



2003 ANNUAL GEOGRAPHIC UNIT FINANCIAL REPORT

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SEVEN (7) EASY STEPS TO COMPLETING YOUR L-50 FINANCIAL REPORT

- STEP # 1** [PREPARE SCHEDULE I - RECEIPTS & EXPENSES \(3 PAGES\)](#)
As you prepare Schedule I, note if any of the receipts or expenses would require you to prepare support Schedules III, IV, V or VI. If yes, complete those schedules and transfer the balances to Schedule I as instructed.
- STEP # 2** [PREPARE SCHEDULE VII - RECONCILIATION OF CHECKBOOK TO BANK STATEMENTS \(1 PAGE\)](#)
The total of Column A in Schedule VII must agree with the total in Line A, Column D of Schedule II.
- STEP # 3** [PREPARE SCHEDULE II - STATEMENT OF NET WORTH \(1 PAGE\)](#)
As you prepare Schedule II, note if any of the assets or liabilities would require you to prepare support Schedule V or VI. If yes, complete those schedules and transfer the balances to Schedule II as instructed.
- STEP # 4** [PREPARE THE BANK ACCOUNT DISCLOSURE STATEMENT, THE BANK SIGNATURE EXEMPTION FORM \(IF APPLICABLE\), AND THE GENERAL INFORMATION & CONFIRMATION SCHEDULE \(1 TO 3 PAGES\)](#)
Make sure the Treasurer and Chair Profiles are completed and signed on the General Information and Confirmation Schedule.
- STEP # 5** [PREPARE THE CHECKLIST \(MUST BE INCLUDED WITH THE L50 REPORT\)](#)
Prepare the Checklist to confirm that all of the necessary schedules and materials have been provided for submission to the IEEE General Accounting department.
- STEP # 6** [PHOTOCOPY FOR YOUR RECORDS](#)
Photocopy all of the prepared schedules, bank account disclosure form, checklist, bank and/or investment statements for your file copy in the event that there are questions asked subsequent to submitting the L-50 to the IEEE General Accounting Dept.
- STEP # 7** [SUBMIT](#)
Submit the completed Form L-50, checklist, applicable bank signature cards and bank & investment statements to the IEEE Operations Center-General Accounting. **If you e-mail the L-50 report, please make sure you mail, fax, or scan and attach the bank statements and the signed copy of the General Information and Certification Schedule.**

**Submit via E-Mail by sending the report and support documents to:
financial-report@ieee.org**

Reports must be submitted by the end of the third week in February each year. If meeting, officer and financial reports are postmarked by that date, your Unit will qualify for a 10% additional rebate.

Contact Information

José A. Saravia - IEEE General Accounting - E-mail: j.saravia@ieee.org
Telephone + 1 732 562 6363 - Fax +1 732 562 5455

UNIT NAME: **New South Wales Section**

UNIT NUMBER: **04-00-91**

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE I - RECEIPTS AND EXPENSES

[Help](#)

CURRENCY: **Australian Dollars**

X-Attach.
↓

SECTION A - RECEIPTS

1.00 - CONTRIBUTIONS

	A Cash Amounts	B Accrued Amounts- (*)	C Total (Col. A+B)
Help 1.10 Received from Individuals			-
Help 1.20 Received from Corporations			-
Help 1.30 Received from Foundations			-
Total 1.00 - Contributions	-	-	-

2.00 - PROGRAM REVENUE

Help 2.10 Meetings & Social Events			-
Help 2.20 Publication Revenue	280.00		280.00
Help 2.30 Advertising - IEEE			-
Help 2.40 Advertising - Non-IEEE			-
Help 2.50 Conference Revenue	28,554.96		28,554.96
Help 2.60 Educational Activities	4,500.03		4,500.03
Help 2.70 Professional Activities			-
Help 2.80 Student Activities			-
Help 2.90 Project Revenues			-
Total 2.00 - Program Revenue	33,334.99	-	33,334.99

