

Vietnam Veterans of America ANNUAL FINANCIAL REPORT INSTRUCTIONS

There are two Annual Report formats, one for State Councils/Chapters whose gross revenue for the year is LESS than \$25,000, and one for those State Councils/Chapters whose gross revenue is GREATER than \$25,000.

- * For State Councils/Chapters whose revenue is LESS than \$25,000:

Use the three (3) page form indicating "LESS than \$25,000", which has consolidated the reporting requirements. This form is self-explanatory and follows the general format of the prior form.

- * For State Councils/Chapters whose revenue is GREATER than \$25,000:

Use the three (3) page form indicating "GREATER than \$25,000", which has consolidated the reporting requirements. Submit a copy of your IRS Form 990, 990EZ, or 990T. This will suffice to report the financial information portion of your Annual Financial Report. Follow the IRS instructions when filling out these forms. As with the above, this form is self-explanatory and follows the general format of the prior form. Please note that if your response to the questions (Other Information) on page 2 requires that documentation be submitted, then it must be submitted along with this form.

Annual Financial Reports for State Councils and Chapters are due in the National Office no later than July 15.

If for some reason you have filed an extension with the IRS for filing your 990, then you should send a copy of the extension to VVA to extend your time for complying with the requirement.

- * Incarcerated Chapters are exempt from this requirement unless they should choose to file a report.

Note: State Councils or Chapters who began operations during the fiscal year being reported are exempt from filing.

ANNUAL FINANCIAL REPORT

FY 20__ (3/1/__ Thru 2/28/__)

*** LESS THAN \$25,000 ***

(Chapters/State Councils with gross revenue **LESS** than \$25,000 for the year reported)

Finance (301) 585-5542 fax

All filers complete the following

CHAPTER # _____ STATE COUNCIL of _____

Chapter/State Council name used: _____

Official Street Address: _____

Post Office Box: _____ City: _____ State: _____ Zip: _____

Official Phone: (____) _____ Fax (____) _____ Please indicate whose phones these are:

*****FEDERAL EMPLOYER ID NUMBER (FEIN): _____ - _____*****

Your chapter/state council must have its own FEIN. It must not use the FEIN of another organization (e.g., chapter using the state council's; state council using the national organization's).

1. TOTAL REVENUE \$ _____

2. TOTAL EXPENSES \$ _____

3. Excess (or deficit) for the year (line 1 less line 2) \$ _____

Beginning of Year End of Year

4. Total Assets _____

5. Total Liabilities _____

6. NET ASSETS OR FUND BALANCE (line 4 less Line 5) \$ _____ \$ _____

(This figure at beginning of year plus or minus line 3 Should equal end of year).

I. BANK INFORMATION

Name of Bank or Financial Institution: _____

City: _____ State: _____ Zip: _____

Account #: _____ No. of Signatures required _____ Type of Account _____

*****OVER*****

*** LESS THAN \$25,000 ***

Name of Bank or Financial Institution: _____

City: _____ State: _____ Zip: _____

Account #: _____ No. of Signatures required _____ Type of Account _____

II OTHER INFORMATION

1. Is the organization engaging in any telemarketing or other restricted activity? (If yes, attach a copy of the approval documentation)	
2. Does the organization carry any insurance policies?	
3. Does your organization carry any bonding insurance? (If yes; attach a copy. If no; attach a copy of the approved waiver. See VV A Constitution, Article IV, 1., C)	
4. Is the organization registered as a charitable organization with any state or local regulatory agency?	
5. Is the organization under contract with any person, organization or agency whereby the organization either pays or receives funds or is obligated to perform services?	
6. Does the organization own any automobiles? (please explain, including statement of ownership)	
7. Does the organization own any real property? (please explain and provide copies of tax receipts)	
8. Does the organization receive free office or meeting space from any source? (please explain and attach any conditions & length of agreement)	
9. Does the organization receive any other non-cash donations from any source? (please explain and provide how regularly this is provided)	
10. Does the organization pay any salaries or commissions to any person, company or other organization? (please explain and provide name & address of recipient)	
11. Did the organization borrow from or make any loans of any kind to an officer(s) or director(s) of the organization? (please explain and provide name & address of recipient)	
12. Attach a brief description of the activities of the organization during the past year; particularly emphasizing fundraising, community services, and public relations activities.	

