

# Explanation of Chapter Summary Report

## 1) Care Abounds in Communities® Funds

- Money that Thrivent Financial has supplemented for Care Abounds in Communities® activities (fund-raisers and hands-on service activities).
- This amount is the sum of the Total Amount Granted field from the View Activities, Details screen as reported online in Chapter Leadership Administration.

## 2) Gross Local Funds Raised

- The sum of all net funds raised plus total expenses incurred for all fund-raisers as reported online in the Chapter Leadership Administration page for Care Abounds in Communities® and Thrivent Builds activities.
- The sum of reported net funds raised plus total expenses incurred for locally supported activities where Type is “Local Fund-raiser.” Any locally supported activity where Type is “Hands-on Service Activity” and net funds raised **and** expenses were reported also is included on this line.

## 3) Operational Funds from Thrivent Financial

- The sum of all of a chapter’s operating funds deposits.

## 4) Fund-raiser Proceeds Disbursed

- The sum of all supplemental funds from Thrivent Financial (plus net local funds raised) for all fund-raisers in Care Abounds in Communities®.
- Includes the net local funds raised from locally supported and Thrivent Builds fund-raisers.

## 5) Hands-on Service Activity/Fund-raiser Expenses:

- For Care program and Thrivent Builds fund-raisers: The sum of total expenses incurred.
- For hands-on service activities: The sum of the Total Amount Granted field (supplemental funds) from the View Activities, Details screen as reported online in the Chapter Leadership Administration page for the Care Abounds in Communities® program.
- Locally Supported: The sum of total expenses incurred for all local fund-raiser and hands-on service activities.

## 6) Educational & Social Expenses

- Total expenses reported for any Educational or Member Social events funded with Care Abounds in Communities® funds.

## 7) Operational Expenses:

- The sum of the total expenses reported in the Manage Chapter Operating Funds screens.

## As You Review this Quick-Reference Guide . . .

This guide highlights the sections of the Chapter Summary Report that chapter leaders should review on a monthly basis. Details about which activities are included in lines 1 through 7 are included at the end of the report.

Your **year-end** Chapter Summary Report includes the “Chapter Summary Report, Group 990 Tax Return and Group Exemption Authorization Confirmation” page that the current year chapter president or financial director and the Audit Committee chairperson must sign and return to the Thrivent Financial Operations Center by Feb. 28.

CHAPTER SUMMARY REPORT				Tips for Using this Page	
For the period xx/xx/20xx—xx/xx/20xx				Chapter Audit Guide	
Demo Chapter of Thrivent Financial for Lutherans				Chapter Number: 11111 Appleton, WI 54919 EIN: 12-3456789	
Leadership Board (partial list):		Director of Congregational Advocates: Charles Larsen			
President: John Doe		Asst Financial Director: Amy Lindner			
Vice President: Jane Smith					
Records Director: Jenny Clark					
Financial Director: Jason Lee					
1) Care Abounds in Communities® Funds	\$25,940	4) Fund-raiser Proceeds Disbursed:			
From Thrivent Financial:		Care Abounds in Communities	+	\$31,950	
		Thrivent Builds	+	\$0	
		Locally Supported	+	\$0	
			=	\$31,950	
2) Gross Local Funds Raised:		5) Hands-on Svc/Fund-raiser Expenses:			
Care Abounds in Communities	\$35,489	Care Abounds in Communities	+	\$28,819	
Thrivent Builds	+	Thrivent Builds	+	\$0	
Locally Supported	+	Locally Supported	+	\$0	
	\$35,489		=	\$28,819	
		6) Educational & Social Expenses:			
		Care Abounds in Communities Educat	+	\$660	
		Care Abounds in Communities Social	+	\$0	
			=	\$660	
3) Operational Funds From Thrivent Financial	\$9,296	7) Operational Expenses		\$10,557	
Three Highest Grossing Care and/or Thrivent Builds Fund-raisers:					
8) 06/12/2010 Jeffrey Nichols Memorial Golf Outing					
Gross Income \$13,021					
Expenses (\$6,776)					
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Run Date: 20101051444					

