



## Michigan ENA Federal Tax ID Number Use Report Form

### MENA Chapter Quarterly Treasurers Report

MENA Chapter Name \_\_\_\_\_

Quarter \_\_\_\_\_

Date	Activities for quarter which supports MENA Mission	Beginning Balance	Income	Expense	Ending Balance

Copy of Bank statements included.

Annual Budget for chapter due by first MENA board meeting January

- A. 1<sup>st</sup> quarter report ending March 31<sup>st</sup> due April 30
- B. 2<sup>nd</sup> quarter report ending June 30<sup>th</sup> due July 31<sup>st</sup>
- C. 3<sup>rd</sup> quarter report ending September 30<sup>th</sup> due October 31<sup>st</sup>
- D. 4<sup>th</sup> quarter report ending December 31<sup>st</sup> due January 31<sup>st</sup>
- E. Speaker information due January 31st



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