

**FY2008 Chapter Financial Report Form
(Covering July 1, 2007 through June 30, 2008)
Berkeley Chapter, STC**

A. Cash balance at beginning of fiscal year (1 July 2007)	\$ 12,640.33
B. Income	
Dues refund from Society	\$ 4,194.00
Meetings	\$ 4,864.00
Newsletter or Web site advertising *	
Seminars and special events	\$ 1,562.15
Publications and art competitions	\$ 500.00
Interest on savings	
Loans	
Grants	
Sponsorships	
Job Listing *	
Other (list major items):	
Miscellaneous	
Total Income	\$ 11,120.15
C. Expenses	
Bank Fees	
Competitions - publications, online and art	
Loan Repayment to STC	
Meetings	\$ 4,537.21
Newsletter	
Other awards, prizes, or gifts	\$ 150.00
Post Office Box/Postage	\$ 613.83
Public Relations/ Publicity	\$ 651.39
Scholarship award	\$ 500.00
Seminars	\$ 497.00
STC Conference *** Attach separate sheet outlining details	
Supplies	
Web Hosting and Maintenance	\$ 672.38
Webinars and Virtual Meetings	
Payment processing	\$ 1,024.58
Miscellaneous	\$ 30.99
Other	
Total Expenses	\$ 8,677.38
D. Surplus or (deficit)	\$ 2,442.77
E. Cash Balance at end of fiscal year (30 June 2008)	\$ 15,083.10

* Under \$25,000 income, use 990-N or "e-postcard" and send directly to IRS by 15 November 2008.

** Chapters with more than \$1,000 from advertising and job listings file 990-T form for UBIT and pay taxes.

IRS (Internal Revenue Service) Chapter Identification Number 52-1531340

Bank Accounts

Checking account balance as of 30 June 2008	\$ 15,013.90
Mechanics Bank, acct # 39032000	Berkeley, CA
Cashbox balance as of 30 June 2008	\$ 69.20
Money Market account balance as of 30 June 2008	\$ -
CD account balance as of 30 June 2008	\$ -
TOTAL	\$ 15,083.10

NOTE: List additional accounts, if any, on a separate sheet.

Name and address of President and Treasurer for 1 July 2007 - 30 June 30 2008:

President:

Richard Mateosian
2919 Forest Avenue
Berkeley, CA 94705-1310
xrm@pacbell.net (510) 540-7745

Treasurer:

Richard Mateosian, acting

Name and address of President and Treasurer for 1 July 2006 - 30 June 2007:

President: Same as 2007-08

Treasurer: Same as 2007-08

Mail Chapter Financial Report Form to :

**Society for Technical Communication
Attn: Chapter Financial Report
901 N Stuart Street, Suite 904
Arlington, VA 22203-1822**