

Please enclose:

- 2010 Dues
- Financial Statement / Balance Sheet
- Supplemental Information
- Schedule G

Getting ready for the 990

FRIENDS GROUP NAME: _____

EIN NUMBER: _____

CONTACT PERSON: _____ Phone: _____

Ending Checkbook Balance 2008/Beginning 2009 _____

INCOME

Donations _____

Membership Income _____

Fundraising Income _____

Interest _____

Other income (if more than \$200 list) _____

TOTAL INCOME _____

EXPENSES

Dues in PCBL & Other organizations _____

Fundraising Costs _____

Office Expenses _____

Postage _____

Program Expenses _____

Printing _____

Other Expenses (if more than \$200 list) _____

Contribution to Library _____

TOTAL EXPENSES _____

Ending Checkbook Balance 2009 _____

(should equal the beginning balance plus the income, minus the expenses)

Did you receive any Grants? If so list the amount and contributor. _____

If you have any questions or need assistance contact Alicia Stine @ 717-737-6893 or jkstine@aol.com.