3.00 - OTHER RECEIPTS

Help 3.10 Rebate from IEEE HQ	18,359.72		18,359.72
Help 3.15 Regional Assessment			-
Help 3.20 Region Receipts Sch III	-	-	-
Help 3.30 Sections or Councils Sch III	-	-	-
Help 3.32 Receipts from RAB, other Major Boards Sch III	-	-	-
Help 3.34 IEEE HQ & Societies Sch III	-	-	-
Help 3.40 Interest	4,023.66		4,023.66
Help 3.50 Dividends			-
Help 3.60 Realized Gain/(Loss) on Sale of Investments Sch V-1	-	-	-
Help 3.62 Unrealized Gain/(Loss) on Investments (Mkt Value) Sch V-1	-	-	-
Help 3.65 Gain/(Loss) on Sale of Furniture & Equipment Sch V-2	-	-	-
Help 3.70 Other (Describe) Sch III	-	-	-
Total 3.00 - Other Receipts	22,383.38	-	22,383.38

SECTION A - TOTAL RECEIPTS

55,718.37	-	55,718.37
------------------	---	------------------

X - Denotes that a separate attachment must be included to provide detail for this line, otherwise refer to the support schedule referred to under the attachment column.

(*) - Accrued amounts reflect revenue that has been earned in the current year, but the cash has not been received, and an Accounts Receivable should be reported on Schedule VI, Pg. 2.

UNIT NAME: **New South Wales Section**

UNIT NUMBER: **04-00-91**

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE I - RECEIPTS AND EXPENSES

Help CURRENCY: **Australian Dollars**

X-Attach.
↓

SECTION C - RECEIPTS AND DISBURSEMENTS AFFECTING FIXED ASSETS, INVESTMENTS & LIABILITIES:

7.00 - Receipts

				A Cash Amounts	B Accrued Amounts- (*)	C Total (Col. A+B)
Help	7.10	Sales of Furnishings & Equipment	Sch V-2	-	-	-
Help	7.20	Sales of Investments	Sch V-1	-	-	-
Help	7.30	Cash Rec'd - Loans / Advance Receivable	Sch VI-1	-	-	-
Help	7.35	Cash Rec'd - Loans & Advance Payables	Sch VI-1	-	-	-
Help	7.40	Cash Rec'd - Accounts Receivable	Sch VI-2	1,624.46	-	1,624.46
Total 7.00 - Other Receipts				1,624.46	-	1,624.46

8.00 - Disbursements

Help	8.10	Purchases of Furnishings & Equipment	Sch V-2	-	-	-
Help	8.15	Purchases of Other Assets	X	-	-	-
Help	8.20	Purchases of Investments	Sch V-1	-	-	-
Help	8.30	Cash Paid to Others - Loans & Advances Receivable	Sch VI-1	20,000.00	-	20,000.00
Help	8.35	Cash Paid on Loans & Advances Payable	Sch VI-1	-	-	-
Help	8.40	Cash Paid on Accounts Payables	Sch VI-2	-	-	-
Total 8.00 - Other Cost or Expenses				20,000.00	-	20,000.00

SECTION C - TOTAL NET RECEIPTS OR (DISBURSEMENTS)

(18,375.54)	-	(18,375.54)
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SECTION D - TOTAL NET RECEIPTS (EXPENSES)
Total of Sections A, B and C

11,535.34	(1,875.37)	9,659.97
------------------	-------------------	-----------------

SECTION E - RECONCILIATION TO CASH ACCOUNTS

Help	E-1	Cash On Hand @ Beginning Of Year	(1)	24,746.87
Help	E-2	Total Cash on Hand @ End of Year (Add Total Section D + Line E-1)	(2)	36,282.21

(1) The total must agree to the year-end Cash on Hand as reported on Line E-2, Schedule I of the prior year's Form L50, and current year Schedule II-Statement of Net Worth, Line A, Column A.

(2) The total of Column A must agree to current year's Line A, Column D, Schedule II - Statement of Net Worth.

X - Denotes that a separate attachment must be included to provide detail for this line, otherwise refer to the support schedule referred to under the attachment column.

(*) - Accrued amounts reflect revenue that has been earned or expenses that have been incurred in the current year, but cash has neither been received or paid, and an Accounts Receivable (earned revenue) or Accounts Payable (incurred expense) should be reported on Schedule VI, Pg. 2.

UNIT NAME: New South Wales Section

UNIT NUMBER : 04-00-91

[Schedule II](#)

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE II - STATEMENT OF NET WORTH

DIFFERENCE: The **BALANCE @ END OF YEAR** (Line A, Column D) must agree with the **TOTAL CASH & DEPOSITS** in Schedule VII, Column A.

