

IMA STUDENT CHAPTER

“AWARD OF EXCELLENCE”

and

“OUTSTANDING STUDENT CHAPTER” PROGRAM

2009-2010

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**IMA Student Chapter
“Award of Excellence” and “Outstanding Student Chapter”
2009-2010 Program**

The Institute of Management Accountants (IMA) sponsors this program for student chapters (IMASCs). All chapters are eligible and encouraged to participate. The program is directed principally toward stimulating the chapters to promote the Mission and Vision Statements of the Institute and to provide a broad spectrum of activities and services to its student members.

IMA Statement of Mission

To provide a dynamic forum for management accounting and finance professionals to develop and advance their careers through certification, research and practice development, education, networking, and the advocacy of the highest ethical and professional practices.

IMA Vision Statement

The world’s leading association for management accounting and finance professionals.

2009-2010 Program

The 2009-2010 “Award of Excellence” will be awarded to those student chapters meeting the requirements as established by IMA. The program’s emphasis is on IMA and the promotion of management accounting/financial management as a profession and a career while encouraging IMASCs to be creative in providing services to their members. There are three levels of achievement in this year’s program: Gold, Silver, and Bronze. The participating student chapters will select from one of these three levels of activity that best fits the current situation of their chapter. The “Award of Excellence” Certificate recipients will be those student chapters fulfilling the requirements of that selected level of achievement.

The 2009-2010 “Outstanding Student Chapters” will be selected from chapters meeting the requirements for the Gold Award of Excellence level. The competition awards one “Outstanding Student Chapter” recognition to a two-year program and a minimum of three “Outstanding Student Chapter” recognitions to four/five year programs. Judging criteria include the degree to which the requirements were met based on the Strategic Plan, the incorporation of IMA’s Mission and Vision Statements into the chapter’s activities, and the chapter’s use of innovative methods to serve its students and IMA. Winners will be presented an “Outstanding Student Chapter” Award at IMA’s Annual Conference in June 2010. An outstanding website and an outstanding newsletter will be selected from those chapters participating.

Ethics Code

Chapter officers and directors are to adhere to the standards of ethical conduct for management accountants and finance professionals in reporting the results of chapter operations.

2009-2010 Program Procedures:

1. Read all materials contained in this year's program requirements.
2. **Prepare the first submittal:** A Strategic Plan, a Graduate Listing, and Letter of Intent indicating the level of participation (Gold, Silver, or Bronze) that the chapter plans to accomplish. While the emphasis of the program is on successful achievement of goals versus competition between chapters, those chapters wishing to compete against other chapters at the Gold level may choose the competition for recognition as an "Outstanding Student Chapter."
3. The names submitted on the Letter of Intent will be the contact for all correspondence related to the program. **Two copies of the Letter of Intent are to be provided with the first submittal (the Strategic Plan): one copy as part of your first submission; the second copy should be included in the same envelope, but loose (not part of the bound submission).**
4. **Prepare the second submittal:** Complete and prepare supporting documentation for all of the required items for your level between March 1, 2009 and February 28, 2010. ***PLEASE NOTE: All requirements must be met by the time of the second submittal; for those chapters striving for the Gold Award of Excellence, a copy of the manuscript or a list of members participating in the Student Case Competition must be included in the second submittal.***
5. The second submittal (the Yearbook) must be prepared with a standardized Table of Contents following the order presented on the requirement listing for each level of recognition. Supplemental information can be included under "Other Activities." **Two copies of the Student Chapter Profile are to be provided with the second submittal (the Yearbook): one included with the second submission bound as a part of the Yearbook; the second copy should be included in the same envelope, but loose (not part of the bound submission).**
6. Addresses for submission: **The first submission must be postmarked or submitted via e-mail attachment to jryan@imanet.org by December 1, 2009, and the second submission must be postmarked by March 1, 2010.** The address for mailing submissions is as follows:

Award of Excellence Competition
Institute of Management Accountants
10 Paragon Drive
Montvale, NJ 07645-1760
Attention: Jodi Ryan
7. The submittals will become the property of IMA and will **NOT** be returned. The submittals for the winners of the "Outstanding Student Chapter" recognition will be displayed at IMA's Annual Conference and held for a period of one year. Your input and suggestions for improvement or modification of the program are encouraged. Please send your valuable input to jryan@imanet.org or contact Jodi Ryan with questions at 800-638-4427, Ext. 1556 or by mail:

