

DAV Department of Michigan
CHAPTER MONTHLY FINANCIAL REPORT (TREASURER'S REPORT)

Treasurer's report to be completed monthly and read at Chapter meeting. A Motion and Second to approve the report is recorded in meeting minutes, attached to meeting minutes and kept on file at Chapter.

CHAPTER NO: _____ **CHAPTER NAME:** _____ **DATE:** _____

FOR PERIOD FROM _____ **TO** _____ **20** _____ **MEETING OF (MONTH)** _____

BEGINNING BALANCE (CASH ASSETS):	\$ _____
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INCOME/RECEIPTS:	
DUES (per Capita from National HQ)	\$ _____
FORGET-ME-NOT	\$ _____
BINGO	\$ _____
LOUNGE	\$ _____
BANK INTEREST	\$ _____
DONATIONS (attach detail)	\$ _____
OTHER – SPECIFY: _____	\$ _____
OTHER – SPECIFY: _____	\$ _____
TOTAL INCOME/RECEIPTS	\$ _____

EXPENSES/DISBURSEMENTS:	
SALARIES (attach detail)	\$ _____
CONVENTION (attach detail)	\$ _____
POSTAGE/OFFICE SUPPLIES	\$ _____
SERVICE/CHARITABLE (attach detail)	\$ _____
FORGET-ME-NOT	\$ _____
BINGO (attach detail)	\$ _____
DAV HALL UTILITIES – (list or attach detail)	\$ _____
OTHER – SPECIFY: _____	\$ _____
TOTAL EXPENSES/DISBURSEMENTS	\$ _____

ENDING BALANCE-BEGINNING BALANCE + INCOME - EXPENSES	\$ _____
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CASH ASSETS (End of Month)	
CHECKING ACCOUNT(S)	\$ _____
SAVINGS ACCOUNT(S)	\$ _____
CDs	\$ _____
INVESTMENTS/SECURITIES	\$ _____
TOTAL CASH ASSETS	\$ _____

TREASURER'S SIGNATURE: _____ COMMANDER'S SIGNATURE: _____