*** LESS THAN \$25,000 ***

III. VERIFICATION and CERTIFICATION

The undersigned officers of Vietnam Veterans of America Chapter #_____ State Council of _____certify that we have each read the foregoing Chapter/State Council Annual Financial Report and other information and to the best of our knowledge and belief, certify that the information contained herewith, is true, correct, and complete.

Additionally, we certify that the information concerning financial institutions of the chapter/state council is true and accurate and all accounts have been disclosed in this document. Further, we certify that there are no other chapter/state council funds in any other institution, lock boxes, safe deposit boxes, or other locations.

The books are in the care of _____ Phone No.(____) _____

located at: _____ City: _____ State: _____ Zip: _____

PRESIDENT

President (Signature) _____ Date _____ Current or Past

Member #: _____ Name (Printed): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home (____) _____ Work: (____) _____ Fax: (____) _____

TREASURER

Treasurer (Signature) _____ Date _____

Member #: _____ Name (Printed): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home (____) _____ Work: (____) _____ Fax: (____) _____

BOTH THE PRESIDENT AND THE TREASURER OF THE CHAPTER/STATE COUNCIL MUST SIGN THIS FORM.

ANNUAL FINANCIAL REPORT

FY 20__ (3/1/___ Thru 2/28/___)

*** GREATER THAN \$25,000 ***

(Chapters/State Councils with gross revenue **GREATER** than \$25,000 for the year reported)

Finance (301) 585-5542 fax

All filers complete the following

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Chapter/State Council name used: _____

Official Street Address: _____

Post Office Box: _____ City: _____ State: _____ Zip: _____

Official Phone: (_____) _____ Fax (_____) _____ Please indicate whose phones these are:

*****FEDERAL EMPLOYER ID NUMBER (FEIN): _____ - _____ *****

Your chapter/state council must have its own FEIN. It must not use the FEIN of another organization (e.g., chapter using the state council's; state council using the national organization's).



***** ATTACHED IS INTERNAL REVENUE FORM (IRS) : 990 990EZ 990T (CIRCLE ONE) *****

I. BANK INFORMATION

Name of Bank or Financial Institution: _____

City: _____ State: _____ Zip: _____

Account #: _____ No. of Signatures required _____ Type of Account _____

Name of Bank or Financial Institution: _____

City: _____ State: _____ Zip: _____

Account #: _____ No. of Signatures required _____ Type of Account _____

Name of Bank or Financial Institution: _____

City: _____ State: _____ Zip: _____

Account #: _____ No. of Signatures required _____ Type of Account _____

*****OVER*****

*** GREATER THAN \$25,000 ***

Name of Bank or Financial Institution: _____

City: _____ State: _____ Zip: _____

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3. Does your organization carry any bonding insurance? (If yes; attach a copy. If no; attach a copy of the approved waiver. See VV A Constitution, Article IV, 1., C)	
4. Is the organization registered as a charitable organization with any state or local regulatory agency?	
5. Is the organization under contract with any person, organization or agency whereby the organization either pays or receives funds or is obligated to perform services?	
6. Does the organization own any automobiles? (please explain, including statement of ownership)	
7. Does the organization own any real property? (please explain and provide copies of tax receipts)	
8. Does the organization receive free office or meeting space from any source? (please explain and attach any conditions & length of agreement)	
9. Does the organization receive any other non-cash donations from any source? (please explain and provide how regularly this is provided)	
10. Does the organization pay any salaries or commissions to any person, company or other organization? (please explain and provide name & address of recipient)	
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*** GREATER THAN \$25,000 ***

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The books are in the care of _____ Phone No.(____) _____
located at: _____ City: _____ State: _____ Zip: _____

PRESIDENT

President (Signature) _____ Date _____ Current or Past

Member #: _____ Name (Printed): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home (____) _____ Work: (____) _____ Fax: (____) _____

TREASURER

Treasurer (Signature) _____ Date _____

Member #: _____ Name (Printed): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home (____) _____ Work: (____) _____ Fax: (____) _____

**BOTH THE PRESIDENT AND THE TREASURER OF THE CHAPTER/STATE COUNCIL
MUST SIGN THIS FORM.**