Institute of Management Accountants
10 Paragon Drive
Montvale, NJ 07645-1760
Attention: Jodi Ryan

“Award of Excellence” Requirements Overview:

First Submittal: The Strategic Plan

<u>Due Date:</u>	<u>Gold</u> Dec. 1, 2009	<u>Silver</u> Dec. 1, 2009	<u>Bronze</u> Dec. 1, 2009
1. Letter of Intent (2 copies)	1	1	1
2. One-Year Strategic Plan:	1	1	1
a. Mission and Vision Statements	1	1	1
b. Goals and Strategies	1	1	1
c. Chapter’s Strengths and Weaknesses	1	1	1
d. Treasurer’s Budget	1	1	1
e. Timeline of Key Events	1	1	1
3. Names/Addresses of Recent IMA Graduates (2 copies)	1	1	1

Second Submittal: The Yearbook

<u>Due Date:</u>	<u>Gold</u> March 1, 2010	<u>Silver</u> March 1, 2010	<u>Bronze</u> March 1, 2010
1. Administrative Reports:			
a. Student Chapter Profile (2 copies)	1	1	1
b. “Scorecard”/Executive Summary	1	1	1
c. Board Meeting Minutes	4	2	2
d. Treasurer’s Report	1	1	1
2. Newsletters	4	3	2
3. Educational Meetings and Plant Tours	5	4	2
4. Public Relations	4	2	2
5. Special Presentations:			
a. CMA Awareness Program	1	1	1
b. New Member Orientation Meeting	1	1	1
c. Training of Officers/Leadership Training Seminar	1	1	1
d. Community Service Projects	2	1	1
6. Scholarship Application Report or CMA Examination	1	1	1
7. Other Sponsored Activities	1	1	1
8. Student Case Competition or Manuscript Competition	1	0	0
9. Website Printout and Website Address	1	0	0
10. Clark Johnson Achievement Award Submission	1	0	0

PLEASE NOTE: The numbers represent a *minimum* number of activities required.

“Award of Excellence” Requirement Guidelines 2009-2010 Program

First Submittal: The Strategic Plan

1. Letter of Intent

The **Letter of Intent** is to be completed by the Chapter President and Faculty Advisor and indicates the chapter’s intended level of involvement for the 2009-2010 program. **Two copies of this document are to be provided: one copy as part of your first submission (bound with the Strategic Plan); the second copy should be included in the same envelope but loose (not part of the bound submission).**

2. Strategic Plan

A **one-year Strategic Plan** must be submitted with the Letter of Intent. The **Strategic Plan** provides the mission and vision statement and establishes the long-term vision of the chapter for the future and plans for their achievement. The plan will encompass the following areas:

- The specific **Mission Statement and Vision Statement** of the chapter.
- The specific **Goals and Strategies** in each area of chapter operations for the current year.
- The **Chapter’s Strengths and Weaknesses** and how these identified areas have been considered in the chapter’s goals and strategies.
- **Treasurer’s Budget** of Revenues and Expenses for the period March 1, 2009 – February 28, 2010 (see sample budget form on page 15).
- A **Timeline of Key Events** that are planned for year one of the **Strategic Plan**.

3. Graduate Listing

This information will be cross-referenced with the current address on record in the IMA database so that IMA can continue to provide graduates with services. **Two copies should be submitted: one included with the first submission; the second copy should be included in the same envelope, but loose (not part of the bound submission) with the second copy of the Letter of Intent.**

“Award of Excellence” Requirement Guidelines 2009-2010 Program (Continued)

Second Submittal: The Yearbook

1. Administrative Reports:

a. Student Chapter Profile

The Student Chapter Profile is to be completed by the IMASC President of Faculty Advisor. Signatures are required. This form will help the Committee to gather information about the various IMASCs and establish a communication network. **Two copies should be submitted: one to be included with the second submission bound as a part of the Yearbook; the second copy should be included in the same envelope, but loose (not part of the bound submission).**

b. “Scorecard”/Executive Summary

New this year, each chapter must submit a **“scorecard” or executive summary** detailing how well they were able to achieve their strategic plan goals. This document should serve as a high level review of accomplishments and areas for improvement for the student chapter.