Help CURRENCY: Australian Dollars

Line #		X or (*) Attach	A Balance @ Beginning of Year	Current Year		D Balance @ End of Year
				B Increases	C Decreases	
ASSETS						
A.	Help Cash Accounts	(*) Sch VII	24,746.87	11,535.34	-	36,282.21
B.	Help Investments	(*) Sch V-1	99,375.00	-	-	99,375.00
C.	Help Loans and Advance Receivables	Sch VI-1	-	20,000.00	-	20,000.00
	Help Accounts Receivables	Sch VI-2	2,091.00	-	1,624.46	466.54
D.	Help Furniture and Equipment	Sch V-2	-	-	-	-
	Accumulated Depreciation (if applicable)	Sch V-2	-	-	-	-
E.	Help Other Assets:	X	-	-	-	-
F.	TOTAL ASSETS		126,212.87	31,535.34	1,624.46	156,123.75
LIABILITIES & NET WORTH						
G.	Help Loans / Advance Payables	Sch VI-1	-	-	-	-
	Help Accounts Payables	Sch VI-2	-	1,875.37	-	1,875.37
H.	Help Other Liabilities:	X	-	-	-	-
I.	TOTAL LIABILITIES (Lines G + H)		-	1,875.37	-	1,875.37
J.	NET WORTH [Line F (Assets) Less Line I (Liabilities)]		126,212.87	29,659.97	1,624.46	154,248.38

X - Denotes that a separate attachment must be included to provide detail for this line, otherwise refer to the support schedule noted under the attachment column.

(*) - Denotes that Year-End Statements are required to be attached; see support schedules for instructions.

[Schedule II](#)

UNIT NAME: **New South Wales Section**
 UNIT NUMBER: **04-00-91**

[Schedule III](#)

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE III - ANALYSIS OF OTHER RECEIPTS

CURRENCY: **Australian Dollars**

Line 3.20 - Region Receipts:			(*)	
#	Region	Purpose	A Cash Amount	B Accrued Amount
TOTAL Line 3.20			-	-

Line 3.30 - Section / Council Receipts:			(*)	
#	Section / Council	Purpose	Cash Amount	Accrued Amount
TOTAL Line 3.30			-	-

Line 3.32 - Regional Activities Board/ Major Boards Receipts:			(*)	
#	Board	Purpose	Cash Amount	Accrued Amount
TOTAL Line 3.32			-	-

Line 3.34 - IEEE HQ / Societies Receipts:			(*)	
#	IEEE HQ / Society	Purpose	Cash Amount	Accrued Amount
TOTAL Line 3.34			-	-

Line 3.70 - Other Miscellaneous Receipts:			(*)	
#	Organization (if applicable)	Purpose	Cash Amount	Accrued Amount
TOTAL Line 3.70			-	-

(*) Amounts reported under Column B-Accrued Amounts, should also be entered on Schedule VI, page 2 of 2, Analysis of Accrued Accounts Receivable, Column B-Accrued Receipts.

UNIT NAME: **New South Wales Section**
 UNIT NUMBER: **04-00-91**

[Schedule IV](#)

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE IV - ANALYSIS OF PROGRAM EXPENSES AND MANAGEMENT / GENERAL EXPENSES

CURRENCY: **Australian Dollars**

Line 4.90 - Other Program Expenses:			(*)	
#	Organization (if applicable)	Purpose	A Cash Amount	B Accrued Amount
		Technical talks & seminars	3,606.81	
		Membership subscription	3,317.51	
TOTAL Line 4.90			6,924.32	-

Line 5.50 - Support to Sections & Chapters:			(*)	
#	Section / Chapter	Purpose	Cash Amount	Accrued Amount
TOTAL Line 5.50			-	-

Line 5.52 - Support to Regions:			(*)	
#	Region	Purpose	Cash Amount	Accrued Amount
TOTAL Line 5.52			-	-

Line 5.54 - RAB / Major Board Expenses:			(*)	
#	Board	Purpose	Cash Amount	Accrued Amount
TOTAL Line 5.54			-	-

Line 5.56 - IEEE HQ / Society Expenses:			(*)	
#	IEEE HQ / Society	Purpose	Cash Amount	Accrued Amount
TOTAL Line 5.56			-	-

Line 5.60 - Other Management & General Expenses:			(*)	
#	Organization (if applicable)	Purpose	Cash Amount	Accrued Amount
		Secretariat fees	1,961.06	275.37
		Accounting fees	2,935.00	1,600.00
	University of Sydney	Subscription	330.00	
TOTAL Line 5.60			5,226.06	1,875.37

(*) Amounts reported under Column B-Accrued Amounts, should also be entered on Schedule VI, page 2 of 2, Analysis of Accrued Accounts Payables, Column B-Accrued Expenses.

