

**CALIFORNIA STATE FOSTER ASSOCIATION INC.  
REPRESENTING ALL RESOURCE FAMILIES**

**CHAPTER'S QUARTERLY REPORT FORM**

CHAPTER NAME \_\_\_\_\_

CHAPTER # \_\_\_\_\_ DATE \_\_\_\_\_

**DUE: JANUARY 15<sup>th</sup>**

(October-November-December)

1. Fourth quarter report.
2. Copies of all bank statements. (Checking and Savings)
3. Financial statements for the year. (Needed for Tax filling)
4. Approved budget for the upcoming year.
5. Any changes in responsible persons, equipment, inventory or By-laws and or operating procedures.

**DUE: APRIL 15<sup>th</sup>**

(January-February-March)

1. First quarter financial report.
2. Copies of all bank statements. (Checking and Savings)

**DUE: JULY 15**

(April-May-June)

1. Second quarter financial report.
2. Copies of all bank statements. (Checking and Savings)
3. Audit for previous year due.

**DUE: October 15**

(July-August-September)

1. Third quarter financial report.
2. Copies of all bank statements. (Checking and Savings)

**THE YEAR FOR THE CSFPA IS JANUARY 1<sup>st</sup> THROUGH DECEMBER 31<sup>st</sup>**

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**ALL SUBORDINATE CHAPTERS MUST HAVE THIS SAME SCHEDULE.**

During the month of October or November, your chapter must have the Annual General Meeting. It will be at this meeting, the proposed budget for the next year is presented and the membership votes on it.

This gives the Treasurer the budget to be sent with the January reports. The Election is also held at this meeting. This gives the out going officers several weeks to get all materials together, change the names on accounts and turn over the office materials to the new officers. The treasurer should have everything ready for their report due no later than January 15<sup>th</sup>.

Failure to provide this information will result in suspension of your chapter from the California State Foster parent Association. Mail all reports To:

**MARY HAGHENBECK  
4377 WESLEY WAY  
EL SOBRANTE, CA 94803**