

CHAPTER ANNUAL REPORT TREASURER'S REPORT

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Report for Chapter Accounting Period: October 1, to September 30,

Treasurer's Name:
First / Middle / Last

Chapter Tax Identification No.:

(If applicable)

1. BANK BALANCES: Start of the Year

- a. Checking Account Balance as of October 1,
- b. Saving Account Balance as of October 1,
- c. Other Account Balance as of October 1,

Total Cash On-Hand - Beginning of Period (A)

2. CHAPTER INCOME:

- a. Membership Dues
- b. Fundraising Event
- c. Program Income
- d. Meeting Income
- e. Bank Interest
- f. Other (Specify) _____
- g. Other (Specify) _____
- h. Other (Specify) _____
- i. Other (Specify) _____
- j. Other (Specify) _____
- k. Other (Specify) _____
- l. Other (Specify) _____

Total Chapter Income (B)

3. CHAPTER EXPENDITURES (DISBURSEMENTS)

- a. Membership dues paid to Ohio Township Association
- b. Donations made by Chapter
- c. Program
- d. Scholarships
- e. Meeting
- f. Meals
- g. Printing
- h. Postage
- i. Bank Charges
- j. Technical Exposition (e.g., Trade Shows, Product Shows)
- k. Postage
- l. Other: (Specify) _____
- m. Other: (Specify) _____
- n. Other: (Specify) _____
- o. Other: (Specify) _____

Total Chapter Expenditures (C)

4. BANK BALANCES: End of Year

- a. Checking Account Balance as of September 30,
- b. Savings Account Balance as of September 30,
- c. Other Account Balance as of September 30,

Total Cash On-Hand - End of Period (D)

[Cash On-Hand at the Beginning of Period] plus [Total Income] minus [Total Expenditures] MUST equal [Total Cash On-Hand at the end of the Accounting Period]

(A) + (B) - (C) = Which MUST Equal (D)

Current Year Officers: _____
Signature of President

Date

Signature of Treasurer

Date

**List all Chapter financial assets and all accounts [e.g. Certificate(s) of Deposit (CD)]
 Enclose with this report, all copies of board minutes. This is required by the IRS to substantiate that the Chapter was active throughout the year.**