

ANNUAL CHAPTER FINANCE REPORT INSTRUCTIONS

1. Fill in the name of your chapter.

2. Complete the beginning balance section.

- Fill in the amount(s) in the chapter account(s) at the beginning of the year. Use July 1 (our fiscal year is July 1 to June 30) or the day after the report period covered in the previous year's report.
- Add to calculate the total beginning balance. Your record(s) of beginning balance and the bank statement record(s) should be the same (outstanding checks and deposits at the time may need to be reconciled).

3. Income

Enter your income for the year by category or type of income (such as initiation fees, national dues, chapter dues, interest earned, etc.). Calculate the total income.

4. Expenses

Categorize your expenses for the year (all checks written, bank charges, etc.). Enter the amounts into the appropriate expense line. Calculate the total expenses.

5. Calculate the ending balance.

Enter the amount(s) from your most recent bank statement. Add in any deposits made since the last statement and subtract for any checks that are not yet cleared. Write in the ending balance amounts and calculate the total balance. **NOTE:** This total ending balance should be equal to the total beginning balance, plus the total income and minus the total expenses.

6. Complete the form.

Enter the information at the bottom of the form (print name, date, sign and write in your complete address). Make a copy of the report to keep for your chapter records. Mail your report to the national treasurer.