



2025 Chapter Treasurer's Report Instructions

- Please be sure you are using 2025 Treasurer Report – some lines from previous years have been changed or deleted.
- Only blue colored cells should be keyed with information.
- **Chapter Name** - Enter the chapter's full name (please do not use acronyms).
- Enter the beginning book balance, which should be the **Ending Balance-Figure D** on the prior year's report. The beginning bank account balance should not be used.
- Proceed to enter **Revenue** and **Expenses** for the year by quarter.
- **Section B – Donations /Grants** - if any are from a **Corporation** (which is not the same as **Exhibit Fees** payments), please detail company name, address, and amount in the **Revenue** section.
- Entries for **Miscellaneous Revenue** or **Miscellaneous Expense** should be detailed – enter in applicable sections of the report or attach to another page.
- For scholarships: if the chapter provided funds upfront to the recipient, please place those under **Grants/Scholarships/Awards**. If the member paid upfront and was reimbursed by the chapter, please put those under **Scholarships (Reimbursed)**.
- Attach all copies of bank statements for the year (including checking, savings, CD, money market and investment statements, if applicable).
- List all **Outstanding Deposits** and **Outstanding Checks** accordingly.
- Your report should balance, if balanced a message will appear in cell E56. If your report does not balance, please go over statements and amounts used.
- Previous year outstanding deposits or checks that have cleared the bank are not re-reported (they were recorded in prior year).
- The report must be signed by the Treasurer and President listing both current e-mails, in case there are questions/issues. **Please print those names to ensure they can be read clearly.**

Additional questions? Please email Lisa Green with any issues/questions - lgreen@ons.org.