c. Board Meeting Minutes

A copy of all **Board Meeting minutes** should be included, providing a picture of all the activities planned and conducted by the chapter. For the “Outstanding Student Chapter” Award, Board minutes **completed** beyond the minimum requirement (4) should be included.

d. Treasurer’s Report

Prepare a report as of February 28, 2010. Include three columns: Budget, Actual, and Variance for each revenue and expense item (see sample report on page 16). **Provide a written report explaining any variance of 10% or more.**

2. Newsletters

Include copies of all **newsletters** distributed by the IMASC to student chapter members. Newsletters **must** contain information of value to the student chapter, which includes a minimum of all of the following:

- a. Announcement of and information on future events.
- b. Accomplishments and activities of the chapter and its members and Chapter President’s message.
- c. The name and telephone number of someone to contact with any questions.
- d. Any other information of interest to the membership.
- e. National/Regional/Local Chapter IMA information (Announcement of President-elect, upcoming events such as Annual Conference, Student Conference, Parent Chapter meetings).

For the “Outstanding Student Chapter” Award, newsletters **completed** beyond the minimum requirement (4) should be included.

“Award of Excellence” Requirement Guidelines 2009-2010 Program (Continued)

Second Submittal: The Yearbook (Continued)

3. Educational Meetings and Plant Tours/Industry Visits

Include a description of each **education meeting** and **plant tour** attended by student members. For the **Gold Award**, the minimum requirement for this category is five, which must include at least three **Educational Meetings and one Plant Tour/Industry Visit**. For the **Silver Award**, the minimum requirement for this category is four, which must include at least two **Educational Meetings**. For the **Bronze Award**, the minimum requirement for this category is two, which must include at least one **Educational Meeting**. For the “Outstanding Student Chapter” Award, educational meetings and plant tours **completed** beyond the minimum requirement (5) should be included.

Educational meetings should provide opportunities for chapter members to enhance their knowledge about business, including topics relating to careers in these fields. Suggested programs include:

- a. Management Accounting/Financial Management practices and career opportunities in Manufacturing, Service, Government, Not-for-Profit, and Education sectors
- b. Ethics
- c. Management and Supervisory Skills
- d. Presentation Skills
- e. Career Development

Plant tours/Industry Visits should include a tour of a facility that will provide exposure to differences in products or services, facilities, and methods of operation that expands the participating member’s perspective. This can also include visits to CPA firms or company offices. A discussion or presentation of business-related procedures by a company representative should be included.

4. Public Relations

Include a description of each promotional effort. **Public relations activities** should promote IMA to the college or university campus, as well as to the local community. Examples may include copies of any announcements, newspaper articles, communications to the parent chapter (e.g., e-mail, newsletters), etc., that promote IMA as a direct result of student endeavors. For the “Outstanding Student Chapter” Award, public relations activities **completed** beyond the minimum requirement (4) should be included.

“Award of Excellence” Requirement Guidelines 2009-2010 Program (Continued)

Second Submittal: The Yearbook (Continued)

5. Special Presentations:

a. CMA Awareness Program

The purpose of this activity is to promote the growth of the **CMA Program** by providing an overview of the program, its requirements, and the examination. It is recommended that your sponsoring Chapter or Council be contacted to provide a speaker. If they are unable to provide a speaker, please call Jodi Ryan at 800-638-4427, Ext. 1556. Include a brief description of this presentation. For the “Outstanding Student Chapter” Award, the **CMA Awareness Program completed** beyond the minimum requirement (1) should be included.

b. New Member Orientation Meeting

The purpose of this activity is to inform new members about the activities of the student chapter, the sponsoring IMA chapter, the benefits and services available from IMA, an outline of the ways that they can become active in your chapter, and the benefits of continuing membership after graduation. Include a brief description of this presentation.

c. Training of Officers/Leadership Training Seminar

It is important for IMASCs to provide training for chapter officers in order to enhance their leadership capabilities and clarify their responsibilities. This could be accomplished by attending a Leadership Training Seminar (LTS), holding a training workshop presented by the faculty advisor, providing training by peers who have previously held offices in the IMASC, and/or have representation on the Parent Chapter Board (to gain knowledge of effective governance). **A description of the Officer Training must include transition of the chapter’s Strategic Plan. The new Board must adopt or modify the Strategic Plan with any changes noted.** Training of the Officers/Leadership Training Seminar **completed** beyond the minimum requirement (1) is encouraged.

d. Community Service Projects

Include a description of each **community service project** completed. These projects encourage the involvement of IMASCs and members in providing assistance to the local community. Business-related services are preferred. For the “Outstanding Student Chapter” Award, **Community Service Projects completed** beyond the minimum requirement (2) should be included.