# Explanation of Chapter Summary Report, *continued*

## 8), 9), and 10) Three Highest Grossing Care Program or Thrivent Builds Fund-raisers:

- Lists the top three highest gross income fund-raisers from the Care Abounds in Communities® or Thrivent Builds activities. It does not include locally supported activities.
- Gross income is net funds raised plus total expenses incurred.
- Expenses is the total expenses incurred for the activity. The activity must be in a **completed** status online.

## 11) - 14) Total Number of Completed Care Abounds in Communities®, Locally Supported and Thrivent Builds Activities:

- This is a count of Care Abounds in Communities®, Locally Supported and Thrivent Builds fund-raisers, hands-on service, member social and educational activities.

## 15) – 19) Fund-raiser Proceeds by Recipient Type and Type of need:

- There are four possible recipient types:
  - Individual/Families
  - Lutheran Qualified Not For Profit Organizations
  - Non-Lutheran Qualified Not For Profit Organizations
  - Churches
  - Sponsored Groups of Individuals:
    - This is the sum of net local funds raised plus Thrivent Financial supplemental funds for all Care Abounds In Communities® and locally supported fund-raiser activities for each recipient type, also broken down by the type of need met with the funding.

## 20) Cash Donations

- List of all cash donations recorded on the Donations page as reported online in the Chapter Leadership Administration and Thrivent Builds Leader Only pages.

## 21) Property/Goods Donations

- List of all non-cash donations recorded on the Donations page as reported online in the Chapter Leadership Administration and Thrivent Builds Leader Only pages.

## 22) Total Donations

- The sum of all cash donations and all non-cash donations.

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Demo Chapter of Thrivent Financial for Lutherans

8) 06/19/2010 Rolie Run	Gross Income	\$4,958		
	Expenses	( \$3,506)		
	=		\$1,452	
10) 10/03/2010 Walk to Defeat ALS	Gross Income	\$3,372		
	Expenses	( \$972)		
	=		\$2,400	

SAMPLE

Total Number of Completed Care Abounds In Communities, Locally Supported & Thrivent Builds Activities:

11) Fund-raisers	14
12) Hands-on Service Activities	28
13) Member Social Activities	2
14) Educational Activities	4

Fund-raiser Proceeds by Recipient and Type of Need:

	15) Ind/Fam	16) Luth Org	17) Non-Luth Org	18) Church	19) Spons Groups
Cash Assistance		\$2,252	\$3,800		
Disaster Assistance			\$602		
Education	\$2,001				
Elderly		\$1,700			
Food/Hunger		\$4,000			
Health/Medical		\$1,200	\$10,245		
Religious/Worship	\$1,600				
Supplies		\$450			\$2,500
	\$3,601	\$11,202	\$14,647		\$2,500

Donations:

20) Cash Donations

Donor Name/ Address	Activity Name	Item Description	Date Received	Recip Name/ Address	Donation Purpose	Amount
		None Made to Chapter				

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21) Property/Goods Donations

Donor Name/ Address	Activity Name	Item Description	Date Received	Recip Name/ Address	Donation Purpose	Fair Market Value
		None Made to Chapter				

22) Total Donations

Total Cash Donations (from section 20):	\$0
Total Property/Goods Donations (from section 21):	\$0
	\$0

23) Operational Expenses Breakdown

Category	Total Expenses
A. Administrative	\$1,743
B. Member Events/Awareness	\$8,615
C. Volunteer Recognition	\$0
D. Service Team Seed Money/Benevolence	\$200
	\$10,557

Breakdown of Expenses by Expense Type for 23) A, B, C

Operating Funds Expense Type	Total Expenses
Telephone/Teleconference	\$0
Postage and Shipping	\$88
Printing and Promotion	\$7
Travel	\$41

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# Explanation of Chapter Summary Report, *continued*

## 23) Operational Expenses Breakdown:

- Sum total of expenses entered in the Manage Chapter Operating Funds screens broken down into each of the four categories:  
A) Administrative; B) Member Events/Awareness; C) Volunteer Recognition; D) Service Team Seed Money/Benevolence.
- Note:** While you enter operating expenses using dollars and cents, the Chapter Summary Report will round all totals to the nearest whole dollar amount.

