

How to Deliver a Treasurer's Report

Before the Chapter Meeting:

- **Collect Financial information:** Get together all the money-related papers like receipts, account statements, and any important money info.
- **Confirm Bank Statement:** Check your bank statement every week and make sure it matches your records. This way, when you share your report, you can be sure everything adds up.
- **Prepare Your Officer Report:** Organize your Chapter Meeting report so it's easy to understand. Include a summary of how much money came in since the last report, how much was spent, and what's left (the account balance).

During the Chapter Meeting:

- When the leader says it's your turn, stand up and wait for the okay to start.
- When you start, say hi to everyone and mention what period your report covers (the past week or two weeks).
 - **Quick Summary:** Give a short overview that includes what money came in and went out of the Chapter account as well as the current account balance (this is very important to include in the meeting minutes!).
 - **Answer Questions:** If anyone has questions, do your best to answer them clearly.

Wrapping Up:

- Once everyone agrees that your report is good, say thanks to everyone for listening and being part of it all.

Tips for Doing Great:

- **Tell Everything:** Be honest about how the organization's money is doing—both the good and not-so-good parts.
 - **Good Parts:** The Chapter account is healthy with small savings/cash reserves.
 - **Not-so-good Parts:** The Chapter is still in need of collecting dues from some Members.
- **Be Ready to Explain:** If anyone wants to know more, be ready to explain things clearly. If you need to research the answer, let them know that and report back at the next Chapter Meeting.