

Chapter Treasurer's Financial Report

DELTA THETA TAU SORORITY, INC.

Name of Chapter or Alumnae _____ City _____ State _____

Report Period: _____ Treasurer's Signature _____

INSTRUCTIONS

1. Prepare white and yellow copy for each reporting period.
2. Post receipts and disbursements on same numbered line throughout the year.
3. Show details for receipts and disbursements on reverse side.
4. Retain white copy in Treasurer's Handbook.
5. Yellow copy filed in Recording Secretary's Handbook with Current minutes.
6. FORWARD COPY OF YEAR END REPORT (MAY 31) to Chairman of Board of Trustees.

		Reporting Period	Total to date	
	BALANCES BEGINNING			
1	Bank Balance, per Check Book			1
2	Bank Balance, per Savings Account			2
5				5
6	Total Balance-Beginning			6
	RECEIPTS			
7	Dues			7
8	Fines			8
9	Assessments			9
10	Interest			10
11				11
12				12
13	Convention			13
14	Province			14
15				15
16				16
17	Ways and Means			17
18	Chapter Welfare			18
22	Total Receipts			22
	DISBURSEMENTS			
23	Philanthropic Projects			23
24	Chapter Welfare			24
25	National Dues			25
26	Province Dues			26
27	Delta Home Dues			27
28	Grit			28
29	Convention Expense			29
30	Province Expenses			30
31	Initiation and Pledge Expense			31
32	National Obligation			32
33	Chapter Obligation			33
34				34
35	Ways and Means			35
36	Socials			36
37	Total Disbursements			37
38	EXCESS OF RECEIPTS OVER DISBURSEMENTS OR			38
39	EXCESS OF DISBURSEMENTS OVER RECEIPTS			39
	BALANCE ENDING:			
40	Bank Balance, per Check Book			40
41	Bank Balance, per Savings Account			41
44				44
45	Total Balances-Ending			45