

# What Goes into a Council/ Chapter Treasurer's Report?

**The basics of your weekly or bi-monthly report at general chapter or Council meetings should include:**

- Amount currently in the account
- Amount to be deposited (current receipts)
- Bills outstanding (to be paid)
- Amount currently owed the organization (dues outstanding)



**Remember:**

- Checks should have two signatures. This helps provide a safeguard for you by having a second authorization on the account. The only other authorized signers should be your president and/or chapter advisor.
- If you are paying any vendor (DJ, band, photographer, etc.) that is not incorporated more than \$600 during the calendar year have him complete a W-9 form. The form can be found on the IRS website.
- As the amount of income changes (fewer members returning, lowering/raising dues, etc.) edit the budget.

**To include in your monthly report on the treasury to Council/Chapter Exec officers and advisor(s):**

- Income and expenditures (by line items)
- Officer budget lines (total amount and how much has been spent to date)
- Anticipated upcoming expenses (think ahead and look at past year's budgets to determine how conservative you will need to be with funds)
- Outstanding dues owed to the organization
- Balance on the account(s) - this should include checking and any savings accounts the organization has