

# CHAPTER TREASURER'S REPORT INSTRUCTIONS

**\*\*\*Report is due January 31 of each year following report year\*\*\***

Chapter treasurers should have a ledger or electronic means for recording Chapter income and expense transactions throughout the year. Make sure to use the same categories that are on the Treasurer report, which is an Excel spreadsheet, available at:

<https://communities.ons.org/chapterleaderscommunity/home>

1. Only Blue colored cells should be keyed with information. Other cells with no shading are protected.

2. Enter the Chapter Name – **DO NOT USE ACRONYMS**. More than one chapter can have the same acronym (ex: CCONS – Chicago, Cleveland and Central Connecticut).

3. Enter the beginning balance, which should be the “Ending Balance - Figure D” on prior year’s report...*beginning BANK balance should not be used.*

**4. Entries in SECTIONS B – Corporate donations & E - Miscellaneous Revenue and Expense should be detailed.**

5. Attach a copy of all bank statements for the year (include checking, savings, CD and Money Market accounts).

6. List all Outstanding Deposits and Outstanding Checks accordingly.

\*\*\*\*Report should balance – a message will appear in cell D57, if your report does NOT balance, go over amounts again and make sure you are using correct amounts.

7. Any outstanding deposits and/or checks from the previous year’s report that have cleared the bank this period do not have to be re-reported.

8. The report MUST be signed by the Treasurer AND President with daytime phone numbers, in case there are questions.

9. If you choose to fax the treasurer’s report and bank statements, it is not necessary to mail a hard copy. (Fax: 412-859-6163)

10. Upon Finance receiving report – a confirmation e-mail will be sent to the Treasurer **if the Treasurer e-mail section is completed.**

11. Quarterly reports are not required to be remitted – although it is HIGHLY suggested that the quarterly recap be used on the Treasurer Report during the year.

Email/call Lisa Green with any issues/questions – [lgreen@ons.org](mailto:lgreen@ons.org) OR 412-859-6215. Thank you!