

**Annual Financial Status Report for Calendar Year \_\_\_\_\_ of the  
\_\_\_\_\_ Chapter of the Acoustical Society of America**

*Updated 1/2016*

**ALL FUNDS ON HAND as of 31 December**

Which are composed of:

1) Chapter Account:	\$ _____
2) Memorial Fund:	\$ _____
3) Scholarship Fund:	\$ _____
4) Other Fund:	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**REQUESTED IMBURSEMENT TO CHAPTER ACCOUNT**

1) Operating and administrative expenses provision = \$500 + \$5 per attendee (attach signed attendance lists)		
\$500	\$ _____ 500 _____	
Total Attendance for the year: _____ attendees		
# of attendees * \$5 =	\$ _____	
<b>TOTAL provision</b>		<b>\$ _____</b>
2) Reimbursements		
a) Meeting expenses: <i>(not including alcoholic beverages)</i>		\$ _____
(attach receipts for all meeting expenses)		
b) Expenses for Speakers: <i>[80% reimbursement to \$500 max]</i>		
i) Honoraria:	\$ _____	
ii) Travel Expenses:	\$ _____	
Total Expenses	\$ _____	
Total Expenses * 0.8	\$ _____	
<b>TOTAL Reimbursement [not to exceed \$500]</b>		<b>\$ _____</b>
c) College Participation: <i>[reimbursement to \$500 max]</i>		
i) Awards/Activities/Scholarships: <i>(not including payment of ASA dues)</i>		\$ _____
ii) Student Travel Expenses: <i>(not including travel to national meetings)</i>		\$ _____
Total Expenses	\$ _____	
<b>TOTAL Reimbursement [not to exceed \$500]</b>		<b>\$ _____</b>
d) High School Awards Presented:	\$ _____	
<b>TOTAL Reimbursement [not to exceed \$200]</b>		<b>\$ _____</b>
e) Talks at Local Schools:	\$ _____	
<b>TOTAL Reimbursement [not to exceed \$500]</b>		<b>\$ _____</b>
<b>TOTAL IMBURSEMENT</b>		<b>\$ _____</b>

**If the total imbursement plus the remaining funds in the chapter bank account is over \$2000, then subtract that amount over \$2000 from the requested imbursement to arrive at the requested amount.**

**TOTAL REQUESTED IMBURSEMENT** \$ \_\_\_\_\_

Treasurer: \_\_\_\_\_ President: \_\_\_\_\_ Date: \_\_\_\_\_;

Imbursement payable to: \_\_\_\_\_ (Chapter account name)  
Mail to: \_\_\_\_\_  
Address: \_\_\_\_\_

**SIGNED ATTENDANCE LISTS, RECEIPTS, CURRENT EXECUTIVE BOARD MEMBER LIST AND  
THE CHAPTER ACTIVITY LIST ARE REQUIRED...  
SEE CRSC WEBSITE FOR MORE INFORMATION AND TEMPLATES**