

**Sun City Texas Community Association
Chartered Club/Neighborhood Financial Reporting Checksheet
For the Year Ending December 31, 2008**

Chartered Club/Neighborhood: _____

Quarterly Financial Reports are due to the Director of Finance by the 15th of each month following a calendar quarter-end. Electronic or hard copies will be accepted for quarters 1 through 3. The quarter 4 report should be hard copy only, however, with signatures of Club President or NH Rep and Treasurer.

Also, by January 15, the Director of Finance should receive a form W-9 for each vendor (individual, sole proprietor or unincorporated company to whom the club has paid \$600 or more during the previous calendar year for services. Copies can be obtained at the CA office or on the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> .

Note: Please refer to Revised Charter Club Guidelines for more details regarding club finances.

Due Dates	Items To Be Submitted
April 15	Electronic or Hard Copy Financial Report
July 15	Electronic or Hard Copy Financial Report
September 1	Budget of CC Activities for following calendar year
October 15	Electronic or Hard Copy Financial Report
January 15	Hard Copy of Financial Report w/Signature W-9s for all vendors/suppliers paid >\$600 Listing of all CC/NH Assets

Sun City Texas Community Association
Charter Club/NH _____ Financial Report
For the Quarter Ending _____

Profit/Loss Statement	Month of _____	Month of _____	Month of _____	Total for Quarter
Months of Quarter	_____	_____	_____	_____
Revenue				
Club Membership Dues	\$ -	\$ -	\$ -	\$ -
Proceeds from Sales to Members	-	-	-	-
Event Ticket Sales	-	-	-	-
Donations	-	-	-	-
Class Registration Fees	-	-	-	-
Interest Income	-	-	-	-
Income from Non-residents (if any)	-	-	-	-
Other (Specify) _____	-	-	-	-
_____	-	-	-	-
Total Revenue	-	-	-	-
Operating Expenses				
Supplies for Resale to Members	-	-	-	-
Non-resale Supplies	-	-	-	-
Event Expenses (Food, etc.)	-	-	-	-
Awards & Prizes	-	-	-	-
Contract Fees	-	-	-	-
Equipment Purchases (Note 2)	-	-	-	-
Maintenance	-	-	-	-
Other (Specify) _____	-	-	-	-
_____	-	-	-	-
Total Operating Expenses	-	-	-	-
Net Profit/Loss	\$ -	\$ -	\$ -	\$ -

Note 1

Bank Account Reconciliation				
Beginning Bank Balance @ Period	\$ -	\$ -	\$ -	\$ -
Add: Total Deposits	-	-	-	-
Subtract: Total Withdrawals	-	-	-	-
Ending Bank Balance	\$ -	\$ -	\$ -	\$ -
Ending Balance per Club or NH records	\$ -	\$ -	\$ -	\$ -
Total Reconciling Items (List Below)	\$ -	\$ -	\$ -	\$ -
Outstanding Deposits				
List:	\$ -	\$ -	\$ -	\$ -
	-	-	-	-
Outstanding Checks				
List:	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Reconciling Items (should equal Total above)	\$ -	\$ -	\$ -	\$ -
Petty Cash on Hand	\$ -	\$ -	\$ -	\$ -
Savings Account Balance	\$ -	\$ -	\$ -	\$ -

Note 1: If net profit is shown, please provide a brief explanation of how the money will be used on the line below:

Note 2: Please attach details of all items costing \$2,000 or more.

Note 3: If any revenue (membership dues, etc.) was deferred to the following quarter, please list details below.

President or NH Rep

Treasurer

Date

**Sun City Texas Community Association
Charter Club WingDingers Group Financial Report
For the Quarter Ending March 31, 2008**

Profit/Loss Statement	Month of	Month of	Month of	Total for
Months of Quarter	January	February	March	Quarter
Revenue				
Membership Dues	\$ 500	\$ 50	\$ 25	\$ 575
Proceeds from Sales to Members	50	100	-	150
Event Ticket Sales	100	2,000	-	2,100
Donations	-	-	100	100
Class Registration Fees	50	-	500	550
Interest Income	-	-	-	-
Income from Non-residents	-	200	-	200
Other (Specify)	-	-	-	-
Total Revenue	700	2,350	625	3,675
Operating Expenses				
Supplies for Resale to Members	25	-	-	25
Non-resale Supplies	10	-	-	-
Event Expenses (Food, etc.)	25	500	-	525
Awards & Prizes	-	-	-	-
Contract Fees	50	-	400	-
Equipment Purchases (Note 2)	-	-	2,500	-
Maintenance	-	-	-	-
Other (Specify)	-	-	-	-
Total Operating Expenses	110	500	2,900	3,510
Net Profit/Loss	\$ 590	\$ 1,850	\$ (2,275)	\$ 165

Note 1

Bank Account Reconciliation				
Beginning Bank Balance @ Period	\$ 2,050	\$ 2,640	\$ 4,490	\$ 2,050
Add: Total Deposits	700	2,350	625	3,675
Subtract: Total Withdrawals	110	500	2,900	3,510
Ending Bank Balance	\$ 2,640	\$ 4,490	\$ 2,215	\$ 2,215
Ending Balance per CC/NH records	\$ 2,640	\$ 4,190	\$ 2,215	\$ 2,215
Total Reconciling Items (List Below)	\$ -	\$ 300	\$ -	\$ -
Outstanding Deposits				
List:	\$ -	\$ -	\$ -	\$ -
Outstanding Checks				
List: Check # 234 - Fred Astaire	-	300	-	-
	-	-	-	-
	-	-	-	-
Total Reconciling Items (should equal Total above)	\$ -	\$ (300)	\$ -	\$ -
Petty Cash on Hand	\$ -	\$ -	\$ -	\$ -
Savings Account Balance (First Tx #4445555)	\$ -	\$ -	\$ 1,000	\$ 1,000

Note 1: If net profit is shown, please provide a brief explanation of how the money will be used on the line below:

Fund operations of club in remainder of year

Note 2: Please attach details of all items costing \$2,000 or more.

Dell Laptop computer - model # 123123	\$ 2,500.00	31-Mar-05	expected life - 2 years
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President or NH Rep

Treasurer

Date

Sun City Texas Community Association
Charter Club _____ Budget
For the Calendar Year _____

Revenue

Club Membership Dues	\$	-
Proceeds from Sales to Members		-
Event Ticket Sales		-
Donations		-
Class Registration Fees		-
Interest Income		-
Income from Non-residents (if any)		-
Other (Specify) _____		-
_____		-

Total Revenue -

Operating Expenses

Supplies for Resale to Members		-
Non-resale Supplies		-
Event Expenses (Food, etc.)		-
Awards & Prizes		-
Contract Fees		-
Equipment Purchases from Operations		-
Maintenance		-
Asset Reserve Reimbursement to CA		-
Other (Specify) _____		-
_____		-

Total Operating Expenses -

Net Profit/Loss from Operations \$ -



Capital Expenditures from HOA Reserve Fund:

Asset:		Amount:
		\$

Total		\$ -
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Note: An Appropriation Form must be attached for each asset requested.