



2009

Annual Financial Report

Due: March 6, 2010

Include all financial activity from January 1, 2009 through and including December 31, 2009. Please send the completed report to: **Massachusetts DeMolay, 186 Tremont Street, Boston, MA 02111.**

All DeMolay Chapters, Parents/Mothers' Clubs, Preceptories, and Courts must complete this report. The Rules and Regulations of DeMolay International require that DeMolay international collect this information in each Jurisdiction.

CHAPTER (Club, Court, etc.): _____

LOCATION: _____

TAX ID# (FID): _____

CHAPTER ID #: _____

NAME AND ADDRESS OF PERSON COMPLETING THIS REPORT:

Name: _____

Address: _____

City: _____ State: _____

Home Phone: _____

Cell Phone: _____

Email: _____

NAME OF INDIVIDUALS LISTED AS SIGNATORIES ON ACCOUNTS: (List all)

ALL CHECKS MUST HAVE (CHECK ONE):

One Signature

Two Signatures



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CASH IN THE BANK – January 1, 2009

Income:

Per Capita Dues

Contributions:

(list those over \$250 individually)

Investments *(Interest and Dividends)*

Fund Raising Projects:

(list those over \$250 individually)

Other

TOTAL INCOME:

Disbursements:

Salary

Travel Expense

Publications

Telephone

Utilities

Insurance

Depreciation

Printing and Stationery

Office Supplies

Postage

Taxes

Rent

Entertainment

Fund Raising

Miscellaneous:

Other: (please specify)

TOTAL DISBURSEMENTS:

Total Cash in Bank, December 31, 2009



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NAME OF BANKS AND THE ACCOUNT NUMBERS WHERE THE ORGANIZATION'S ACCOUNTS RESIDE:

1. Name of Financial Institution: _____
 Address: _____
 City/State/Zip: _____
 Account(s) #: _____

2. Name of Financial Institution: _____
 Address: _____
 City/State/Zip: _____
 Account(s) #: _____

3. Name of Financial Institution: _____
 Address: _____
 City/State/Zip: _____
 Account(s) #: _____

FORM 990

The IRS has revised the rules concerning non-profit organizations filing Form 990-N for the tax year 2009. Any organization with receipts **less** than \$25,000 **MUST** file a Form 990-N by May 15, 2010. This task may be accomplished at: <http://www.irs.gov/app/ePostcard>.

The Form 990-N requests the Chapter's EIN number, the tax year (2009) that we are filing form, the legal name (DeMolay International) and your Chapter's mailing address (usually the Masonic Hall you meet in). It requests other names (ie Frank S. Land Chapter) and the name and address of the "principal" officer. (The name and address of the advisor filing the form.) If you have any questions or need assistance performing this task for your Chapter please call the DeMolay Office at 617-426-6040 x 4231.

I have been informed of this requirement:

_____ Your Initials here.

I attest to the accuracy of this report.

Signed: _____ Print Name: _____