



CALIFORNIA
NATIVE PLANT SOCIETY

Tips and Hints for Completing Financial Statements

2016-17

We have tried to make the financial reports as simple and clear as possible. In an effort to make your reporting easier, we offer the following tips:

Beginning and Ending Balance Sections:

1) Accounts Receivable and Accounts Payable lines have been added for chapters using accrual basis of accounting instead of cash. Please do not worry about using these lines if your chapter operates on a cash basis. (Accrual basis recognizes revenue when earned, not when the cash is received; and recognizes expenses when owed, not when actually paid).

Revenues:

2) The sales total reported on the Statement of Revenue and Expenditures must match the total sales on all four quarterly sales tax reports for 2016-17 and should not include any sales tax.

3) List "sales tax collected" on 2016-17 sales separately. This should match the total for sales tax from the four quarterly sales tax reports for 2016-17.

4) Itemize all cash donations and grants received on the Chapter Contributors and Donations form and note if it was received from a 501c3 organization. If donor restricted funds are received, please describe the project or activity the funds are to be used for and include the amounts on the Chapter Restricted Funds form.

Expenditures:

5) Use the Cost of Good Produced section only if your chapter produced your own plants for your nursery or plant sale or produced a book for sale. If you did either of these, use the appropriate Cost of Goods Produced worksheet to come to the correct amounts.

6) Under "Sales Tax Expense", please enter the amount of the checks you wrote to the State Office for sales tax during the fiscal year (even though this won't equal to your sales tax total liability for the current fiscal year).

7) Itemize all cash donations, scholarships, dues and subscriptions paid on the Chapter Contributors and Donations form and note if it went to another 501(c) (3) organization.

Check Balance

8) Your Beginning Balance + Receipts - Expenditures should equal your Ending Balance. If after a reasonable attempt to balance (please don't spend hours on a \$20 discrepancy), utilize either the miscellaneous income (if you are over) or management & general miscellaneous expense (if you are short) to bring the equation into balance.

Please note that the fiscal year is April 1st to March 31st. The quarters to complete the fiscal year are as follows: April – June, July – Sept., Oct. – Dec., Jan. – Mar.

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