**Details for 23) A, B and C:** Sum total of expense amounts entered for each expense type in the A) Administrative; B) Member Events/Awareness; and C) Volunteer Recognition categories in the Manage Chapter Operating Funds screens.

**Details for 23) D:** Service Team Seed Money & Benevolence paid from Operational funds broken down by Recipient Type and type of need. There are five possible recipient types:

- 24)** Individual/Families
- 25)** Lutheran Qualified Not for Profit Organizations
- 26)** Non-Lutheran Qualified Not for Profit Organizations
- 27)** Churches
- 28)** Sponsored Groups of Individuals:

This is the sum total of operating funds used as service team seed money or benevolence for each of the five recipient types, further broken down by the type of need being met with each donation.

## 29) Thrivent Financial Bank — Chapter Checking Accounts:

This item will only display on the year-end report (*not shown*). This will include the chapter’s checking account number and the beginning and ending period balance. If the chapter has a Thrivent Builds checking account, that account will be listed separately.

For additional information, go to [CHIP](http://www.thrivent.com) at [www.thrivent.com](http://www.thrivent.com) > Thrivent Community > Chapters and search on ‘chapter summary report.’



If you have questions about the Chapter Summary Report, please contact the **Member Connection Center at 800-847-4836 and say ‘fraternal’,** or email [fraternal@thrivent.com](mailto:fraternal@thrivent.com).

CHAPTER SUMMARY REPORT						Tips for Using this Page Chapter Audit Guide	
For the period xx/xx/20xx—xx/xx/20xx							
21) Property/Goods Donations							
Donor Name/ Address	Activity Name	Item Description	Date Received	Recip Name/ Address	Donation Purpose	Fair Market Value	
None Made to Chapter							
22) Total Donations							
Total Cash Donations (from section 20):						\$0	
Total Property/Goods Donations (from section 21):						\$0	
						\$0	
<b>23) Operational Expenses Breakdown</b>							
Category		Total Expenses					
A. Administrative		\$1,743					
B. Member Events/Awareness		\$8,615					
C. Volunteer Recognition		\$0					
D. Service Team Seed Money/Benevolence		\$200					
		\$10,557					
Breakdown of Expenses by Expense Type for 23) A, B, C							
Operating Funds Expense Type		Total Expenses					
Telephone/Teleconference		\$0					
Postage and Shipping		\$88					
Printing and Promotion		\$7					
Travel		\$41					
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CHAPTER SUMMARY REPORT						Tips for Using this Page Chapter Audit Guide	
For the period xx/xx/20xx—xx/xx/20xx							
Operating Funds Expense Type		Total Expenses					
Meetings		\$1,076					
Miscellaneous		\$9,036					
Professional Audit Fees		\$50					
Supplies		\$59					
		\$10,357					
Breakdown of Expenses by Recipient and Type of Need for 23) D							
Service Team Seed Money & Benevolence Paid From Operational Funds by Recipient and Type of Need:							
Groups		<b>24)</b> Ind/Fam		<b>25)</b> Luth Org		<b>26)</b> Non-Luth Org	
Food/Hunger		\$200				<b>27)</b> Church <b>28)</b> Spons	
		\$200					
<b>29) Thrivent Financial Bank - Chapter Checking Account</b>							
Account xxxxxx4651:		Beginning Period Balance:				\$7,558.36	
		Ending Period Balance:				\$6,790.74	
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