UNIT NAME: **New South Wales Section**
 UNIT NUMBER: **04-00-91**

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE V - ANALYSIS OF PURCHASES AND SALES

CURRENCY: **Australian Dollars**

COST BASIS - INVESTMENTS

		Analysis of Investment Activity - Cost Basis				Sale of Investments	
#	Description of Investment	<u>A</u> Cost Basis Balance @ Beg. Of Year	<u>B</u> Add: Purchases- Div. Reinvested / Amounts Paid	<u>C</u> Less: Sales - Cost Basis of Investments	<u>D</u> Cost Basis Balance @ End of Year	<u>E</u> Sales Price Gross Amount Received	<u>F</u> Amount of Gain (Loss) (Col.E less C)
1	IEEE Long-Term Investment Fund				-		-
2	IEEE Short-Term Investment Fund				-		-
3	Commonwealth Cash Management Trust	99,375.00			99,375.00		-
4					-		-
5					-		-
Totals:		99,375.00	-	-	99,375.00	-	-

To Line 3.60, Col A
 Sch. I

MARKET VALUE BASIS - INVESTMENTS

		Analysis of Investment Activity - Market Value					
#	Description of Investment	<u>A</u> Mkt. Value Balance @ Beg. Of Year	<u>B</u> Add: Purchases- Div. Reinvested / Amounts Paid	<u>C</u> Less: Sales - Cost Basis of Investments	<u>D</u> Add: Mkt Value- Unrealized Gains	<u>E</u> Less: Mkt Value- Unrealized Losses	<u>F</u> Mkt. Value Balance @ End of Year
1	IEEE Long-Term Investment Fund						-
2	IEEE Short-Term Investment Fund						-
3	Commonwealth Cash Management Trust	99,375.00					99,375.00
4							-
5							-
Totals:		99,375.00	-	-	-	-	99,375.00

To Line B, Col. A,
Sch. II
To Line 8.20, Sch. I
& Line B, Col. B-Sch II
To Line 7.20, Sch. I
& Line B, Col. C-Sch II
To Line 3.62, Sch. I
& Line B, Col. B-Sch II
To Line 3.62, Sch. I
& Line B, Col. C-Sch II
To Line B, Col. D
Sch. II

(1) Please attach copies of all year-end Investment Statements to this schedule.

UNIT NAME: **New South Wales Section**
 UNIT NUMBER: **04-00-91**

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE V - ANALYSIS OF PURCHASES AND SALES

Analysis of Purchases, Sales & Depreciation of Furniture & Equipment:

CURRENCY: **Australian Dollars**

		Analysis of Furniture & Equipment Activity				Sale of Furn. & Equip.	
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
Purchase & Sales		Balance @ Beg. Of Year	Add: Purchases- Amount Paid	Less: Sales - Cost Basis	Balance @ End of Year	Sales Price (Amt Rec'd)	Gain (Loss) (Col.E less C)
#	Description of Furn. & Equip.						
1					-		-
2					-		-
3					-		-
Totals:		-	-	-	-	-	-
		To Line D, Col. A, Sch. II	To Line 8.10, Sch. I & Line D, Col. B-Sch II	To Line 7.10, Sch. I & Line D, Col C-Sch II	To Line D, Col. D Sch. II		To Line 3.65, Col. A Sch. I
Depreciation (if applicable)		Depreciation- Beginning of Year	<u>Add:</u> Current Year Depreciation	<u>Less:</u> Depreciation on Sales	Depreciation- End of Year (Col A+B-C)		
#	Description of Furn. & Equip.						
1					-		
2					-		
3					-		
Totals:		-	-	-	-		
		To Line D, Col. A Sch. II	To Line 5.57, Col. B Sch. I - and Line D, Col. B-Sch II	To Line 3.65, Col. B Sch. I and Line D, Col C- Sch. II	To Line D, Col. D Sch. II		

