



# TREASURER'S REPORT FORM

FOR THE CHAPTER FIELD REPRESENTATIVE VISIT



Treasurer's Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date: \_\_\_\_\_

Chapter: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Officer Term Began: \_\_\_\_\_  
 Officer Term Ends: \_\_\_\_\_

**Instructions:** *Please complete this form and return it to your chapter President before my arrival on campus. Answer the questions below as they pertain to your chapter's finances and fundraising. If unsure about any of the numbers, do the best you can and mark that the number is approximate. Please be sure to bring all fundraising and financial data to our meeting. **Bring the checkbook and your bank statements, if applicable, as well.***

### Financial Information

- Chapter has private bank account with: \_\_\_\_\_ Balance: \$ \_\_\_\_\_  
 Checking account uses two-signature checks
- Chapter has on-campus account Balance: \$ \_\_\_\_\_
- Chapter charges local dues. Local Dues are \$ \_\_\_\_\_ / person, charged every:  Term  Year
- Treasurer uses a receipt book to record all incoming monies.

### Income and Expenditures

Total income from <b>local</b> dues: \$ _____	Expenditures on Service: \$ _____
Income from fundraisers: \$ _____	Expenditures on Mem.Ed: \$ _____
Income from donations: \$ _____	Expenditures on Social: \$ _____
Funding from band program: \$ _____	Expenditures on Travel: \$ _____
Funding from school: \$ _____	Other Expenditures: \$ _____
Total income per year: \$ _____	Total expenses: \$ _____

**List the fundraising projects of the chapter and how much those projects generally raise.**

**How can you make the chapter's fundraising more effective?**

**Do you apply for funding from the school or elsewhere? If so, what?**

**Does your chapter have a budget? When is it presented to and approved by the chapter?**

If you have a budget, please attach it to this form.

**Is there anything else you would like to discuss with the CFR?**

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*Thank you for taking the time to fill out this form before my arrival.*

*Please return it to your chapter President prior to my arrival on campus.*

*For our meeting, please bring your officer notebook and all documents pertaining to your office.*

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***For our meeting, please bring the following items:***

- *Ledger book / balance sheet*
- *Checkbook*
- *Any financial statements from bank or school*
- *Chapter budget*
- *Any other financial information*