

**ROSEVILLE COALITION OF NEIGHBORHOOD ASSOCIATIONS  
END OF YEAR FINANCIAL REPORT AND FUNDRAISING REPORT**

Date: \_\_\_\_\_, 20\_\_\_\_

To: All RCONA Neighborhood Associations active anytime during FY 20\_\_\_\_

From: \_\_\_\_\_, RCONA Treasurer 20\_\_\_\_

RE: RCONA Neighborhood Association Bank Accounts for Year Ending Dec. 31, 20\_\_\_\_.

The Roseville Coalition of Neighborhood Associations (RCONA) is a California Corporation with non-profit status under 501(c)(3) of the Internal Revenue Code. As such, we are required to submit official financial reports at the end of each year to maintain that status.

Our records show that your NA was active during FY 20\_\_\_\_. We ask that you complete this report and return it to the RCONA Treasurer at [treasurer@rcona.org](mailto:treasurer@rcona.org) by January 31, 20\_\_\_\_.

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**Financial Report of \_\_\_\_\_ Neighborhood Association**

1. 20\_\_\_\_ **New Income:** \$ \_\_\_\_\_

[New income received by an active NA between Jan.1 and Dec. 31, 20\_\_\_\_ --**Do not include any funds received from or through RCONA (i.e. fireworks, activation funds, reimbursement from NNO, etc.). RCONA will report those funds for new income, so we don't want to double report them.**]

2. 20\_\_\_\_ **Final Balance:** \$ \_\_\_\_\_

[Figure should match bank account statement balance as of Dec. 31, 20\_\_\_\_ or final bank statement before deactivating. This is total funds, including those received from RCONA at end of year.]

**3. Program Services Accomplishments:** Did your NA perform any events or services which benefitted the neighborhood or community at large? ☐ Yes ☐ No **If yes, complete page 2-- Services section.**

**4. Special Events and/or Fundraising:** [excluding RCONA reimbursed programs like Nat. Night Out]

Did you hold a fundraising event for the purpose of the betterment of your neighborhood or another RCONA specified group? ☐ Yes ☐ No. If yes, complete page 2—Special Event and/or Fundraising section.

☐ Our 'active' NA did not have an RCONA related account any time during this year.

Submitted by: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

NA Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**Services:**

A. Describe one or two of your largest program service accomplishments: Briefly describe services provided, number of persons benefitted, and other relevant info (i.e. raising funds in conjunction with the City of Roseville for park improvement or dedication, etc.)

**Special Event or Fundraising:**

B. What type of fundraising event did you hold—gaming (i.e. casino night), or other special event, or general request for donations from the public. [If your event was a gaming event, then we'll need to send you a special form to complete further.]

C. If any of the funds were received from a government entity (i.e. city or county agency) please enter the information for that entity/agency here:

Entity Name: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact name: \_\_\_\_\_

D. Were the gross receipts of your event greater than \$5,000? ☐ Yes ☐ No.

If 'Yes', please complete the financial section below. If 'No', then you do not need to complete this section.

**Revenue:**

1. Gross Receipts: (all cash receipts taken in) \$ \_\_\_\_\_  
2. Less contributions: Value of non-cash items \$ \_\_\_\_\_  
3. Gross income: (line 1 minus line 2) \$ \_\_\_\_\_

**Direct Expenditures:**

4. Cash prizes : \$ \_\_\_\_\_  
5. Noncash prizes: \$ \_\_\_\_\_  
6. Rent/facility costs: \$ \_\_\_\_\_  
7. Food and Beverages: \$ \_\_\_\_\_  
8. Entertainment: \$ \_\_\_\_\_  
9. Other direct expenses: \$ \_\_\_\_\_  
10. Direct expense summary: (Add lines 4 through 9) \$ \_\_\_\_\_  
11. Net income summary: Subtract line 10 from line 3) \$ \_\_\_\_\_

Please contact the RCONA Treasurer or Exec. Secretary if you have any questions. Thank you.