UNIT NAME: **New South Wales Section**
 UNIT NUMBER: **04-00-91**

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE VI - ANALYSIS OF "CASH" LOANS AND ADVANCES RECEIVABLES / PAYABLES

Analysis of CASH Loans and Advances Receivables:		CURRENCY:		Australian Dollars	
#	Description of Loan / Advance Receivable	A Balance @ Beg. Of Year	B Add: Loans Cash Paid	C Less: Loans Cash Received	D Balance @ End of Year
1	M.Evans/Asian Continuing Conference		10,000.00		10,000.00
2	IEEE Int'l Symposium on Spread Spectrum Techniques		10,000.00		10,000.00
3					-
4					-
5					-
6					-
Totals:		-	20,000.00	-	20,000.00
		To Line C, Col A-Sch. II	Line 8.30, Col. A-Sch. I and Line C, Col B-Sch. II	Line 7.30, Col A-Sch. I and Line C, Col. C-Sch.II	To Line C, Col D-Sch. II

Analysis of CASH Loans and Advances Payables:		CURRENCY:		Australian Dollars	
#	Description of Loan / Advance Payables	A Balance @ Beg. Of Year	B Add: Loans Cash Received	C Less: Loans Cash Paid	D Balance @ End of Year
1					-
2					-
3					-
4					-
5					-
6					-
Totals:		-	-	-	-
		To Line G, Col A-Sch. II	Line 7.35, Col. A-Sch. I and Line G, Col B-Sch. II	Line 8.35, Col A-Sch. I and Line G, Col. C-Sch.II	To Line G, Col D-Sch. II

UNIT NAME: **New South Wales Section**
 UNIT NUMBER: **04-00-91**

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE VI - ANALYSIS OF "ACCRUED" ACCOUNTS RECEIVABLES AND PAYABLES

Analysis of ACCRUED Accounts Receivables:		CURRENCY:		Australian Dollars	
#	Description of Account Receivable	A Balance @ Beg. Of Year	B Add: Accrued Receipts (**)	C Less: Cash Received	D Balance @ End of Year
1	Other Debtors (GST Refund)	2,091.00		1,624.46	466.54
2					-
3					-
4					-
5					-
6					-
Totals:		2,091.00	-	1,624.46	466.54
		To Line C, Col A- Sch. II	Enter on applicable Line, Col. B, Sch. I or III - and Line C, Col B-Sch. II	To Line 7.40, Col. A- Sch. I, and Line C, Col. C-Sch.II	To Line C, Col D- Sch. II

(**) The amounts entered in this column are not automatically linked to Schedules I or III. Each amount should be manually entered in the appropriate reporting Line(s) on either Schedule I or III.

Analysis of ACCRUED Accounts Payables:		CURRENCY:		Australian Dollars	
#	Description of Account Payables	A Balance @ Beg. Of Year	B Add: Accrued Expenses (**)	C Less: Amounts Paid on Payables	D Balance @ End of Year
1	Accruals for accounting & secretariat fees	-	1,875.37		1,875.37
2					-
3					-
4					-
5					-
6					-
Totals:		-	1,875.37	-	1,875.37
		To Line G, Col A- Sch. II	Enter on applicable Line, Col. B, Sch. I or IV - and Line G, Col B-Sch. II	To Line 8.40, Col. A- Sch. I, and Line G, Col. C-Sch.II	To Line G, Col D- Sch. II

(**) The amounts entered in this column are not automatically linked to Schedules I or IV. Each amount should be manually entered in the appropriate reporting Line(s) on either Schedule I or IV.

UNIT NAME:
 UNIT NUMBER:

[SCHEDULE VII](#)

IEEE FINANCIAL REPORT FOR THE YEAR ENDING 31 DECEMBER 2003

SCHEDULE VII - RECONCILIATION OF CHECKBOOK TO BANK STATEMENT AS OF DECEMBER 31.

CURRENCY:

A. Checking Accounts-Reconciliation:			(a)	(b)	(c)	(X) (d)
#	Checking Account #	Bank Name	Balance per Unit's Checkbook	Add: Outstanding Checks/ Debits	Less: Outstanding Deposits/ Credits	Balance per Bank (a) + (b) - (c)
1						-
2						-
3						-
4						-
5						-
6						-
Totals for Section A:			-	-	-	-

B. Savings & Time Deposits-Reconciliation:			(a)	(b)	(c)	(X) (d)
#	Account #	Bank Name	Balance per Unit's Savings Book	Add: Outstanding Withdrawals/ Debits	Less: Outstanding Deposits/ Credits	Balance per Bank (a) + (b) - (c)
1						-
2						-
3						-
4						-
Totals for Section B:			-	-	-	-

C. **Petty Cash**

D. **Other IEEE Accounts** Indicate Type of Other IEEE Account:

E. **Custody Accounts** Custody Account in U.S. Dollars > \$

TOTAL CASH & DEPOSITS (Col. A , Lines A - E) < This MUST agree with Line A, Column D, Schedule II

(X) - ATTACH COPIES OF THE END OF YEAR BANK ACCOUNT STATEMENTS AND SAVINGS BOOKS.

