

TREASURER'S MONTHLY REPORT TO CHAPTER

Report for Period: _____

CHECKING ACCOUNT

A. CHECKBOOK BALANCE, Previous Period Ending Balance

ADD RECEIPTS DURING PERIOD:

- 1. Dues, fees, assessments (local, s/p/d*, International) _____
- 2. Gifts, bequests _____
- 3. Interest _____
- 4. Dividends _____
- 5. Goods sold receipts _____
- 6. Ways and means _____
- 7. Refunds _____
- 8. Bed and Breakfast receipts _____
- 9. Other receipts _____
- 10. Other receipts _____
- 11. Transfers from savings account _____
- 12. TOTAL RECEIPTS (Add lines 1 through 11)..... _____

B. TOTAL RECEIPTS AND BEGINNING CHECKBOOK BALANCE (Add lines A and 12)

SUBTRACT DISBURSEMENTS DURING PERIOD:

- 13. Dues, fees, assessments _____
- 14. Donations to International projects and P.E.O. Foundation _____
- 15. Donations to s/p/d* projects _____
- 16. Donations to local projects _____
- 17. Convention expenses _____
- 18. Chapter operating expenses _____
- 19. Other disbursements _____
- 20. Cost of goods sold _____
- 21. Bed and Breakfast expenses _____
- 22. Transfers to savings account _____
- 23. TOTAL DISBURSEMENTS (Add lines 13 through 22)

C. CHECKBOOK BALANCE, END OF PERIOD (Subtract line 23 from line B).....

SAVINGS ACCOUNT / MONEY MARKET

D. SAVINGS ACCOUNT, Previous Period Ending Balance.....

- 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. Withdrawals..... - _____

E. SAVINGS BALANCE, End of Period (Subtract line 4 from line 3)

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

TOTAL ALL CHAPTER ASSETS, End of Period (Add lines C, E and F)

Treasurer Chapter Date