Print Form

A.E.A.O.N.M.S., Inc.
Temple Charity Report 20 _____

The Temple Director of Charity will use this form to report all Temple Charitable Donations. The report must be signed by the Illustrious Potentate and attest by the Recorder.

1. Temple Name _____ Temple Number _____
2. Address _____ Number of Temple Members _____
3. Donations for the Period _____
(Report period is 1 July – 30 June)

A. Cash Donations: (Include all monetary donations)

Receiving Agency	Total Donations
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____
_____	$ _____

A. Subtotal **$** _____

B. Donations other than cash: (food baskets, clothing, toys, etc.). Unit cost of donation x units donated = total donation.
(Example: $200.00 per basket x 20 baskets = $4000.00)

Receiving Agency	Unit Cost		Units Donated		Total Donation
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____

B. Subtotal **$** _____

C. In Kind donations: (donations of time, facilities, expertise, etc.) Time/facilities x hourly rate + cost of assets = total donation.
(Example: 10 hours x $12 per hour = $18 = $138.00)

Receiving Agency	Unit Cost		Units Donated		Total Donation
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____
_____	_____	x	_____	=	$ _____

C. Subtotal **$** _____

D. Mentorship

Receiving Agency	Unit Cost		In Kind Donation		Total Donation
_____	_____	+	_____	=	$ _____
_____	_____	+	_____	=	$ _____
_____	_____	+	_____	=	$ _____
_____	_____	+	_____	=	$ _____
_____	_____	+	_____	=	$ _____

D. Subtotal **$** _____

E. Gulf Relief

Receiving Agency	Hourly Rate		Volunteer Hours		Total Donation
_____	_____	$12 x	_____	=	$ _____
_____	_____	$12 x	_____	=	$ _____
_____	_____	$12 x	_____	=	$ _____
_____	_____	$12 x	_____	=	$ _____
_____	_____	$12 x	_____	=	$ _____

E. Subtotal **$** _____

Total all Donations (A + B + C + D + E) **$** _____

4. Submit the report no later than July 15th to the Imperial Administrator of Temple Charities at the following address:
Thomas R. Hughes, Sr., # 120
Imperial Outer Guard
100 West Spring St.
Somerville, NJ 08876

_____ _____
Illustrious Potentate Recorder (Temple Seal)