



**Virginia Alcoholic Beverage
Control Authority**

APPLICANTS FOR CLUB LICENSES

In addition to completing the general application, applicants for Club Licenses are required to furnish the following information:

(Your application is not complete without these materials.)

1. A certified copy of the charter, articles of association or constitution.
2. A copy of the by-laws.
3. The average number of members for the preceding 12 months.
4. A financial statement for the latest calendar or fiscal year of the club [Form 805-56], and a brief summary of the financial condition as of the end of the month next preceding the date of application [Balance Sheet].

In addition to the above, the following documents will aid in processing your application in a more timely manner.

1. Copy of deed or lease for the applicant premises.
2. Copy of letter from Internal Revenue Service exempting the organization from payment of federal income tax.
3. Last copy of Federal Form 900 or 990T filed with the Internal Revenue Service.

Please mail the application, along with supporting documents to the following address:

License Records Management
Virginia Alcoholic Beverage Control Authority
PO Box 3250
Mechanicsville, VA 23116

FINANCIAL AND STATISTICAL INFORMATION: CLUB TYPE LICENSE

1. Name of Club or Association _____
2. Trade Name: _____
3. License Number: _____
4. Address: (street) _____
 (city/town) _____ (County [omit if in city] _____)

 (state) _____ (zip + 4) _____

SECTION 1: STATEMENT OF RECEIPTS & DISBURSEMENTS

Calendar or Fiscal Year / Period Covered: _____

1. Sales	
<i>Alcoholic Beverages</i>	\$
<i>Food & Other Merchandise</i>	\$
Total	\$

RECEIPTS

2. Amount Received in Dues				
	<i>Number</i>	<i>Per</i>	<i>Rate</i>	<i>Total</i>
<i>Regular Members</i>			\$	\$
<i>Associate Members</i>			\$	\$
<i>Other Members (Specify)</i>			\$	\$
			Total	\$

FINANCIAL AND STATISTICAL INFORMATION: CLUB TYPE LICENSE

RECEIPTS *continued*

3. Amount Received in Initiation Fees			
	<i>Number</i>	<i>Rate</i>	<i>Total</i>
<i>Regular Members</i>		\$	\$
<i>Associate Members</i>		\$	\$
<i>Other Members (Specify)</i>		\$	\$
		Total	\$

4. Receipts from Other Sources *(please specify)*

1. Salaries & Wages <i>(show details in "Schedule A" on the next page)</i>	\$
2. Purchases (include transportation costs):	
<i>Alcoholic Beverages</i>	\$
<i>Food & Other Merchandise</i>	\$
3. Rent or Mortgage (including interest)	\$
4. Repairs & Improvements to Buildings	\$
5. Repairs, Replacements, & Purchase of Equipment	\$
6. Interest on Loans or Other Obligations <i>(excluding mortgage)</i>	
7. Taxes, Licenses, Etc. (including all classes)	
8. Contributions <i>(show details in "Schedule C" on next page)</i>	
9. Other (specify)	\$ -----
	\$ -----

FINANCIAL AND STATISTICAL INFORMATION: CLUB TYPE LICENSE

SECTION 2: SPECIAL INFORMATION

SCHEDULE "A"
Schedule of Salaries & Wages

Name of Employee	Title	Rate of Pay		Paid During Period
		\$	Per	
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL (should agree with Item 1 under "Disbursements" on previous page)				\$

Has any member Officer or Director of this club derived money or property from its operation other than as compensation in reasonable amounts for services rendered? Yes (attach explanation) No

SCHEDULE "B"
List of Officers and Directors as of Date of This Statement

Name	Title	Business

SCHEDULE "C"
Details of Contributions

Date	To Whom Paid	Address	Amount
			\$
			\$
			\$
			\$
			\$
TOTAL (should agree with Item 8 under "Disbursements" on previous page)			\$

DISBURSEMENTS				PRESENT NUMBER OF MEMBERS			
Regular	Associate	Honorary	Other (Specify)				

FINANCIAL AND STATISTICAL INFORMATION: CLUB TYPE LICENSE

SECTION 3: CERTIFICATION

I _____ do hereby certify that I am the _____ of the organization named in this statement. I further certify that as such officer, I am thoroughly familiar with the financial and other affairs of the club, and that the information and statements contained herein are true and correct to the best of my knowledge and belief.

Signature: _____ Title: _____ Date: _____

Name (*print*): _____

CLUB BALANCE SHEET

BALANCE SHEET AT END OF MONTH PRECEDING DATE OF APPLICATION

ASSETS & LIABILITIES AS OF (DATE) _____

Prepared for (Name of Club or Association) _____

Address: (street) _____

(city/town) _____

(state) _____ (zip + 4) _____

ASSETS

Current Assets	
<i>Cash in Bank</i>	\$
<i>Inventory</i>	\$
<i>Other Current</i>	\$

Total Current Assets \$ _____

Fixed Assets

<i>Land</i>	\$
<i>Building—Dep. Value</i>	\$
<i>Furniture & Fixtures</i>	\$
<i>Wharf</i>	\$
<i>Pool</i>	\$
<i>Other Fixed</i>	\$

Total Fixed Assets \$ _____

TOTAL ASSETS \$ _____

LIABILITIES

<i>Notes Payable</i>	\$
<i>Prepaid Dues</i>	\$

Total \$ _____

Net Worth

<i>Capital Stock</i>	
<i>Capital Surplus</i>	
<i>Earned Surplus</i>	

Total \$ _____

TOTAL LIABILITIES \$ _____

Signature: _____

Date: _____