Total Cash & Deposits (Schedule VII) :	-
Total Cash Accounts (Schedule II) :	36,282.21
IEEE Form L50 Bank Statements Reconciliation Difference :	36,282.21

[SCHEDULE VII](#)

**ANNUAL IEEE GEOGRAPHICAL UNIT
FINANCIAL REPORT TO IEEE HQ (Form L50)
FOR YEAR ENDING 31 DECEMBER 2003**



GENERAL INFORMATION AND CERTIFICATION SCHEDULE

UNIT NUMBER: **04-00-91** UNIT NAME: **New South Wales Section**

TREASURER PROFILE:

I have prepared this Annual Financial Report in accordance with applicable IEEE Policy & Procedures and to the best of my knowledge, believe this report to be true, correct and complete.

DAVID D TIEN Treasurer's Name (Print)		January to December 2003 Term of Office
(02)63384862 Telephone No.	(02)63384649 FAX No.	dtien@csu.edu.au e-mail address
_____ Signature (Mandatory)		13-Jan-04 Date

CHAIR PROFILE:

I have reviewed this Annual Financial Report as prepared and to the best of my knowledge find it true, correct, and complete in accordance with the applicable IEEE Policy and Procedures.

Andrew Parfitt Chair's Name (Print)		January to December 2003 Term of Office
02 9372 4187 Telephone No.	_____ FAX No.	andrew.parfitt@tip.csiro.au e-mail address
_____ Signature (Mandatory)		13-Jan-04 Date

AUDIT REVIEW PROFILE:

Have the Financial records of this Unit been audited? YES NO

If you answered YES, check the applicable box below:

- Independent Auditor (Attach Audit Report)
- Other (Please detail): _____
- Internal Audit Committee

TAX COMPLIANCE PROFILE:

Did you file any tax returns during the current reporting year? YES NO

If you answered YES, check the applicable box(es) below and please list and attach a copy of any Federal or Local Tax Forms filed:

- Federal Payroll Tax Returns: _____
- Local Payroll Tax Returns: _____
- Federal or Local Income Tax Returns: _____
- Other Tax Returns/ Reports: Goods & Services Tax Returns



**IEEE ANNUAL GEOGRAPHIC UNIT FINANCIAL REPORT
CHECKLIST - Documents to be Returned**
(This Checklist must be returned with Form L-50)

UNIT NAME:

Treasurer and Chair profile completed and Signed-General Information & Certification Schedule

Mark Consolidated or Non-Consolidated:

Consolidated Form L-50 Financial Report.
Consolidated means the combined financial results of both the Section/Council, Chapters, Affinity Groups and other sub-units.

<<<< OR >>>>

Non-Consolidated Form L-50 Financial Report.
This means the Section/Council financial results are filed separate from the Chapter or other sub-unit form L-50 Financial Reports. If you checked off this item, then complete the following:

[Help](#)

Form L-50 Financial Reports are attached for the following Chapters/ sub-units:

- Attached copies of Bank Account Statements as of December 31st ([required](#))
- Attached copies of Investment Statements as of December 31st ([required if applicable](#))
- Completed Schedule I - Receipts and Expenses: Pages 1 through 3 ([required](#))
- Completed Schedule II - Statement of Net Worth. ([required](#))
- Completed Schedule III - Schedule of Other Receipts ([if required](#))
- Completed Schedule IV - Schedule of Other Program/Mgmt/General Expenses ([if required](#))
- Completed Schedule V - Analysis of Purchases & Sales: Investments, Assets & Depreciation ([if required](#))
- Completed Schedule VI - Analysis of Loans/ Advances and Accounts Receivable/ Payables ([if required](#))
- Completed Schedule VII - Reconciliation of Checkbook to Bank Statement ([required](#))
- Completed Bank Account Disclosure Statement ([required](#)) & Bank Signature Exemption Form ([if required](#))

Send the above documents to the following address, or contact numbers:

IEEE General Accounting - Attn: L50 Financial Reports
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