“Award of Excellence” Requirement Guidelines 2009-2010 Program (Continued)

Second Submittal: The Yearbook (Continued)

6. Scholarship Application Report or CMA Examination

Each student chapter is required to submit at least **one IMA Scholarship application** in at least **one of the two categories (undergraduate or graduate) OR** have at least **one member sit for a part(s) of the CMA Examination**. For the “Outstanding Student Chapter” Award, submissions **completed** beyond the minimum requirement should be included.

Contact Jodi Ryan at 800-638-4427, Ext. 1556 for information on the IMA Scholarship application. Include with your second submission a list of scholarship applicants. **PLEASE NOTE: The actual scholarship applications must be submitted by February 15, 2010.**

Contact Customer Service at 800-638-4427 for information on the CMA Examination. Submit the name and membership number of the student(s) who have sat for a part(s) of the examination to Jodi Ryan at IMA. **PLEASE NOTE: The student member(s) must have taken a part of the CMA Examination by the second submission deadline of March 1, 2010.**

7. Other Sponsored Activities

Include documentation of **other sponsored activities** that demonstrate support of IMA’s Mission and Vision Statements that do not fit directly in one of the above categories. For example, include all activities associated with attending the Annual Student Conference, the Annual Conference, Council meetings, social events, fundraising, etc.

8. Student Case Competition/Manuscript Competition

Chapters competing for the **Gold Award** can meet this requirement in one of two ways (see below for details). Contact Jodi Ryan for additional information at 800-638-4427, Ext. 1556.

- By participating in the **National Student Case Competition** that is sponsored by IMA. Include a listing of student members participating. The Case can be found in the August 2009 issue of *Strategic Finance* Magazine or at www.imanet.org. **PLEASE NOTE: The deadline for the Student Case Competition submission is February 1, 2010.**
- By participating as author(s) of a manuscript that is submitted for consideration in the **National Student Manuscript Competition**. Include a copy of the manuscript and the Authorization to Publish Form. Information on manuscript submissions and the Authorization to Publish Form can be obtained at www.imanet.org.

“Award of Excellence” Requirement Guidelines 2009-2010 Program (Continued)

Second Submittal: The Yearbook (Continued)

9. Website Printout

Chapters competing for the **Gold Award** must include a **printout and internet location of your local chapter’s IMA student chapter website**. The **website** must include the following information:

- a. Chapter events and news (with photos)/Newsletters
- b. List of Officers with contact information
- c. Meeting times and locations
- d. A link to the parent chapter (if they have a website) and a link to the National Student website
- e. How to join the IMA/Membership Applications
- f. Benefits of Membership

10. Clark Johnson Achievement Award Submission

Chapters competing for the **Gold Award** must prepare a **Clark Johnson Achievement Award submission**. The submission should include a description of a program, event, or project that the student chapter has undertaken that has been innovative. **The Clark Johnson Achievement Award** will be presented each year at IMA’s Annual Conference to an IMA student chapter that demonstrates innovative achievement in meeting the needs of IMA regular and student members. Contact Jodi Ryan at 800-638-4427, Ext. 1556 for information on the **Clark Johnson Achievement Award** or visit www.imanet.org. **The Clark Johnson Achievement Award submission must be included with the second submittal on March 1, 2010.**

Gold Award of Excellence Requirement Listing

DUE DATE—December 1, 2009 (Must be postmarked or submitted as an e-mail attachment by due date):

1. Completed Letter of Intent (use form on page 13; be sure to send 2 copies)
2. Completed One-Year Strategic Plan:
 - a. Mission and Vision Statements
 - b. Goals and Strategies
 - c. Chapter's Strengths and Weaknesses
 - d. Treasurer's Budget (use form on page 15)
 - e. Timeline of Key Events
3. Names and Addresses of IMA student members who have graduated since May 2009 (be sure to send 2 copies)

DUE DATE—March 1, 2010 (Must be postmarked by due date):

