

TREASURER'S MONTHLY REPORT TO CHAPTER

Report for Month(s) of: _____, 20_____

CHECKING ACCOUNT

A. CHECKBOOK BALANCE, BEGINNING OF MONTH _____

ADD RECEIPTS DURING MONTH:

1. Dues, fees, assessments (Local, State, International) _____
2. Gifts, bequests _____
3. Interest _____
4. Dividends _____
5. Total from goods sold _____
6. Ways and means _____
7. Refunds (Convention refunds, other) _____
8. Other receipts _____
9. Transfers from savings account _____
10. TOTAL RECEIPTS [Add lines 1 through 9] _____

B. TOTAL RECEIPTS AND BEGINNING CHECKBOOK BALANCE [Add lines A and 10] . . _____

SUBTRACT DISBURSEMENTS DURING MONTH:

11. Dues, fees, assessments paid to state or International treasurer
plus reciprocity dues _____
12. Donations to International projects and P.E.O. Foundation _____
13. Donations to state projects _____
14. Convention expenses _____
15. Chapter operating expenses _____
16. Cost of goods sold _____
17. Other _____
18. Transfer to Savings Account _____
19. TOTAL DISBURSEMENTS [Add lines 11 through 18] _____

C. CHECKBOOK BALANCE, END OF MONTH [Subtract line 19 from line B] _____

SAVINGS ACCOUNT / MONEY MARKET

D. SAVINGS BALANCE, BEGINNING OF MONTH _____

1. Interest added by bank or money market fund + _____
2. Deposit(s) added + _____
3. Total beginning balance plus additions [Add lines D, 1, and 2] . . . = _____
4. Subtract withdrawals - _____

E. SAVINGS BALANCE, END OF MONTH [Subtract line 4 from line 3] _____

F. OTHER ASSETS (CDs, bonds, stocks, mutual funds, etc.) _____

TOTAL ALL CHAPTER ASSETS, END OF MONTH [Add lines C, E, and F] _____

Treasurer

Chapter

Date