

**BALTIMORE YEARLY MEETING
SAMPLE QUESTIONNAIRE FOR 2006 APPORTIONMENT**

Monthly Meeting: SAMPLE MONTHLY MEETING Date: ANY DAY 2005

Person completing Questionnaire: _____

Address: _____

Please provide indicated information for 2004 or your most recently closed fiscal year, using the following definitions:

I am a medium size meeting in BYM. The following facts are true about me. I have membership of 98 friends.

On First Day there are more attenders than members, and an average meeting is about 36 including youngsters. Of Members and attenders there were 45 giving family units (a 5 person family equals one as does a single person family). Five of those gave under \$50.00. The total \$6505.00. Several non-attenders or members in the neighborhood made donations totaling \$75.00 in appreciation for using the building.

In addition there were gifts in memory of a departed friend of \$360.00 These were not restricted. One gift of \$5000 was restricted to be used for the meeting's buildings and grounds. It came in December and earned \$0.

Our meeting also has several gifts/bequests which have been invested. Two of those had specific restrictions made by the donor. For one all income is for scholarships and the other is designated for supporting the meeting library. Our investment income is \$1200.00 of which \$500 is restricted.

EXAMPLE

For 2006 Apportionment questionnaire

1. Number of contributing households	45	
2. Households making small contributions	5	
3. Contributions received for the operating budget	6940	"=6505+360+75
4. Investment income	total	1200
a. restricted income included above		
Starbucks Scholarship Fund	300	
Bluebell Library Fund	200	
total restricted income	500	