1. Administrative Reports:
 - a. Student Chapter Profile (use form on page 14; be sure to send 2 copies)
 - b. "Scorecard"/Executive Summary
 - c. Minutes of Board Meetings (4 required)
 - d. Treasurer's Report (as of February 28, 2010; use form on page 16)
2. Copies of Newsletters (4 required)
3. Report on Educational Meetings and Plant Tours/Industry Visits (5 required)
4. Report on Public Relations Activities (4 required)
5. Special Presentations:
 - a. Report on the CMA Awareness Program (1 required)
 - b. Report on the New Member Orientation Meeting (1 required)
 - c. Report on the Training of Officers/Leadership Training Seminar (1 required)
 - d. Report on Community Service Projects (2 required)
6. Scholarship Application Report or CMA Examination (1 required)
7. Other Sponsored Activities (1 required)
8. List of students participating in the IMA Student Case Competition **OR** Manuscript Competition (1 required)*
9. A printout of website and internet location of your local chapter's IMA student website (1 required)
10. Report on program, event, or project submitted for the Clark Johnson Achievement Award (1 required)

PLEASE NOTE: * Not required of two-year institutions

Silver Award of Excellence Requirement Listing

DUE DATE—December 1, 2009 (Must be postmarked or submitted as an e-mail attachment by due date):

1. Completed Letter of Intent (use form on page 13; be sure to send 2 copies)
2. Completed One-Year Strategic Plan:
 - a. Mission and Vision Statements
 - b. Goals and Strategies
 - c. Chapter's Strengths and Weaknesses
 - d. Treasurer's Budget (use form on page 15)
 - e. Timeline of Key Events
3. Names and Addresses of IMA student members who have graduated since May 2009 (be sure to send 2 copies)

DUE DATE—March 1, 2010 (Must be postmarked by due date):

1. Administrative Reports:
 - a. Student Chapter Profile (use form on page 14; be sure to send 2 copies)
 - b. "Scorecard"/Executive Summary
 - c. Minutes of Board Meetings (2 required)
 - d. Treasurer's Report (as of February 28, 2010; use form on page 16)
2. Copies of Newsletters (3 required)
3. Report on Educational Meetings and Plant Tours/Industry Visits (4 required)
4. Report on Public Relations Activities (2 required)
5. Special Presentations:
 - a. Report on the CMA Awareness Program (1 required)
 - b. Report on the New Member Orientation Meeting (1 required)
 - c. Report on the Training of Officers/Leadership Training Seminar (1 required)
 - d. Report on Community Service Projects (1 required)
6. Scholarship Application Report or CMA Examination (1 required)
7. Other Sponsored Activities (1 required)

Bronze Award of Excellence Requirement Listing

DUE DATE—December 1, 2009 (Must be postmarked or submitted as an e-mail attachment by due date):

1. Completed Letter of Intent (use form on page 13; be sure to send 2 copies)
2. Completed One-Year Strategic Plan:
 - a. Mission and Vision Statements
 - b. Goals and Strategies
 - c. Chapter's Strengths and Weaknesses
 - d. Treasurer's Budget (use form on page 15)
 - e. Timeline of Key Events
3. Names and Addresses of IMA student members who have graduated since May 2009 (be sure to send 2 copies)

DUE DATE—March 1, 2010 (Must be postmarked by due date):

1. Administrative Reports:
 - a. Student Chapter Profile (use form on page 14; be sure to send 2 copies)
 - b. "Scorecard"/Executive Summary
 - c. Minutes of Board Meetings (2 required)
 - d. Treasurer's Report (as of February 28, 2010; use form on page 16)
2. Copies of Newsletters (2 required)
3. Report on Educational Meetings and Plant Tours/Industry Visits (2 required)
4. Report on Public Relations Activities (2 required)
5. Special Presentations:
 - a. Report on the CMA Awareness Program (1 required)
 - b. Report on the New Member Orientation Meeting (1 required)
 - c. Report on the Training of Officers/Leadership Training Seminar (1 required)
 - d. Report on Community Service Projects (1 required)
6. Scholarship Application Report or CMA Examination (1 required)
7. Other Sponsored Activities (1 required)

IMA Student Chapter Letter of Intent

The _____ IMA Student Chapter declares its intention to meet the requirements for a Certificate at the _____ (Gold, Silver, or Bronze) level of achievement in the 2009-2010 "Award of Excellence" Program. If participating at the Gold Award level, the _____ IMA Student Chapter requests that our submittals be considered for designation as an "Outstanding Student Chapter" in the _____ (two or four/five) year division.

