

**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)** \_\_\_\_\_

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

<b>EXPENSES/DISBURSEMENTS:</b>	
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: _____	\$ _____
<b>TOTAL EXPENSES/DISBURSEMENTS</b>	<b>\$ _____</b>

<b>ENDING BALANCE: [(BEGINNING BALANCE + INCOME) – EXPENSES]</b>	<b>\$ _____</b>
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<b>CASH ASSETS (End of Month)</b>	
CHECKING ACCOUNT(S)	\$ _____
SAVINGS ACCOUNT(S)	\$ _____
CDs	\$ _____
INVESTMENTS/SECURITIES	\$ _____
<b>TOTAL CASH ASSETS</b>	<b>\$ _____</b>

TREASURER'S SIGNATURE: \_\_\_\_\_ COMMANDER'S SIGNATURE: \_\_\_\_\_