

Kids Korps USA

Chapter Leader Quarterly Report

This form must be completed and returned to the Kids Korps office

Returned by (check appropriate box):

Date: ____/____/____

December 31 (For the September-November Operating Quarter)

March 31 (For the December- February Operating Quarter)

June 30 (For the March- May Operating Quarter)

September 30 (For the June – August Operating Quarter)

CHAPTER NAME: _____

CHAPTER OFFICERS: (Indicate if there has been a change in Chapter Officers)

1. President: _____

2. Secretary: _____

3. Treasurer: _____

4. _____

5. _____

MEMBERS:

Number of youth members _____ Number of Adult Members _____

SERVICE PROJECTS:

List of Chapter service projects completed during the quarter.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

FUNDRAISING ACTIVITIES UNDERTAKEN THIS QUARTER:

TRAINING:

Names of Chapter Leaders trained this Quarter _____

FINANCIAL: Note: The Kids Korps Operating Calendar runs 1 month earlier than the Fiscal Calendar year. Please use the Fiscal Calendar Year for this section.

October – December

January – March

April – June

July – September

Does the Chapter have a Bank account? Yes No

If No; does the Chapter have over \$200 in petty cash Yes No

If Yes; (this quarter only) Chapter account ending balance: \$ _____ Chapter dues collected: \$ _____

Attached - Copies of this quarter's bank statements and *Quarterly Detailed Income/Expense* Report

SUGGESTIONS: Please email your comments to info@kidskorps.org

Complete this report at the end of each quarter with the *Chapter Leader Quarterly Report*. Chapter Treasurer/Leader must keep accurate records of all monies received and spent. This, or a similar form, must be used to balance your income and expenses to your bank statement.

Kids Korps USA: Developing Leaders for Life Through Youth Volunteerism



2210 Encinitas Blvd. Ste. N
Encinitas, CA 92024

Phone: (760) 452-2676
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Online: www.kidskorps.org
Email: info@kidskorps.org

Kids Korps USA

Quarterly Detailed Income/Expense Report

Quarter: 1st (March 31) 2nd (June 30) 3rd (September 30) 4th (December 31)

Attached: receipts, *Fundraising Activity Applications*, check book register and bank statements.

Chapter Name: _____ Chapter Account Balance: _____ Date: _____

Report Prepared by: _____ Chapter Position: _____

Phone:() _____ Email address: _____

INCOME								
Date	Check #	Description of Income	Membership Dues	Project Fees	Fundraising Activity	Blankets	Other	Amount
###	1234	<i>Bake sale</i>			X			\$60
Total Quarter Income								\$ -

EXPENSE								
Date	Check #	Description of Expense	Meeting Food & Supplies	Project Fees	Project Supplies	Blankets	Other	Amount
###	5678	<i>Reimbursement for snacks</i>	X					\$30
Total Quarter Expense								\$ -

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