



# Chapter Treasurer's Year-End Report

This form **MUST** be postmarked by February 15 of each year.

**Chapter Name** \_\_\_\_\_ **Chapter ID #** (not Tax ID) \_\_\_\_\_

CHECKING ACCOUNT BEGINNING BALANCE as of January 1 .....\$ \_\_\_\_\_

### Income

Chapter Membership Dues \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Interest \$ \_\_\_\_\_

Newsletter/Advertising \$ \_\_\_\_\_

Seminars/Workshops \$ \_\_\_\_\_

Ways and Means \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Income.....\$ \_\_\_\_\_

### Expenses

Bank Charges \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Newsletter \$ \_\_\_\_\_

Postage and Printing \$ \_\_\_\_\_

Programs \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

SDP Insurance \$ \_\_\_\_\_

SDP Fees \$ \_\_\_\_\_

Seminars \$ \_\_\_\_\_

Ways and Means \$ \_\_\_\_\_

Miscellaneous \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Expenses.....\$ \_\_\_\_\_

CHECKING ACCOUNT ENDING BALANCE as of December 31, .....\$ \_\_\_\_\_

**(Beginning Balance + Total Income - Total Expenses = Ending Balance)**

Savings Account Balance \$ \_\_\_\_\_ Bank: \_\_\_\_\_

CD/Other Balance \$ \_\_\_\_\_ Bank: \_\_\_\_\_

Submitted by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Certified by Audit Chair: \_\_\_\_\_ Date: \_\_\_\_\_