 31, \_\_\_\_\_

8/31/\_\_\_\_ 8/31/\_\_\_\_

<b>HOUSE DEPARTMENT</b>	\$	\$
Income:		
Expenses:		
<b>BOARD DEPARTMENT</b>		
Income:		
Expenses:		
<b>CHAPTER DEPARTMENT</b>		
Income:		
Expenses:		
<b>TOTAL PROFIT OR LOSS</b>	\$	\$



Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

**DERIVED STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
for the Fiscal Year Ended AUGUST 31, \_\_\_\_\_ and AUGUST 31, \_\_\_\_\_**

(1)	Cash on Deposit -- Beginning of Fiscal Year (Exhibit A)	\$	
(2)	Total Income for Fiscal Year (Exhibit B)	\$	
(3)	Decrease (Increase) in Active and Inactive NET Accounts and Notes Receivable During Year (Exhibit A)	\$	
(4)	Total Cash Receipts for the Fiscal Year (Sum 1, 2, 3)		\$
(5)	Total Expenses for the Fiscal Year (Exhibit B)	\$	
(6)	Increase (Decrease) in Inventory During Fiscal Year (Exhibit A)	\$	
(7)	Decrease (Increase) in Accounts, Notes and Installments Payable During Fiscal Year (Exhibit A)	\$	
(8)	Total Cash Disbursements for Fiscal Year (Sum 5, 6, 7)		\$
(9)	Cash on Deposit - End of Fiscal Year (4 minus 8) (Should check with Exhibit A)		\$



Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

(Schedule 1)  
ACCOUNTS RECEIVABLE FROM UNDERGRADUATE MEMBERS

Name	Class	8/31/____	8/31/____
		\$	\$

TOTAL UNCOLLECTED BALANCE \$ \_\_\_\_\_ \$ \_\_\_\_\_

(Schedule 2)  
NOTES RECEIVABLE FROM UNDERGRADUATE MEMBERS

Name	Class	8/31/____	8/31/____
		\$	\$

TOTAL UNCOLLECTED BALANCE \$ \_\_\_\_\_ \$ \_\_\_\_\_







Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

(Schedule 5)  
ACCOUNTS PAYABLE

Name	Class	8/31/ ____	8/31/ ____
		\$	\$

TOTAL UNCOLLECTED BALANCE \$ \_\_\_\_\_ \$ \_\_\_\_\_

(Schedule 6)  
NOTES PAYABLE

Name	Class	8/31/ ____	8/31/ ____
		\$	\$

TOTAL UNCOLLECTED BALANCE \$ \_\_\_\_\_ \$ \_\_\_\_\_



Chapter at \_\_\_\_\_  
(Greek Name) (College/University)

(Schedule 7)  
INSTALLMENTS PAYABLES

Name	Class	8/31/____	8/31/____
		\$	\$

TOTALS \$ \_\_\_\_\_ \$ \_\_\_\_\_

(Schedule 8)  
ADVANCE COLLECTIONS

Name	Class	8/31/____	8/31/____
		\$	\$

TOTALS \$ \_\_\_\_\_ \$ \_\_\_\_\_