

FINANCIAL STATEMENT WORKSHEET

Use this worksheet to prepare your Financial Statement for last year (July – June)

We understand that this financial statement may be more detailed than your Chapter needs. You only need to enter amounts for the items that are relevant for your Chapter.

GLSEN Chapter Name: _____

Employer Identification Number (Required): _____

Every Chapter is required to have an Employer Identification Number (EIN).

Financial Statement for July 1, 2002 – June 30, 2003

1	Closing fund balance (at the end of last fiscal year – see instructions)	_____	1
	<u>REVENUE</u>		
2	Membership Renewals # donations _____	_____	2
3	New Memberships # donations _____	_____	3
4	Special Appeals to Members # donations _____	_____	4
5	Fundraising Events # donations _____	_____	5
6	Major Donors (>\$ _____)	_____	6
7	Foundation Grants # donations _____	_____	7
8	Program/Service Revenue	_____	8
9	Interest	_____	9
10	Dividends	_____	10
	<u>Special Events and Activities</u>		
11	<i>Gross revenue</i>	_____	11
12	<i>Direct expenses (other than fundraising)</i>	_____	12
13	Net Income from Special Events and Activities (line 11 minus line 12)	_____	13
	<u>Sales of Products</u>		
14	<i>Gross Sales of Inventory</i>	_____	14
15	<i>Returns and Allowances</i>	_____	15
16	<i>Cost of Goods Sold</i>	_____	16
17	Net Sales of Products (line 14 minus line 15 minus line 16)	_____	17
18	Other revenue (explain: _____)	_____	18
19	Other revenue (explain: _____)	_____	19
20	Other revenue (explain: _____)	_____	20
21	TOTAL REVENUE (sum of lines 2 through 10,13, & 17 through 20)	_____	21

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EXPENSES

22	Compensation of officers, directors	_____	22
23	Other salaries and wages	_____	23
24	Other employee benefits	_____	24
25	Payroll taxes	_____	25
26	Fundraising Expenses (line 32A from Fundraising Plan)	_____	26
27	Accounting fees	_____	27
28	Legal fees	_____	28
29	Supplies (paper, staplers)	_____	29
30	Telephone	_____	30
31	Postage and shipping	_____	31
32	Rent	_____	32
33	Equipment rental and maintenance	_____	33
34	Insurance	_____	34
35	Printing and publications (newsletter brochures, photocopying)	_____	35
36	Travel	_____	36
37	Conferences, conventions and meetings (non-GLSEN)	_____	37
38	Interest	_____	38
39	Depreciation	_____	39
40	GLSEN Trainings and Conferences	_____	40
41	Revenue-sharing (to National Organization)	_____	41
42	Lobbying Expenses (see instructions)		
42a	Direct Lobbying	_____	42a
42b	Grassroots Lobbying	_____	42b
42c	Total Lobbying Expenses (line 42a plus line 42b)	_____	42c
43	Other expenses (explain: _____)	_____	43
44	Other expenses (explain: _____)	_____	44
45	Other expenses (explain: _____)	_____	45
46	TOTAL EXPENSES (sum of lines 22 through 45)	_____	46
47	OPERATING SURPLUS (OR DEFICIT) (line 21 minus line 46)	=====	47
48	CURRENT FUND BALANCE (line 1 plus line 47)	=====	48

FINANCIAL STATEMENT INSTRUCTIONS

I. Opening and Closing Fund Balances

The **opening fund balance** is the balance at the beginning of the fiscal year (July 1, 2002). This figure must be exactly the same as the chapter's closing fund balance from the previous year's financial statement included in the last year's Annual Accreditation Application. New chapters should enter \$0.00.

The **closing fund balance** is the balance at the close of the fiscal year (June 30, 2003). This figure must be the opening fund balance plus the operating surplus or deficit for the fiscal year.

II. Lobbying Expenses

GLSEN is required by the IRS to track all lobbying-related expenses by the national organization and its chapters. If your chapter did no lobbying, as defined below, enter zero on the lobbying lines. It is important to note that lobbying does not include attempts to influence judicial, executive or administrative bodies, such as zoning and **school boards**. In other words, attempts to influence your local school board (an administrative body) or your mayor (an executive) would not constitute lobbying (unless you ask an executive to engage in the legislative process, such as vetoing a bill).

Direct Lobbying is communicating your views to a legislator or a staff member or any other government employee who may help develop the legislation. To be lobbying, you must communicate a view on a "specific legislative proposal." Even if there is no bill, you would be engaged in lobbying if you asked a legislator to take an action that would require legislation, such as funding an agency.

If you asked your members to lobby for this bill, that is also considered direct – not grassroots – lobbying. People are considered members if they contribute more than a nominal amount of time or money. If a newsletter article that goes to both members and nonmembers urges them to take action, the amount you would need to allocate to grassroots lobbying would be only the percentage of non-members who received your newsletter.

However, if you simply tell people about a specific piece of legislation and your position on it, and you don't encourage them to contact their legislators, that is not counted as lobbying.

Direct lobbying also involves trying to influence the public on referenda and ballot initiatives. (In these cases, the public are, in essence, the legislators.)

Grassroots Lobbying is trying to influence the public to express a particular view to their legislators about a specific legislative proposal. A communication is considered lobbying (a "grassroots call to action") if it states that the reader should contact a legislator, or if it provides the legislator's address and/or telephone number, or provides a post card or petition that the person can use.

It is also considered a lobbying communication if you simply identify legislators who are opposed to or undecided about your view of the legislation, or identify that person's legislators, or state who is on the committee that will vote on the legislation. (This is called "indirect encouragement.") Simply identifying a bill's sponsor (referring to the "Istook amendment," for example) is not considered indirect encouragement.

For more information see "What is Lobbying?" in the Financial Management subsection of the Chapter Admin section of the GLSEN Chapter Intranet or contact Public Policy department staff.