



# BHS Chapter Annual Financial Review Form

For questions, comments or concerns about this form please contact [chapters@barbershop.org](mailto:chapters@barbershop.org) or reach out to your District Secretary or District Treasurer.

## Annual Report & Review

**Date of Review:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Fiscal Year Reviewed:** (i.e. 2015) \_\_\_\_\_

## Chapter Information

**Chapter Name:** \_\_\_\_\_ **Chapter Number:** (i.e. A-001) \_\_\_\_\_

## Reviewer Information

*The individual completing the financial review should not be the Chapter Treasurer or Assistant Treasurer. It is recommended that a member who is not on the Board of Directors completes the review.*

**Name of Reviewer:** \_\_\_\_\_ **BHS Member ID #:** (if applicable) \_\_\_\_\_

**Names of Additional Reviewers:** (optional)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **BHS Member ID #:** (if applicable) \_\_\_\_\_  
\_\_\_\_\_ **BHS Member ID #:** (if applicable) \_\_\_\_\_  
\_\_\_\_\_ **BHS Member ID #:** (if applicable) \_\_\_\_\_

## Review Findings:

*Please describe any findings that your Chapter Board of Directors should know.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Completed Financial Reviews should be uploaded into your Chapter Compliance Filings Section in your BHS Member Center Profile or sent to Society Headquarters.**

**Barbershop Harmony Society**  
C/O Chapter Financial Filings  
110 Seventh Avenue N<sup>th</sup>  
Nashville, TN 37203  
1-800-876-7464  
[financialfilings@barbershop.org](mailto:financialfilings@barbershop.org)

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**Date of Review:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **Fiscal Year Reviewed:** (i.e. 2015) \_\_\_\_\_

## Reconciliation of Receipts and Expenditures

- a. Balance as of 1/1 (Checkbook Stub No. \_\_\_\_\_) \$ \_\_\_\_\_
- b. Plus receipts for the year \$ \_\_\_\_\_
- c. Total Funds Available \$ \_\_\_\_\_ ← Sum a + b
- d. Less Disbursements for the Year \$ \_\_\_\_\_
- e. Balance as of 12/31 (Checkbook Stub No. \_\_\_\_\_) \$ \_\_\_\_\_ ← Sum c - d

## Reconciliation of Year-End Bank Statement

f. Balance as of 12/31 per Bank \$ \_\_\_\_\_

Plus Deposits in Transit:

<i><b>Date:</b></i>	<i><b>Amount:</b></i>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Deposits in Transit:</b>		\$ _____ ← Sum of Deposits

Less Outstanding Checks:

<i><b>Check Number:</b></i>	<i><b>Amount:</b></i>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Outstanding Checks:</b>		\$ _____ ← Sum of Checks

g. 12/31 Balance \$ \_\_\_\_\_  
Balance Per Bank + Deposits in Transit – Outstanding Checks



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## Annual Report & Review

Date of Review: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Fiscal Year Reviewed: (i.e. 2015) \_\_\_\_\_

## Summary of Funds

Checking Account #: \_\_\_\_\_

Balance: \$ \_\_\_\_\_

### Certificates of Deposit:

- Maturity \_\_\_\_\_ No. \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Maturity \_\_\_\_\_ No. \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Maturity \_\_\_\_\_ No. \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Maturity \_\_\_\_\_ No. \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Amount: \$ \_\_\_\_\_
- Maturity \_\_\_\_\_ No. \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Savings Account #: \_\_\_\_\_

Balance: \$ \_\_\_\_\_

Other Funds: \_\_\_\_\_

Balance: \$ \_\_\_\_\_

\_\_\_\_\_ Balance: \$ \_\_\_\_\_

\_\_\_\_\_ Balance: \$ \_\_\_\_\_

\_\_\_\_\_ Balance: \$ \_\_\_\_\_

\_\_\_\_\_ Balance: \$ \_\_\_\_\_

Total Funds Available to the Chapter: \_\_\_\_\_

\$ \_\_\_\_\_

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### Barbershop Harmony Society

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