

PRIVATE ORGANIZATION ANNUAL FINANCIAL STATEMENT

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1. PRIVATE ORGANIZATION DETAILS

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Date Completed: _____ Approximate Number of Members: _____

Name of Private Organization: _____

Fiscal Year Covered: From _____ To _____

Annual Revenue Category (IAW DAFI 34-106): (Check one)

- Less than \$5,000 — Annual Statement Required (This form)
- \$5,000–\$99,999 — Annual Statement Required (This form)
- \$100,000–\$249,999 — Accountant Financial Review Required
- \$250,000 or more — Certified Public Accountants Annual Audit Required

Accounting Method Used: (Check one)

- Cash (recorded when money moves)
 - Accrual (recorded when earned/owed)
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2. INCOME (Money Received During the Year)

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Sales (merchandise, food) \$ _____

Membership Dues/Fees \$ _____

Fundraisers \$ _____

Donations/Sponsorships \$ _____

Other Income \$ _____

TOTAL INCOME: \$ _____

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3. EXPENSES (Money Spent During the Year)

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Cost of Items Sold \$ _____

Supplies \$ _____

Event Costs \$ _____

Professional Services \$ _____

Bank Fees \$ _____

Other Expenses \$ _____

TOTAL EXPENSES: \$ _____

NET INCOME (Profit or Loss): \$ _____ *(Total Income – Total Expenses)*

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4. ASSETS (What the Organization Owns)

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Cash in Bank \$ _____

Cash on Hand \$ _____

Inventory (items on hand) \$ _____

Money Owed to the PO \$ _____

Equipment/Property Owned \$ _____

TOTAL ASSETS: \$ _____

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5. LIABILITIES (What the PO Owes)

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Bills Not Yet Paid \$ _____

Other Amounts Owed \$ _____

TOTAL LIABILITIES: \$ _____

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6. BUDGET VS. ACTUAL (How the Year Compared to the Plan)

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Category	Budgeted (\$)	Actual (\$)	Difference (\$)
Income	_____	_____	_____
Expenses	_____	_____	_____
Net Result	_____	_____	_____

Notes:

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7. INTERNAL CONTROLS CHECKLIST

(Required by DAFI 34-106, para 5.8.6)

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- 1. Adequate segregation of duties: *Example: Different people handle money, logs and deposits*
 - 2. Proper procedures for authorizations: *Example: Purchases that require approval*
 - 3. Adequate documents and records: *Example: Receipts kept, records organized, books up to date*
 - 4. Physical control over assets: *Example: Cash, inventory, and equipment stored securely*
 - 5. Independent checks on performance: *Example: Someone not handling money reviews bank statements or totals.*
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12. CERTIFICATION

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I certify that this information is true and correct to the best of my knowledge.

President Signature: _____ Date: _____

Treasurer Signature: _____ Date: _____

This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.