

Treasurer's Year End Report

Name of Chapter _____ Chapter # _____

Balance forward as of January 1, _____ (year)

Receipts (Income):

Chapter membership dues	\$ _____
Seminars or workshops	\$ _____
Ways and Means	\$ _____
Advertising, Newsletter	\$ _____
Interest	\$ _____
Donations	\$ _____
Miscellaneous	\$ _____
Other	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Subtotal on receipts

Total receipts + balance forward \$ _____

Disbursements (Expenses)

Newsletter	\$ _____
Ways and Means	\$ _____
Seminars	\$ _____
Rent	\$ _____
Programs	\$ _____
Postage and Printing	\$ _____
Bank Charges	\$ _____
Miscellaneous	\$ _____
Other	\$ _____
_____	\$ _____
_____	\$ _____

Total disbursements..... \$ _____

Ending Balance as of December 31, _____ (year) \$ _____

Summary: Funds Checking Account	\$ _____	Bank: _____	
Funds Savings Account	\$ _____	Bank: _____	
Funds – Other	\$ _____	Bank: _____	

Submitted by Treasurer: _____ (date) _____

Certified by Audit Chair: _____ (date) _____