

## SAMPLE TREASURER'S REPORT

Treasurer's Report of \_\_\_\_\_ Chapter of MSNA  
Period August 1, 20\_\_ to July 31, 20\_\_.

Balance from previous report \_\_\_\_\_

Receipts since last report:  
Local dues \_\_\_\_\_  
Income from Fund Raising \_\_\_\_\_

Contributions \_\_\_\_\_

**Total of Previous Balance and Receipts for this period** \_\_\_\_\_

Expenditures:  
Expenses of President \_\_\_\_\_  
Meeting expenses \_\_\_\_\_  
Gifts for speakers \_\_\_\_\_  
Any other expense \_\_\_\_\_  
List \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total of All Expenses for this period** \_\_\_\_\_

**Cash balance on hand** \_\_\_\_\_

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Signature of President

NOTE: This report is to be placed in the Secretary's record book.