

Sample Chapter Treasurer Monthly Report

(Any format is ok as long as it meets the intent of explaining each transaction every month.)

OSEA Chapter Name and Number

Account: Account Name (e.g., General Checking)

Month: _____

Beginning balance	\$1,000	<i>Prior month ending balance</i>
Receipts	Amounts	Explanation
Chapter dues	\$1,500	<i>Dues for the month of _____ received from the district</i>
Other receipts	\$50	<i>May 17 chapter bingo fundraiser</i>
Total resources	\$1,550	
Expenses	Amounts	Explanation
Check #1550	\$105	<i>Reimbursed member for purchase of chapter meeting food (see copy of receipt)</i>
Check #1551	\$20	<i>Reimbursed member for purchase of prizes for chapter meeting (see copy of receipt)</i>
Check #1552	\$48	<i>Reimbursed chapter president for mileage (see copy of mileage request)</i>
Check #1553	\$500	<i>Payment to University of Oregon for chapter scholarship awarded in 2015</i>
Check #1554	\$500	<i>Payment to OSEA for chapter delegate Conference registrations</i>
Total expenditures	\$1,173	
Ending fund balance	\$1,377	