IMA Student Chapter President

Name: _____ Member Number: _____

Address (Home or School): _____

Address (Home or School): _____

City: _____ State: _____ Zip Code: _____

Telephone Number (Home or School): _____ Fax Number: _____

E-mail Address: _____

IMA Student Chapter Advisor

Name: _____ Member Number: _____

Address (Home or School): _____

Address (Home or School): _____

City: _____ State: _____ Zip Code: _____

Telephone Number (Home or School): _____ Fax Number: _____

E-mail Address: _____

PLEASE NOTE: To compete at any level requires the submission of the Letter of Intent, Strategic Plan, and a Graduated Members Listing by the due date of December 1, 2009. This submission must be postmarked by the due date or submitted via e-mail attachment to: jrvan@imanet.org.

IMA Student Chapter Profile

Name of College/University: _____

City and State: _____

By our signature below, we acknowledge that we have abided by the instructions and requirements for the program, the Mission Statement of the IMA, and the Vision Statement of the IMA. We also acknowledge that we have read and have abided by the Standards of Ethical Conduct for Management Accountants and Finance Professionals in fulfilling the requirements.

Faculty Advisor

Name: _____ Title: _____

Business Telephone: _____ Fax: _____

Cell/Home Telephone: _____ E-mail Address: _____

Signature: _____ Date: _____

IMASC President

Name: _____ Title: _____

Business Telephone: _____ Fax: _____

Cell/Home Telephone: _____ E-mail Address: _____

Signature: _____ Date: _____

IMASC President-elect (if known)

Name: _____ Title: _____

Business Telephone: _____ Fax: _____

Cell/Home Telephone: _____ E-mail Address: _____

Signature: _____ Date: _____

Total Enrollment at the Institution: _____

Total Number of Accounting, Finance, and Information Technology Majors: _____

Number of Members in the Student Accounting or Finance Club or IMASC: _____

Number of Student IMA Members at your college or university: Internet _____

Location of IMA Student Chapter Website (**Gold Award Only**): _____

PLEASE NOTE: Two copies of this document must be submitted: one copy should be included with the second submission bound with the Yearbook, and the second copy should be included in the same envelope but loose (not part of the bound submission).

Name of IMASC: _____

Sample Schedule of Budgeted Revenues and Expenses

For The Year Ending _____:

Revenues	Budget
Membership Dues	\$ _____
Contribution from university, accounting department, and student government	\$ _____
Fundraising activities (enumerate)	\$ _____
Social activities (enumerate)	\$ _____
Other (enumerate)	\$ _____
Total Revenues	\$ _____
Expenses	
Dues remitted to IMA (required)	\$ _____
Refreshments at meetings	\$ _____
Fundraising activities (enumerate)	\$ _____
Social activities (enumerate)	\$ _____
Printing	\$ _____
Supplies	\$ _____
Other (enumerate)	\$ _____
Total Expenses	\$ _____
Net Revenues Over Expenses (Expenses over Revenues)	\$ _____

Name of IMASC: _____

Sample Schedule of Actual/Budgeted Revenues and Expenses

For The Period of _____:

Revenues	Actual	Budget	Variance
Membership Dues	\$ _____	\$ _____	\$ _____
Contribution from university, accounting dept., and student government	\$ _____	\$ _____	\$ _____
Fundraising activities (enumerate)	\$ _____	\$ _____	\$ _____
Social activities (enumerate)	\$ _____	\$ _____	\$ _____
Other (enumerate)	\$ _____	\$ _____	\$ _____
Total Revenues	\$ _____	\$ _____	\$ _____
Expenses			
Dues remitted to IMA (required)	\$ _____	\$ _____	\$ _____
Refreshments at meetings	\$ _____	\$ _____	\$ _____
Fundraising activities (enumerate)	\$ _____	\$ _____	\$ _____
Social activities (enumerate)	\$ _____	\$ _____	\$ _____
Printing	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Other (enumerate)	\$ _____	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____	\$ _____
Net Revenues Over Expenses (Expenses over Revenues)	\$ _____	\$ _____	\$ _____

PLEASE NOTE: A written report of variances for each revenue and/or expense item must be provided explaining any variance of 10% or more.