New – Branch Financial Form 2021

Each branch is required to complete the Yearly Branch Report and submit it to ASALH Headquarters by January 15th of each year. This year due to technical difficulties the report was posted on January 21, 2022. The financial report will be due on February 4, 2022. (The program report is due on January 28, 2022.) Branch members, assist your President in making sure your reports are in on time.

To address the request from several branch officers, the annual report has been broken into two parts. Part 1 is branch information and programs. Part 2 is this report and will capture the financial transactions of the branch.

Remember, our bylaws require that your branch status via branch reports be reviewed by our Executive Council members at the June meeting. They look forward to the report of your projects and how you promote the legacy of Dr. Woodson.

1 Instructions
2 Branch Identification
3 Branch Financial Information
4 Certification

Please read the information below and check the box below to continue completing this report form.

Before Beginning

Before you begin completing this form make sure that you have all the information that you need, including the following:
Download this so that you can use it to collect all the information required to complete this online form.

– All Branch Financial Information.

Please be sure to complete all required fields, which are marked by a red *. If you do not complete those fields, you will not be able to submit the form.

You will not be able to save your place and return to the form later. You MUST complete the entire form in one session. If you close your browser before pressing the "Submit" button on the final page, or if you try to navigate other than by using the "Continue" or "Go Back" links at the bottom of each page you will lose your submission and have to start over.

Please make sure all the information you submit is correct. Once you have completed your submission and pressed "Submit" on the last page of the form, you will NOT be able to change or update your submission online. To print out this form with your completed information, you will have to print out EACH page. You can do this before you have pressed SUBMIT on the last page but you will not be able to do so after you press SUBMIT on the LAST page.

After the form has been submitted if you find there is an error, please resubmit the entire form with the corrected information.

Due Date

Branch Reports must be received with all relevant information by February 4th.

Additional Information

Questions about the Branch Report process and submission of materials should be addressed to Sylvia Cyrus, ASALH Executive Director at scyrus@asalh.org.

Check the box below to indicate you have read and agree to the stipulations above. *

☐ I Agree
STOP!
Before you continue, if you wish to print out this page of the form, please do so now. When you have done so, or if you do not wish to have a print out, press "Continue" to go to the next page.
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Branch and Reporter Identification

Please provide information about your ASALH Branch and about you or the person submitting the financial report for your branch.

Name of ASALH Branch *
________________________________________

Official Branch E-mail Address
________________________________________

Branch Official Phone Number
- - -
### ### ####

Name of Person Submitting Report *
________________________________________

First Last

Report Submitter’s E-mail Address *
________________________________________

Report Submitter’s Best Phone *
- - -
### ### ####

STOP!

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Financial Statement Information – Income
Please provide information about your branch’s income for 2021. If the value for a particular field is $0, please enter a zero next to the dollar sign. Do not leave any fields blank.

Membership Dues (National) *

$

Membership Dues (Local) *

$

Donations

$

Historical Programs

$

Speakers / Lectures

$

Other (Specify below)

$

Source of "Other" income


TOTAL BRANCH INCOME *

$

Additional Notes
Financial Statement Information – Expenses

Please provide information about your branch's expenses for 2021.

Membership Dues (National) *

$

Contribution to the National Office

$

Products Purchased from ASALH

$

Ads for ASALH Souvenir Journals

$

Copying

$

Donations

$

Bank Charges

$

Food

$

Gifts

$

Historical Programs

$

Musical Events

$

Postage / Mailing

$

Publishing

$

Rent

$

Speakers / Lectures

$

Telephone

$ 

Travel 
$ 

Miscellaneous 
$ 

Other (Specify below) 
$ 

Type of "Other" expenses 

TOTAL EXPENSES * 
$ 

Additional Notes. Include information on any unpaid bills and obligations that remain from 2021. 

Net Income (Loss) and Financial Report Verification 
Please provide your net income and information about who prepared the financial report for your branch. 

NET INCOME (LOSS) * 
$ 

Financial Statement Prepared By * 
First 
Last 

Title of Preparer of Financial Report * 

STOP! 
Before you continue, if you wish to print out this page of the form, please do so now. When you have done so, or if you do not wish to have a print out, press "Continue" to go to the next page. Press "Go Back" to return to the previous page.
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Date of Report Submission *

/ / 

MM DD YYYY

By Checking Below I certify that the information submitted is correct and accurate to the best of my knowledge. *

☐ Yes.

Make sure all of your submitted information is correct!

Once you have completed your submission and pressed "Submit" below, you will NOT be able to change or update your submission online. PLEASE BE PATIENT! Depending on your internet connection speed, it may take some time for your submission to be received. Please do not navigate away from the page or press the submit button more than once; if you do, your submission may not be received.

Once your submission is received, you will receive a confirmation message on the screen and an e-mail confirmation will be sent to the e-mail address you provided for yourself.

Questions about the Branch Report process and submission of materials should be addressed to Sylvia Cyrus, ASALH Executive Director at scyrus@asalh.org.

Thank you for your report.

Verification

In order to submit this form, you must verify the words or characters presented in the two images below. If you cannot read one of the words or images, press the circular "reload" button to receive different images. You can also press the speaker button to have the words spoken to you.

All branch members are eligible for a complimentary subscription of the Journal of African American History. The branch officers should make members aware that if they do not receive their print journals and emails from the National Office that they should alert the branch officers and then the National Office. *

☐ Our branch members have been made aware of this information

☐ Our branch members WILL BE made aware of this information

Your Name

First  Last

Your Branch Status determines the financial form you must download, complete and email to membership@asalh.org.

CLICK HERE TO DOWNLOAD THE SAMPLE ASALH 501c3 BRANCH ANNUAL FINANCIAL FORM.

CLICK HERE TO DOWNLOAD THE SAMPLE ASALH BRANCH ANNUAL TREASURER'S REPORT.

YOU MUST CLICK ONE OF THE SELECTIONS BELOW. *

☐ 501c3 status is required to complete the Financial Statement

☐ Non - 501c3 status is required to complete a Treasurer's Report

Please check the box below. *

I'm not a robot